

## Supplier Assessment Questionnaire for Self-Assessment

back to:

Selectrona GmbH  
Abteilung Einkauf  
Industriering 19 + 21

D- 01744 Dippoldiswalde/ Reinholdshain

---

**Dear Sir or Madam,**

**Within our quality and environmental management system, we systematically evaluate all suppliers. The first / simplest step is the self-assessment of the supplier according to the available questionnaire for self-assessment. Please send back this document filled with the requested information.**

**Our quality department in cooperation with the purchasing department will carry out the interpretation of the results.**

**Thank you in advance for your help.**

**Yours sincerely**

Purchasing

Selectrona GmbH

This document is generated automatically and valid without any signature.

general information	company		legal form of the company		
	address - postal code/location/street/post-office box				
	other plants in ...				
	number of employees from the other plants				
	<b>contact</b>	<b>title / name</b>	<b>function</b>	<b>telephone</b>	<b>e-mail</b>
	company management				
	technical management				
	production				
	quality department				
	environmental management				
	sales department				
	for complaints regarding the scheduling				
	for technical complaints				
	Product Safety Officer				
	Responsible person for CQI				
	amount of product liability:				
	degree of capacity utilization:				
	Does your employees have the required qualification/ authority in their respective area of responsibility? <input type="checkbox"/> yes <input type="checkbox"/> no				
	<b>number of employees</b>	<b>total</b>	<b>Direct departments</b> (without quality management)	<b>quality management</b>	
<b>sales volume / investment</b> (answer voluntary)	<b>sales volume per year</b>	<b>investment for the actual business year</b>	<b>purchase volume per year</b>		

product-related information	<b>your products:</b>		
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	<b>actual products for us</b>		<b>exist proprietary developments</b>
	<b>Designate your 3 biggest customers and the kind of the delivered products.</b>		

Check where applicable

<b>questions regarding to the quality and environmental management system</b>	<b>yes</b>	<b>no</b>
<b>1.</b> Is the system certified according to DIN ISO 9001? If yes, please attach a copy of the certificate.	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b> Is the system certified according to IATF 16949? If yes, please attach a copy of the certificate. If no, please reply to the question 2.a	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.a</b> What do you plan regarding a certification according to IATF 16949?		
<b>3.</b> Is the system certified according to DIN EN ISO 14001 / validated to EMAS? If yes, please attach a copy of the certificate/ entry for the location. If no, please reply to the questions 3.a - 3.f	<input type="checkbox"/>	<input type="checkbox"/>

questions regarding CQI (Continuous Quality Improvement)	yes	no
1. Is CQI implemented in your Company and are these standards established? If yes, please send us relevant verification.	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you exercise one of the following CQI standards?  If yes, which one? <input type="checkbox"/> CQI-9, <input type="checkbox"/> CQI-11, <input type="checkbox"/> CQI-12, <input type="checkbox"/> CQI-15, <input type="checkbox"/> CQI-17, <input type="checkbox"/> CQI-23 <input type="checkbox"/> CQI-27 (Please mark!)	<input type="checkbox"/>	<input type="checkbox"/>

extended questions to the environmental management system	yes	no
3.a Is an environmental management system fixed in written form and implemented?	<input type="checkbox"/>	<input type="checkbox"/>
3.b Does the company management nominate an environmental management representative?	<input type="checkbox"/>	<input type="checkbox"/>
3.c Exists a procedure, which ensure the communication with interested circles regarding environmental questions?	<input type="checkbox"/>	<input type="checkbox"/>
3.d Do you determine the effectiveness of material and energy?	<input type="checkbox"/>	<input type="checkbox"/>
3.e Do you assess continuously the used materials regarding their environmental impact?	<input type="checkbox"/>	<input type="checkbox"/>
3.f What do you plan regarding an environmental management system and a related certification (e.g. according to DIN EN ISO 14001, EMAS,...)?		

**Comments:**

\_\_\_\_\_

date

\_\_\_\_\_

legally binding signature