



Self-disclosure

Supplier Self-disclosure

Date:

Company stamp

Signature:

Approval Wielpütz

Date:

Name:

added to audit planning:

Signature:

1. Company address
2. Organization and legal structure
3. Corporate Character
4. Production process and manufacturing know-how
5. Engineering, technology
6. Cooperation/Joint Ventures
7. Logistics and material flow
8. Quality Management System
9. Environmental Management System (EMS)
10. Sustainability Management according to SQA (NQC)



Self-disclosure

1. Company address

Company name: _____

Post address: _____

Street: _____

Postal code/city: _____

Country: _____

Telephone number: _____

Telefax number: _____

E-Mail address: _____

Website: _____

Other: _____

2. Organization and legal structure

Company foundation: _____

Formerly known as company: _____

Legal structure: _____

Corporate capital: _____

Group affiliation: _____

Position of with a business partner ship : _____

Subsidiary company
(Name, Addresses): _____

Substitution/Company: _____

Number of subsidiaries, plants: _____

Bank details: _____

Contact person:	Names	Telephone number	E-Mail
Management:	_____	_____	_____
Sales Contact:	_____	_____	_____
Commercial Contact:	_____	_____	_____
Engineering Contact:	_____	_____	_____
Disposition Contact:	_____	_____	_____
Logistics Contact:	_____	_____	_____
Quality Contact:	_____	_____	_____

Company structure does an Organisation chart exit? Yes No

If yes, please attach!



Self-disclosure

Capacity utilization / working hours: 1- shift 2- shift 3- shift

Language for communication and documentation: _____

3. Corporate character

Number of employees:	<i>2018</i>	<i>2019</i>	<i>2020</i>
Total:	_____		
Salaried employees:	_____		

Turnover:	<i>2018 (in €)</i>	<i>2019 (in €)</i>	<i>2020 (in €)</i>
Total:	_____		
Business division:	_____		
Exportshare:	%	%	%
Automotive:	_____		
Automotive:	%	%	%
Invest:	_____		
Products:	_____		

Is there a contingency plan? (Please attach a copy) Yes No

List of references / main customer:

_____	%
_____	%
_____	%

4. Production and Manufacturing

4.01 What kind of manufacture and production procedures can be offered:

4.02 What kind of manufacture and production procedures do you use except from those mentioned above?

4.03 Do you have a written process about management of change? Yes No

4.04 Is there a project management for the product and process development? Yes No

5. Technology

5.01 Do you dispose of an own department for:

	Yes	No	Remarks
Production development	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Process development	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Tool shop	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Quality assurance/control	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Purchasing department/Logistics	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>

5.02 Your production facilities are designed for the following production types?

	Yes	No	Batch sizes
Piece production	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Serial production	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Line/Mass production	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Assembly	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>

6. Cooperation/Joint Ventures

6.01 Are you interested in working with us? Yes No

6.02 Are you prepared to accept us as key customer? Yes No

6.03 Are you able to quickly establish capacity on a short-tern/middle-tern? Yes No

6.04 Are you generally prepared to conduct development, research, value analysis and exchange of experience together with us? Yes No

6.05 Do you have the possibility to use data communication by EDI-accessibility? Yes No

6.06 Do you have a product liability insurance? Yes No

- If yes: About which insured summary? _____



Self-disclosure

7. Logistics and material flow

7.01 Is your material supply

– depended on low-rise only a few sources of supply?

Yes No

– ensured by own storage or an appropriate Logistics Concept?

Yes No

7.02 Do you have an ERP-system for the production planning and
production ?

Yes No

- If yes, which one?

7.03 Do you have a safety inventory / buffer stock for other costumers in your
company?

Yes No

7.04 Do you have an own car pool or regularly appointed forward for the potential
deliveries to your factory?

Yes No

7.05 Do you already have experience in continuous Logistic systems?

Yes No

Kanban Just in time

7.06 Are you prepared to disclose your calculation?

Yes No

8. Quality Management System

8.01 Do you have a certificate according to: (Please attach a copy)

DIN EN ISO 9001 , IATF 16 949 , ISO/IEC 17025 , ISO/IEC27001

- Certification according to is planned. Certification available until.....

8.02 Do you have certificates for other management systems?
(Please attach a copy)

Yes No

8.03 Is a quality management manual available?

Yes No

8.04 Auditing by Gebr. Wielpütz GmbH & Co. KG

Your company allows Gebr. Wielpütz GmbH & Co. KG
to conduct system audits, process audits and product
audits if necessary.

Yes No

8.05 Are you prepared to document and evaluate all the results and
Control plans and to submit them upon request?

Yes No

Are the finished products subjected to a documented final inspection?

Yes No

8.06 Is the management of customer complaints clearly regulated and documented?

Yes No

8.07 is the 8D-Report procedure used to deal with customer complaints?

Yes No

8.08 Do you have access to the IMDS-Material data system?

Yes No



Self-disclosure

8.09 Are you able to ensure that your suppliers own a continuous and efficient quality management system? Yes No

8.10 Would you be prepared to sign our quality assurance agreement? Yes No

8.11 Are “automotive core tools” in use?
e.g.: APQP, FMEA, MSA, PPAP, SPC, 8D Yes No

8.12 Do you have a product safety representative? Yes No

Contact person : _____

In case your organization has not named a product safety representative, we conclude that your legal representative fulfills this function.

Quality Contact person:	Names	telephone number	Email
Quality Management:	_____		
Customers concern:	_____		
PPAP / VDA:	_____		

9. Environmental Management System (EMS) Yes No

9.01 EMS has been implemented by your organization

EMAS II (valid version) ISO 14001 internal system?

In case your answer is „yes“ please attach copy of certificate.

Not implemented, but planned for 20_____

EMAS II (valid version) ISO 14001 internal system?

9.02 Environmental aspects are continuously involved in the planning of products and process? Yes No

9.03 Does your company follow certain environmental regulations? Yes No

9.04 Do you have influence on the environmental protection of your suppliers or business partners? Yes No



Self-disclosure

10. Sustainability Management

Self-disclosure questionnaire regarding corporate social responsibility (CSR) / sustainability for suppliers in the automotive industry.

Are there defined sustainability requirements according to SAQ (NQC) in your company and do you adhere to the following principles?

10.01 Working conditions and human rights

- | | | |
|---|------------------------------|-----------------------------|
| Child labour and young workers | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Wages and benefits | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Working hours | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Modern slavery (i.e. slavery, servitude and
Forced or compulsory labour and human trafficking) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Freedom of association and collective bargaining | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Harassment and non-discrimination | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

10.02 Health and safety

- | | | |
|-------------------|------------------------------|-----------------------------|
| Health and safety | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|-------------------|------------------------------|-----------------------------|

10.03 Business ethics

- | | | |
|---|------------------------------|-----------------------------|
| Corruption, extortion and bribery | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Privacy and data protection | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Fair competition and anti-trust | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Conflicts of interest | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Whistleblowing and protection against retaliation | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

10.04 Environment

- | | | |
|--|------------------------------|-----------------------------|
| GHG emissions, energy efficiency and renewables | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Water quality and consumption | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Air quality | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Sustainable resources management and waste reduction | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Responsible chemical management | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Other areas (please specify) | _____ | |

- | | | |
|---|------------------------------|-----------------------------|
| 10.05 Do you have sustainability requirements for own suppliers? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|-----------------------------|