

# SUPPLIER SELF-DISCLOSURE

## FORM QM-0713

This questionnaire serves to evaluate and pre-select suppliers. We use the results of this questionnaire to evaluate all suppliers to our company. If necessary, we also check certain procedures using other questionnaires or by means of on-site audits.

The information you provide will be treated confidentially and is only used for internal purposes. Please complete the following pages and send or fax the completed form with the other documents to:

### STEULER-KCH International GmbH

Berggarten 1, 56427 Siershahn  
GERMANY

Phone +49 2623 600-0  
Fax +49 2623 600-513

[www.steuler-linings.de](http://www.steuler-linings.de)  
[skieinkauf.msrd@steuler-kch.de](mailto:skieinkauf.msrd@steuler-kch.de)  
[skieinkauf.tp@steuler-kch.de](mailto:skieinkauf.tp@steuler-kch.de)

Thank you for your cooperation!

Created	Reviewed	Released	Document no. Ticket no.
Head of International Central Strategic Purchasing	Head of Quality, Safety and Environmental Management	Managing Director	
<b>Cihangir Yükseldi</b>	<b>Christiane Arndt</b>	<b>Andreas Grimm</b>	<b>FORM QM-0713</b>

## 1. COMPANY DATA

Company name incl. legal form

Address, zip code town, country

Industry

Production facilities (if at a different address)

Name of the person who completed this form

Department

Phone

Fax

Internet

E-mail

IBAN

BIC

Account no.

Bank code

Bank name

Zip code town, country

VAT identification number

Comercial Register No.

## 2. CONTACT PERSONS

Contact person (if known)	Name	Phone number	E-mail
Managing Director			
Plant Manager			
Head of Sales			
Contact person for offers			
Project Manager			
Head of Development			
Strategic Quality Management			
Operative Quality Assurance			
Supplier Manager			
Head of Dispatch			
Dispatch employee			
Environment Officer			
Energy Management Officer			
Specialist for safety at work			
Data Protection Officer			
Financial accounting			

### 3. GENERAL DATA

Is there an organizational chart?

Yes

No

(please attach)

Total number of employees

of which employed in

Administration

Production

QM/QS

Do you manufacture in your own company?

Yes

No

If no, who produces these items?

References / key accounts

## 4. COMPREHENSIVE GENERAL LIABILITY INSURANCE

Alternatively, please enclose a copy of the policy

Is there a comprehensive general liability in-surance policy Yes      No

Insurance cover for personal injuries

Insurance cover for property damage

plus **product liability insurance** Yes      No

Insurance cover

plus **product recall insurance** Yes      No

Insurance cover

**Other** (e.g. design liability)

Insurance cover

Have you voluntarily taken out higher insu-rance cover than the insurance cover that your insurance agent calculated? Yes      No

## 5. QUESTIONS ABOUT QUALITY MANAGEMENT

Is there a quality management system in place? Yes (continue with 5.1)      No (continue with 5.2)

**5.1** Enclose a copy of the certificate or enter a direct link to the website and skip all questions in chapter 5.2.

Certificate	Available	Planned for	Expiry date of the certificate	Certification body comments
DIN EN ISO 9001	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		

## 5.2

Yes    No    Comments

Are you working on developing the QM system?

---

When do you expect the certification process to be completed?

---

According to which norm?

---

Do you identify the interested parties of your company and take their requirements into account?

---

Are risks systematically identified and action defined and assessed?

---

Is process performance recorded based on key performance indicators?

---

Are the work processes in your company documented in writing?

---

Are tasks, and spheres of responsibility and authority in your company clearly specified?

---

Are your employees adequately qualified for their tasks?

---

Do you review enquiries, bids, contracts/orders to ensure they are complete and feasible?

---

Do you take steps to ensure that non-conforming parts/products are quarantined to prevent their unintentional use or installation?

---

Do you examine errors in processes or faults in the product, and take remedial action?

---

Is the measuring and test equipment used in your company monitored calibrated and repaired?

---

## 6. QUESTIONS RELATING TO ENVIRONMENT MANAGEMENT

Is there an environmental management system?

Yes (continue with 6.1)

No (continue with 6.2)

**6.1** Enclose a copy of the certificate or enter a direct link to the website and skip all questions in chapter 6.2.

Certificate	Available	Planned for	Expiry date of the certificate	Certification body comments
EMAS Regulation	Yes	No		
DIN EN ISO 14001	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		

### 6.2

Yes No Comments

Are you working on developing the environment management system?

---

When do you expect the certification process to be completed?

---

According to which norm?

---

Have you established another management system that includes environment protection in your company?

---

If yes, which?

---

Are environment protection aspects an integral part of your product planning process?

---

Does your company define goals for improving environment protection and do you document their achievement?

---

Are your employees briefed and trained about environment protection at regular intervals?

---

Do you work toward improving the environment protection endeavors of your suppliers and contract partners?

---

Taking the product lifecycle into account, do you identify the environmental aspects of your products and activities?

---

Do you take steps to ensure that non-conforming parts/products are quarantined to prevent their unintentional use or installation?

---

Do you identify the interested parties of your company and the binding obligations toward them?

---

Is the environmental performance of your company recorded using performance indicators?

## 7. QUESTIONS RELATING TO ENERGY MANAGEMENT

Is there an energy management system?

