> **Instruction how to complete:**
> *Please answer all questions. If a question in Part II is answered with "Yes", brief descriptions of the internal procedure should be enclosed by non-certified (1) or (2) suppliers. If you're unable to answer a question, please indicate the reasons for this on the last page (no line restriction) or use an extra sheet.*
>
> **Please note:**
>
> *This completion guide is based on the evaluation of frequently asked questions (FAQ) and makes no claim to completeness. If you have any further questions, please contact us using the email address shown at the end of this questionnaire.*

Part I

This part contains simple general information about your company.

Part II

Certificates, Quality Assurance (Please attach copies of the certificates / verification.)			
Certified according to	**(1)** ☐ EN 9100 / 9120 or ☐ AQAP or **continue with C**	**(2)** ☐ DIN EN ISO 9001 ☐ IATF 16949 **continue with B +C**	☐ Others: ☐ Pri Nadcap **continue with A – C**

If your company is certified according to one or more of the above mentioned standards, please attach a copy of the actual certificate with the questionnaire. Depending on the certificate, you can skip A and possibly B too, since these procedures are regulated in the certificates.

☐ No certificate, but an effective Business Management Process in place. (please fill A-C)

Does your company have a governed procurement process?

In non-certified companies and / or very small companies, the process can be practiced without detailed process documentation. In this case, please include brief statement/s on how your company procures material and services.
We need this information to understand if all our requirements are met when dealing with your suppliers.

Does your company have a governed process for work planning / preparation / project management?

We want to understand how your company plans the production process.

Does your company have a controlled process for manufacturing / service provision?

We want to understand how your company plans to ensure the agreed delivery dates process.

Does your company have a process for production trial?

We want to assure ourselves that the production process used will continuously produce parts of the same quality.

A

Does your company have a process to manage defective parts?
We need to make sure that faulty parts are sorted out before delivery.

Does your company conduct analyses of deviations / errors?
If yes, does your company derive corrective and preventive actions from the results of these analyses?
Is there a continuous improvement process in your company?
Errors that occur should not be repeated. We want to learn from made mistakes to avoid them in the future. We also expect this from our suppliers.

Is there a change management or configuration control process for handling changes of hard-/ software and design data?
We need to make sure that changes initiated by your company or by MBDA are implemented.

Does your company have a dedicated process to manage claims?
We would be very pleased to not use this process. Never the less we need to know, how you manage a customer complaint.

B

Does your company apply a management process for prevention of counterfeit material?
Are your employees regularly trained?
Do you have complete traceable documentation of all components that you deliver individually or as part of an assembly?
Counterfeit Parts is the term for all counterfeit or copied parts whose characteristics do not match exactly with the original part. We must ensure that no such parts are delivered to us.

Does your company have an obsolescence management, which identifies discontinued parts, applies appropriate measures and informs your customer in a timely manner?
We need information from your company before components are no longer available and when they are intended to be discontinued. The information should be provided to us with sufficient time to allow us to act accordingly. In such cases we also need information about possible replacement.

C

Do your company products contain parts that are affected by the REACH regulation?
Does your company have a REACH management process?
REACH is the name of the European Hazardous Substances Regulation (please refer to EC 1907/2006). REACH aims to improve the protection of human health and the environment through the better and earlier identification of the intrinsic properties of chemical substances.

| Do your products contain conflict minerals? |
| Does your company apply a management process for conflict minerals? |

Conflict Minerals Legislation (REGULATION (EU) 2017/821 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 17 May 2017) is the name of the European regulation laying down supply chain due diligence obligations for Union importers of tin, tantalum and tungsten, their ores, and gold originating from conflict-affected and high-risk areas.

| Is a description of your manufacturing equipment available? |

We want to tailor our supplier selection to your company's production capability when making inquiries.

| 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 in der Informationstechnik BSI-Standard 100-2 IT Grundschutz) or an equivalent national regulation? |
| 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? |

We need to ensure that your IT (with our data) is protected against attacks according to minimum requirements.
We want to know how your company protects its data against the most prevalent forms of threat coming from the internet such as misuse, theft, destruction by attackers, destruction, etc. Keyword Cyber crime, Cyber attack, but also fire safety etc., everything in the context of IT security.

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

Answers to these questions are used to assess the risk of potential collaboration. For example, Protection of employees: work safety shoes, respiratory protection, etc.; Infrastructure protection: flood protection, earthquake-proof foundation (if necessary, etc.); Intellectual property: Register patents to avoid piracy (counterfeit parts)

| Are you owned, controlled or subsidized by any Government organization, State organization and/or official thereof? |
| Are there active or retired public officials among your directors or senior management? |

This question is not a decision criterion for the award of the contract. Rather, the answer serves to determine the procedures in a possible collaboration that will mitigate the risk corruption / advantage acceptance.

For questions / comments, please contact:
einkauf@mbda-systems.de