

Supplier Self Assessment

1. General Information

Address			
Company Name		Phone	
Street		Fax	
Postal Code, City		E-Mail	
State		Internet	
Country		DUNS-Nr. (Dun & Bradstreet) Code	

Company Profile

Legal Form	
Shareholder / Owner	
Parent Company	
Subsidiaries, if any	
Registration Number	

Employee Data

Total Number of Employees		Production	
Research & Development		Management	
Tool Production		Quality Management	

Top 3 key contact persons for Spheros

Title	Name	Phone	E-Mail	Languages

2. Company Figures

Financial Information (Annual Turn Over)

Year (last 3 years)	Currency	Value	Percentage of Sales in the Automotive Industry
20__			
20__			
20__			
Forecast current year			

Customers (by volume)

List of all major customers				
4 Top-Selling-Customers				
Industry				
Percent of total sales				
Percent of sales exported				

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Products and Locations

Production Site	Products	Production Process, Technologies

Core competence

In which areas do you consider your core competencies?

Tooling

Percentage of in-house tooling manufacturing	
Tooling suppliers	

3. Quality Management

Quality Tools

Quality Tools	This method is applied		Comments
	Yes	No	
Process Capability Inspection			
FMEA (Failure mode- & -effect analysis)			
8D-Method			
Internal Audits & Requalification			
Others			

Certifications

	Description	Certification Institute	Date of Certification	Expiry Date
Quality Management Certificates (Attach the copy along with this document)	ISO 9001			
	ISO TS 16949			
	Others			
Environmental management certificate	ISO 14001			
Energy management system	ISO 50001			
Software development: ISO 15504 (SPICE)				

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Are the requirements deriving from the following policies and legal regulations fully met by your products?

	Yes	No
RoHS		
REACH		
Dodd–Frank Act (Conflict minerals)		
Do you participate in IMDS? www.mdsystem.com		

4. Logistics

Explanation of the current logistic methods

	Yes	No
Regular and sytem-based material planning?		
Does your company have EDI (Electronic Data Interchange) facilities?		
Are you willing to establish a consignment stock if necessary?		

5. Others

	Yes	No
Do you have product liability insurance?		
Do you have insurance to cover costs of recall/replacement programs?		
Do you carry out an initial sampling procedure for your customers along with PPAP documents?		