

All information about this questionnaire will be treated confidential.

The data gained by this questionnaire will exclusively be used within the purchasing and the relevant interface departments (i.e. development, quality, construction) of SUSPA.

1. General information

1.1. Contact

Company name:	
Address:	
Legal system:	
Website:	
Founded / year:	
Total turnover:	
Number of employees:	
Rating according to Basel II (EU only):	

1.2. Reference Person

	sales	Technology/development	quality management
Name:			
Position:			
Telephone / fax:			
Email-address:			

Please enclose the following documents:

- reference list of customers
- organization plan
- documents of certification, auditing, or something similar

1.3. Group member:

This question is only relevant for you, if your company is a business unit of a corporation, a joint venture corporation or a part of a group of companies. The following information, however, should then refer to the company named under 1.1, respectively to the mentioned procuring segment.

Parent company name:	
Address:	
Legal system	
Website:	
Year of foundation:	
Total turnover:	
Number of employees:	

2. Company data

2.1. Structure of turnover (all currency data in EUR or USD – please indicate)

Development of turnover	last business year	actual business year	next business year
Total turnover			
With SUSPA			

According to main markets	Last business year	Current business year
Household applications		
Furniture		
Industry		
Automotive		
Others		

Supplier Information



According to regions	Last business year	Current business year
Germany		
EU without Germany		
Europe without EU-states		
North America (incl. Canada)		
Asia		
Others		

2.2. Main customers in % of turnover:

Company name	Country	%
1.		
2.		
3.		
4.		
5.		

2.3 Main suppliers in % of turnover

Company Name	Country	%
1.		
2.		
3.		
4.		
5.		

2.4. Proportion of employees:

Employees	Number	Production	Quality	Development	Purchasing	Sales
Current business year						

2.5. Production locations:

country:		founded:	
products:		employees:	
		production space / area:	
country:		founded:	
products:		employees:	
		production space / area:	
country:		founded:	
products:		employees:	
		production space / area:	
country:		founded:	
products:		employees:	
		production space / area:	

3. Quality / environmental management

	Yes	No	since when	by	valid until
ISO 9001	<input type="checkbox"/>	<input type="checkbox"/>			
QS 9000	<input type="checkbox"/>	<input type="checkbox"/>			
VDA 6.1	<input type="checkbox"/>	<input type="checkbox"/>			
IATF 16949	<input type="checkbox"/>	<input type="checkbox"/>			
ISO 14001	<input type="checkbox"/>	<input type="checkbox"/>			

Audits executed from other customers?

Yes No

By: _____ since when: _____ valid until: _____
 By: _____ since when: _____ valid until: _____

Does QMA exist?

Yes No

since when: _____ with whom: _____
 since when: _____ with whom: _____

Supplier Information



Does a description of the QM system in a Quality Management manual exist, and are there any process instructions deduced for duties, permissions and responsibilities in all quality assurance activities?

Yes No partially

How do you control the effectiveness of the QM system?

- regular discussions on quality
- quality data: _____
- internal quality audits
- reports on product and process analyses
- reports on customer satisfaction

Do you create an extensive quality planning for each product and/or project, where material and function tests are listed during prototyping, pilot run and/or series production?

Yes No

Are test plans agreed on and documented according to the indications from the customer?

Yes No

Willingness to conclude a QMA with SUSPA:

Yes No

Do PPM – agreements exist?

Yes No

since when: _____ with whom: _____

since when: _____ with whom: _____

Which forms of process control and/or quality control do you use in production?

- 100% control
- SPC
- _____

Is there operator self-control according to the quality control plan and are there inspection charts in your production? Are the results documented, evaluated and regulation measures taken?

Yes No

How do you assure the quality of your vendor parts?

- Initial sample inspection Yes No if yes, which process _____
- Control sample test upon delivery Yes No
- Operator self-control Yes No
- Specific test reports Yes No if yes, which _____

Is the vendor performance of the supplier evaluated?

Supplier Information



Yes No if yes, please attach the most important evaluations

Supplier audits

Yes No if yes, which process _____

According to which criteria were fixed the characteristics to be inspected for the series production?

Does a product liability insurance exist?

Yes No

Sum insured: _____

4. Logistics

Do logistic agreements exist?

Yes No

Which kind: _____ with whom: _____

Which kind: _____ with whom: _____

Willingness to conclude a logistic agreement with SUSPA.

Yes No

Which stock keeping do you provide?

- Warehouse near to the customer
- Central warehouse
- Consignment warehouse at the customer
- Stock keeping at the forwarding agent
- Buffer warehouse at the supplier
- Buffer warehouse at the customer

Is stock keeping possible together with the customer by data telecommunications and Kanban control?

Yes No

EDI-connection realized

Yes No

Order transmission:

Yes No

Delivery schedule process:

Yes No

Supplier Information



Order confirmation: Yes No
Payment transactions: Yes No
Forecast: Yes No
Invoices: Yes No

Which data format do you use? _____

5. Production

Which shift plan do you use in production and how high is the production activity?

In case of capacity bottlenecks, were parts of the order passed on to sub suppliers together with a transfer of the core technologies (i.e. complete production)?

Yes No

Do you outsource productions, or do concepts for outsourcing exist?

- Yes realized with the customer
- Yes planned with the customer
- Yes realized with the sub-supplier
- Yes planned with the sub-supplier
- No no need

Which core technologies do you use?

Did you install a PPS system for the issuing of production orders? Yes No

Do you occupy your machine or plan the sequence DV supported (PPS/CA system, control station with possibilities for Net-Change)?

- Yes Net-Change possible
- Yes Net-Change not possible short-term

6. Research and Development

Do you have your own prototyping Yes No

Are you able to test the groups of components (prototype, pre-series) of your own? Yes No

Supplier Information



Are patents / licenses for the technologies and/or products available? Yes No

Do you have a product development with a continuous cost determination? Yes No

7. Other information

Do you accept long-term frame contracts? Yes No

Which amendments to the contract do you accept? Packing regulations
 Logistics frame contracts
 None

8. Other remarks

This questionnaire was answered by: _____

date: _____