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| **Supplier Questionnaire** | **Beschreibung: C:\Users\duchheik\Pictures\GS-Logo.png** |
|  |  |

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| **Instructions for completion:**  **Please answer all questions.**  **When an answer in Part II is “yes”, please attach a short description of your internal procedure**  **if you are not certified with (1) or (2).**  **If you can not answer a question, please indicate the reasons on the last page (no line limit) or use an additional sheet.** |

**Part I**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Data** | | | | | | | | | |
| Company Name | |  | | | | | | | |
| Address |  | | | | | | | | |
| Phone No. |  | | | E-Mail | |  | | | |
| Website | |  | | | | | | | |
| VAT-ID | |  | | D&B D-U-N-S® No. | | | | |  |
| Branch of Trade | |  | | Other: | | |  | | |
| Portfolio |  | | | | | | | | |
| Invoicing Party | | | see Address | | other → see Attachment (please attach) | | | | |
| Order Currency | | | EUR (Euro) | |  | | | | |
| Terms of Payment | | |  | | | | | | |
| Delivery | DAP Delivery Address (Incoterms ® 2010) | | | | | | |  | |

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| --- | --- | --- | --- |
|  | Contact Person | Phone / E-Mail | Number of Persons |
| Management |  |  |  |
| Manufacturing |  |  |  |
| Quality |  |  |  |
| Sales |  |  |  |
| R&D |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Legal Form |  | | | Place of Jurisdiction | |  | Date of company foundation |  |
| Total Number of Employees | | | | |  | | | |
| Shareholder / Share in % | | | | |  | | | |
| Subsidiaries | | |  | | | | | |
| Cooperations | |  | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Second last Fiscal Year | Last Fiscal Year | Current Fiscal Year |
| Turnover |  |  |  |
| Investment in R&D |  |  |  |

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| --- | --- | --- | --- | --- |
| Are you: | OEM | Franchise Dealer | Licenced Distributor |  |

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| --- | --- | --- | --- |
| **Customer References** (Please especially add projects in the defense industry.) | | | |
| Customer Name | Industry | Contact Person | Projects / Products |
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**Part II**

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| **Certificates, Quality Assurance** (Please attach copies of the certificates / verification.) | | | |
| Certified according to | **(1)**  EN, JISQ or AS9100 / 9120 or  AQAP  ***continue with C*** | **(2)**  DIN EN ISO 9001  IATF 16949  ***continue with B +C*** | Other:  Pri Nadcap  ***continue with A – C*** |
|  | | | |
| No certificate, but an effective Business Management Process in place. (please fill A-C) | | | |

A

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| --- | --- | --- |
| Does your company have a governed procurement process? | Yes | No |
| Does your company have a governed process for work planning / preparation /  project management? | Yes | No |
| Does your company have a controlled process for manufacturing / service provision? | Yes | No |
| Does your company have a process for production trial? | Yes | No |

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| --- | --- | --- |
| Does your company have a process to manage defective parts? | Yes | No |
| Does your company conduct analyses of deviations / errors? | Yes | No |
| If yes, does your company derive corrective and preventive actions from the results of these analyses? | Yes | No |
| Is there a continuous improvement process in your company? | Yes | No |
| Is there a change management or configuration control process for handling changes of hardware / software and design data? | Yes | No |

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| Does your company have a dedicated function to manage claims? | Yes | No |

B

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| Does your company apply a management process for prevention of counterfeit material? | Yes | No |
| Are your employees regularly trained? | Yes | No |

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| Does your company have an obsolescence management , which identifies discontinued parts, applies appropriate measures and informs your customer in a timely manner? | Yes | No |

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| --- | --- | --- |
| Do you have complete traceable documentation of all components that you deliver individually or as part of an assembly? | Yes | No |

C

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| --- | --- | --- |
| Do your company products contain parts that are affected by the REACH regulation? | Yes | No |
| Does your company have a REACH management process? | Yes | No |

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| --- | --- | --- |
| Do your products contain conflict minerals? | Yes | No |
| Does your company apply a management process for conflict minerals? | Yes | No |

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| --- | --- | --- |
| Is a description of your manufacturing equipment available? | Yes | No |

