

SUPPLIERS SELF-DISCLOSURE

FOR SUPPLIERS WITH
CERTIFIED QUALITY MANAGEMENT

Please, only fill in this questionnaire when your company has a certified Quality Management.

Save the form, open it in Acrobat or Acrobat Reader and select then “Tools” > “Fill in and sign out”. The signed self-disclosure (Information is available for the return shipment sufficient) with company stamp you send please contact us by mail, fax or e-mail.

SELF-DISCLOSURE

Supplier/Service provider of ST-Templin Automotive GmbH

Company

Supplier no.*

060

Stamp

Date

Product group

Products (separate Excel file if necessary)

Basic information

Company name

Business hours

Street

Post box

Postcode

Town/City

Country

Telephone

Fax

Homepage

E-Mail

Premises in home country

Premises in foreign countries

Bank details

Institute

IBAN

BIC

Extended information

Number of employees

Number of employees in Quality management

Number of employees in Environmental management

How much turnover generates your company?

Total:

Home country:

Foreign country:

All statements made are true and correct

Signature:

SELF-DISCLOSURE

Supplier/Service provider of ST-Templin Automotive GmbH

Company

	Contact persons	E-Mail	Telephone
Quality management			
Environmental management			
Finance Dept.			
Customer Service			
IT			
Logistics			
Purchase			

Retailer	Manufacturer	OEM Manufacturer	Aftermarket Manufacturer
<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Manufacturing range

Supply range

Customers/references

Minimum order quantity	Delivery period	Payment target	Terms of delivery
<input type="checkbox"/> yes <input type="checkbox"/> no in the amount of:			

Sales promotion activities

Spare parts price lists <input type="checkbox"/> yes <input type="checkbox"/> no	Exploded drawings <input type="checkbox"/> yes <input type="checkbox"/> no	Catalogues/brochures <input type="checkbox"/> yes <input type="checkbox"/> no
electronic sales documents <input type="checkbox"/> yes <input type="checkbox"/> no	printed sales documents <input type="checkbox"/> yes <input type="checkbox"/> no	Product trainings <input type="checkbox"/> yes <input type="checkbox"/> no

others:

Certified Quality management

<input type="checkbox"/> yes	<input type="checkbox"/> no
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Specific information
Please, only fill in if you have a certified Quality management.

Company

Quality management	Which certified quality management was introduced to your company? <input style="width: 95%; height: 20px;" type="text"/>	Proof <input type="checkbox"/> enclosed <input type="checkbox"/> follows
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Certifying organisation <input style="width: 95%; height: 20px;" type="text"/>	Till when this certificate is valid? <input style="width: 95%; height: 20px;" type="text"/>	Certificate number <input style="width: 95%; height: 20px;" type="text"/>
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Is there a system for the continuous improvement?
 yes no

Are measures for the weak point elimination started and tracked?
 yes no

Procurement	Are there certificates/test reports of your sub-suppliers? <input type="checkbox"/> yes <input type="checkbox"/> no
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Do you visit your sub-suppliers to convince yourself of the Quality management system?
 yes no

Is there a specification agreed with the respective suppliers (e. g. complementary specifications)?
 yes no these meet the current requirements yes no

Production	Do you organise a regularly stocktaking? <input type="checkbox"/> yes <input type="checkbox"/> no
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Is there a specified system regarding corrective measures at deviations in the production process?
 yes no It is set out in writing yes no

Are all necessary tests at the product carried out during the production, to guarantee the demanded quality of the end product?
 yes no

Is there a specified procedure which regulates the dealing with faulty products?
 yes no It is set out in writing yes no

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Company

Storage/Dispatch	Are ordered forwarding agents selected regarding their qualification (e. g. proper handling with goods)? <input type="checkbox"/> yes <input type="checkbox"/> no	this is documented <input type="checkbox"/> yes <input type="checkbox"/> no
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Quality inspection	Are there instructions for the release of the raw material/pre-products/semi-finished goods and packaging? <input type="checkbox"/> yes <input type="checkbox"/> no
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How long are reference samples stored? <hr/>	Where and under which conditions they are stored? <hr/>
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Only regarding packaging/dangerous goods: Are the monitoring reports regarding BAM-GGR 001 available? <input type="checkbox"/> yes <input type="checkbox"/> no

Health and Safety	Is there a qualified health and safety officer? <input type="checkbox"/> yes <input type="checkbox"/> no
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Are your employees trained in Health and Safety? <input type="checkbox"/> yes <input type="checkbox"/> no	this is documented <input type="checkbox"/> yes <input type="checkbox"/> no
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Do you provide your employees with suitable personal protection equipment? <input type="checkbox"/> yes <input type="checkbox"/> no
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Are inspections of the workplace carried out regularly? <input type="checkbox"/> yes <input type="checkbox"/> no	this is documented <input type="checkbox"/> yes <input type="checkbox"/> no
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Is there a specified procedure to eliminate risks if those are ascertained? <input type="checkbox"/> yes <input type="checkbox"/> no

Is there a specified procedure regarding the notification/capture/examination of accidents/other incidents? <input type="checkbox"/> yes <input type="checkbox"/> no

Environm. management	Is there an environmental management system? <input type="checkbox"/> yes <input type="checkbox"/> no	certified to DIN EN ISO 14001 <input type="checkbox"/> yes <input type="checkbox"/> no
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If still no Environmental management system exists: Is such a system in planning? <input type="checkbox"/> yes <input type="checkbox"/> no	this will be established to approx.:
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Company

Is there another management system in your company which includes environmental protection (e. g. EMAS, ISO 16949, Health and Safety, ...)?

yes no

Name of the system:

Do you orientate yourself on specified written guidelines (e. g. Environmental policy, Company guidelines ..)?

yes no

on:

Are aims defined and pursued to improve the environmental protection?

yes no

Are production/supply/removal processes as well as the products tested regularly regarding their environmental consequence?

yes no

Are environmental protection aspects a constant part of product planning (e. g. material usage, removal, ...)?

yes no

Are environmental protective measures regularly audited in your company?

yes no

from:

Are your employees regularly informed and trained regarding the topic environmental protection?

informed yes no

trained yes no

Do you work towards the improvement of environmental protection with your suppliers/contracting parties?

yes no

Do you update the safety data sheets regularly?

yes no

Are these sent to Templin automatically?

yes no

Can Templin see security-relevant documents on your homepage?

yes no

Address:

All statements made are true and correct

Checked by*

Signature:

Date/Signature:

Released by*

* will be filled in by ST-Templin Automotive GmbH

Date/Signature:



TEMPLIN
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