Yes (continue with 7.1)

No (continue with 7.2)

**7.1** Enclose a copy of the certificate or enter a direct link to the website and skip all questions in chapter 7.2.

Certificate	Available	Planned for	Expiry date of the certificate	Certification body comments
DIN EN ISO 50001	Yes	No		
	Yes	No		
	Yes	No		

### 7.2

Yes    No    Comments

Are you working on developing an energy management system?

---

When do you expect the certification process to be completed?

---

According to which norm?

---

Have you established another management system that includes energy efficiency in your company?

---

If yes, which?

---

Are energy efficiency measures and results documented in your company?

---



Does your company define goals for improving energy efficiency and do you document their achievement?

Are your employees briefed and trained about energy efficiency at regular intervals?

## 8. QUESTIONS RELATING TO SAFETY AT WORK

Is there a work safety management system in place? Yes (continue with 8.1) No (continue with 8.2)

**8.1** Enclose a copy of the certificate or enter a direct link to the website and skip all questions in chapter 8.2.

Certificate	Available	Planned for	Expiry date of the certificate	Certification body comments
DIN EN ISO 45001	Yes	No		
SCC** oder SCC*	Yes	No		
	Yes	No		
	Yes	No		

### 8.2

Yes    No    Comments

Are you working on developing a health and safety system?

---

When do you expect the certification process to be completed?

---

According to which standard?

---

Have you established another management system that includes work safety in your company?

---

If yes, which?

---

Are health and safety measures and results documented in your company?

---

Does your company define goals for improving work safety and do you document their achievement?

---

Are your employees briefed and trained about health and safety at regular intervals?

## 9. QUESTIONS RELATING TO EXPORT CONTROL

Please provide the following additional information for each item. In case of several items, please down-load the document on the homepage and attach it to the self-disclosure form.

**a. For all products whose origin is Germany, EU or third countries (except USA)**

Statistical goods number of the product

Specific weight

Is the product you offer/supply subject to an export licence under German or EC law?

Yes      No      Unknown

If yes, from what position of the export list is the product recorded?

AL number

**b. Origin of the goods USA?**

Yes      No

**c. If the goods are chemicals**

Are the goods subject to the Commodities Control Act?

Yes      No

**d. Please enclose a copy of the following documents**

Goods certificate of origin / movement certificate / supplier declaration / declaration of origin on the commercial invoice

## 10. PRODUCTS / TECHNOLOGY

Product palette

Main technology

Other technologies

## 11. MATERIAL

Materials

Quality / properties

Material gauges

## 12. TECHNICAL EQUIPMENT / MACHINE POOL

Number of machines

Average age of the machines

Overview of the machine pool

## 13. IT EQUIPMENT

CAD system

CAD data exchange

ERP system

DFÜ/EDI

CAQ system

## 14. INTERNAL PROCESSES

	Yes	No	Comments
--	-----	----	----------

Have steps been taken to ensure that Steuler Linings is informed in good time about changes to production procedures and the relocation of production sites?			
--	--	--	--

Do you have a system that ensures traceability?			
---	--	--	--

Do you conduct incoming inspections?			
--------------------------------------	--	--	--

Do you conduct in-process checks?			
-----------------------------------	--	--	--

Do you conduct final inspections?			
-----------------------------------	--	--	--

Have steps been taken to ensure that, in the event of established deviations (if technically reasonable), deliveries are only made if Steuler has granted permission in writing?			
--	--	--	--

Are there quality assurance agreements with pre-suppliers?			
--	--	--	--

---

Do you have a Code of Conduct? If ,yes' please enclose.

## 15. SERVICE

Yes	No	Comments
-----	----	----------

Do you have a complaints procedure?

---

Do you process customer complaints using 8D reports?

---

What data can you enclose with the delivery?

---

Test certificates?

---

Is there a 24 hour delivery service?

---

At what sites does your company offer customer service?

What kind of warranties/guarantees do you offer?

How are non-conforming products replaced?

## 16. ADVERTISING

What trade fairs do you attend as an exhibitor and when?

## 17. PLEASE PROVIDE A SELF-ASSESSMENT

(with respect to the goods or services in our enquiry)

Reasons for supplier selection (self-assessment by the supplier):

For example: Quality, capacity, delivery accuracy (quantity/punctuality), price (development), credit-worthiness, references, error rate in ppm, communication behavior/problem-solving behavior, innovation willingness, supplier qualification needs

Strengths

Weaknesses

Opportunities

Risks

Comments (for example service availability, response speed in case of a complaint)

Yes No Remarks

Turnover of the last 3 years, rising

---

Turnover of the last 3 years, constant

---

Turnover of the last 3 years, falling (reasons)

## Supplements

### Created by

Department, name

Department, name

Date

Signature

Date

Signature

### Supplements by Steuler

## ASSESSMENT AND DECISION

To be completed by Steuler

- |   |      |               |       |
|---|------|---------------|-------|
| 1. The supplier is authorized for our standards | High | Medium        | Low   |
| 2. The company must be checked                  | No   | Audit         | Visit |
| 3. The supplier is released                     | Yes  | Conditionally | No    |
| 4. The release applies for                      |      |               |       |

5. Comments

Date	Head of International Central Strategic Purchasing
------	--