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| Do you use or order any of the following special processes within your manufacturing:  heat treatment, ultrasonic testing, penetrant testing (Dye Penetrant test, magnetic particles test, Eddy current test), surface treatment (chemical, painting, powder coating), material testing (destructive / non destructive), welding (please specify), soldering (please specify), riveting, bonding (please specify), additive manufacturing (i.e. 3-D printing)  or any other special process under your responsibility?  If applicable, which of the mentioned processes are affected (please note on separate page)?  If answered with yes, please answer the following four questions as well | Yes | No |
| Have you checked and approved your specific process (s) according to defined criteria (eg process stability)? | Yes | No |
| Have you taken sufficient measures to ensure a consistent quality of the process results (for example process stabilization via parameter control, tracking patterns, etc.)? | Yes | No |
| Do you check and approve facilities and technical equipment for special processes before commissioning? | Yes | No |
| Is the qualification of the staff involved in special processes regularly checked and maintained? | Yes | No |

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| --- | --- | --- |
| Does your company’s IT Security Management System fulfil the British Government Procurement Policy Note 09/14: (Cyber Essentials scheme certification) or the German Bundesamt für Sicherheit (BSI-Standard 100-2 IT Grundschutz) or an equivalent national regulation? | Yes | No |

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| --- | --- | --- |
| Do you have a policy and procedures that ensure products and Intellectual Property Rights (IPR) are safe and that third parties have no access to confidential data, technology and know-how? | Yes | No |

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| --- | --- | --- |
| Do you have an appropriate Cyber Security Policy and controls in place (including awareness and software) to protect Information and Systems from a Cyber Attack? | Yes | No |

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| --- | --- | --- | --- |
| Are your products affected by | National Export Laws | Yes | No |
| US-Reexport Regulations | Yes | No |
| Export Control Laws of other Countries | Yes | No |

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| Is an environmental management system applied? | Yes | No |
| Are environmentally relevant optimization measures applied on a regular basis? | Yes | No |

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| Which services are offered by your company? | | |
| Special Packaging upon Customer’s Request | | Usage of Packaging provided by the Customer |
| Internal Dispatch | Forwarding Agency | Customer Training Courses |
| Customer Hotline | Customer Service | Other |

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| --- | --- | --- |
| Are employees trained on a regular basis? | Yes | No |

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| Does your company conduct protective measures? | | | | | |
| Employees | Financial Assets | | Infrastructure | Reputation | Intellectual Property |
| Location | IT | Others | | | |

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| --- | --- | --- |
| Are you owned, controlled or subsidized by any Government organization, State organization and/or official thereof? | Yes | No |

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| --- | --- | --- |
| Are there active or retired public officials among your directors or senior managment? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Do you have a Code of Conduct, Policy and Controls in place (i.e. trustworthiness, integrity, transparency, secrecy, objectivity, cooperation)? | Yes | No |
| - If not available, please explain: | | |
| Can you confirm that you are fully aware of, and fully understand your National legislation and applicable legislation in other jurisdictions concerned with the prevention of bribery and corruption? | Yes | No |
| Please explain what preventative measures you implement to ensure bribery and corruption is not taking place within your Suppliers' supply chain. | | |
|  | | |
| Does your company have a policy/procedure in place for reporting possible violations? | Yes | No |
| Have you had any convictions for acts relating to bribery or corruption in the past 10 years or do you have any open investigations? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Does your business have an anti-slavery and human trafficking policy? | Yes | No |
| Does your company have a Modern Slavery Statement (UK Modern Slavery Act 2015) and / or a Vigilance Plan (‘Devoir de vigilance’ French law relating to the duty of vigilance of parent companies and ordering companies), in accordance with international laws which may be applicable to your business? | | |
| Please confirm what steps / assessment process you have taken and/or intend to take to ensure slavery and human trafficking is not taking place in your supply chain: | | |
| 1) In your own business: | | |
| 2) In your supply chain: | | |

|  |  |  |
| --- | --- | --- |
| Has your company had any convictions in relation to Human Rights in the past 10 years or does it have any open investigations? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Do you have offers concerning corporate social responsibility? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Do you have a process to monitor compliance with regulatory, normative, ethical, or customer demands from your suppliers? | Yes | No |
| Do you submit this requirement to your suppliers? | Yes | No |
| Do you have a risk assessment of your suppliers? | Yes | No |
| Do you submit this requirement to your suppliers? | Yes | No |

If you have not been able to answer any questions, please give the reasons here or use an additional sheet :

Date Name, Function Phone No. Signature

Attachment:       pages For questions / remarks please contact:

[einkauf@mbda-systems.de](mailto:einkauf@mbda-systems.de)