

Supplier Self-Assessment					
COMPANY DATA					
1. Company (incl. legal form)					
2. Address					
3. Owner / Shareholder					
4. Communication		Phone	Fax	E-Mail	Homepage
5. Contact Details					
		Name	Phone	E-Mail	
a. CEO					
b. CFO Commercial Manager					
c. CTO Technical Manager					
d. Sales manager					
e. Quality Management Officer					
f. Environmental Management					
g. Information Security Officer					
h. CISO					
i. Health & Safety Officer					
j. Data Security Officer					
k. Service					
6. Company Profile		See Attached Report/Brochure			
7. Org-Chart		See Attached Report/Brochure			
8. Machine Pool		See Attached Report/Brochure			
9. Range of Services/Products		Business Report/Info Brochure			
10. Customers, References, Projects		See Attached Report/Brochure			
11. Other Locations					
		Yes	Which ones?	No	
12. Employees		Production		Administration	R&D
				QA	Other
13. Are your employees regularly trained and are training records available?					
				Yes	No
14. Development		Sales €000	EBIT €000	Investment €000	Number of Employees
a. Current Year					
b. Last Year					
c. Year Before Last					
15. Bank Details		IBAN:	SWIFT-Code:	BIC:	
QUESTIONNAIRE					
16. General Conditions					
				Yes	No
a. Would you agree to sign a confidentiality agreement with us? (<i>agreement attached, please sign and return to us</i>)					
b. Would you agree to sign a framework agreement with us?					
c. Do you positively confirm the "General Terms and Conditions" of Bertrandt AG? https://www.bertrandt.com/agb.html If you answer 'no' to c., please enclose a written comment with additional information.					
d. Do you accept the order processing via SAP Ariba and are you therefore willing to sign up to that platform?					
e. Would you be prepared to have an audit carried out by us or by a third party commissioned by us?					
				Yes	No
				Not relevant	
f. Would you agree to sign an agreement with us regarding contract data processing? (<i>necessary only if personal data are exchanged; document attached, please sign and return to us</i>)					

17. Quality Management					
1. Are you holding any certifications according to the below standards?					
	Yes	Which version?	Certification Period (mm/yy)	No	Planned for (mm/yy)
DIN EN ISO 9001					
DIN EN 9100					
IATF 16949					
Other certificates					
If you submit the certificates listed in Point 17.1. and those relevant for your company <i>in full</i> , you no longer need to answer the following questions in Point 17.2.					
2. Quality Management: Relevant Questions					
	Yes	No	Not Applicable		
a. Is there a QM system in place and is there written documentation to prove this?					
b. Is your QM system regularly monitored?					
c. Are complaints at your company registered and followed up and are the results, incl. the actions to correct the problems, documented?					
d. Are internal errors and problem information processed, evaluated and documented?					
e. Do you have a written documentation of your company procedures and policies regarding purchasing, production, utilities and service?					
f. Do you have a written documentation of your company procedures and policies regarding storage (FIFO), conservation, packaging and in-house transportation?					
g. Are contracts checked to ensure that the requirements resulting from them can be fulfilled?					
h. Do you continuously define and execute the necessary audits of your production process, as well as fully log and track the results of these audits and the consequential actions?					
i. Is the measuring, testing and monitoring equipment checked and calibrated at regular intervals?					
j. Is regular maintenance carried out on your production equipment?					
18. Environmental Management					
18.1. Are you holding any certifications according to the below standards?					
	Yes	Which Version?	Certification Period (mm/yy)	No	Planned for (mm/yy)
DIN EN ISO 14001					
EMAS					
If you submit one of the certificates listed in 18.1., you no longer need to answer the following questions in Point 18.2.					
18.2 Environmental Protection: Relevant Questions					
	Yes	No			
a. Does your company pay attention to environmental protection during the production process?					
b. Are your products and services environmentally friendly?					
c. Is there a commitment by top management to improve environmental protection and to comply with legal regulations?					
d. Is the in-house process (purchasing, incoming goods, warehousing, utilisation, disposal) defined with regard to handling environmental relevant materials?					
e. Are the hazardous materials contained in your products known with regard to their type and concentration?					
f. Do you pass on safety data sheets and processing advice to your customers?					
g. Do you update safety data sheets and processing advice and pass these on to your customers when products change?					
h. If required, can you provide us with certification of the material composition and contents of your products?					
i. Is there an in-house process of waste management (avoiding waste, separating waste, disposal in compliance with legal requirements)?					
j. Do you check the specialist knowledge of your waste disposal agents (waste disposal certificate)?					
k. Do you pass on applicable environmental requirements to your suppliers? If so, which ones?					
l. Are potentially favourable or unfavourable impacts on the environment throughout the product lifecycle regularly examined in your company (e.g. development, production, use, disposal)?					
m. Can you ensure that you are in full compliance with the requirements of REACH/ ROHS/ PAK/ CLP/ WEEE and the corresponding obligations?					

19. Company Safety					
19.1. Are you holding any certifications according to the below standards?					
	Yes	Which Version??	Certification Period (mm/yy)	No	Planned for (mm/yy)
VDA-ISA (TISAX)					
DIN ISO/IEC 27001					
Other certificates					
If you submit <u>one</u> of the certificates listed in 19.1., you no longer need to answer the following questions in Point 19.2.					
19.2 Company Safety: Relevant Questions			Yes	No	
a. Can you assure us that, due to regular inspections of business partners and employees, you do not contravene any of the regulations of (EC) No. 2580/2001 and/or (EC) No. 881/2002?					
aa. Do you check and monitor compliance with §9 GWG in your company?					
ab. If you answered 'no' to a./aa., have you established a comparable process that you can describe to us below?					
b. Do you intend to be a supplier for our general (non-productive) areas (e.g. office materials, office equipment, etc.)?					
c. Are you prepared to allow your processes relating to the contractual object to be inspected by Bertrandt?					
d. Do you intend to be a supplier for our productive areas?					
da. Please provide us with a completed test sheet (TISAX/27001) for the coordination of possible open questions.					
20. Health & Safety at Work					
20.1. Are you holding any certifications according to the below standards?					
	Yes	Which Version?	Certification Period (mm/yy)	No	Planned for (mm/yy)
DIN ISO 45001					
SCC Certificate					
Other certificates					
If you submit one of the certificates listed in 20.1., you no longer need to answer the following questions in Point 20.2.					
20.2 Health & Safety at Work: Relevant Questions			Yes	No	
a. Is there an internal control system (e.g. auditing) that considers the interests of health & safety and environmental protection?					
b. Can you confirm that the national health & safety regulations are complied with and that the working conditions comply with the required ergonomic and health & safety rules?					
c. Do you train your employees in the fields of "Environmental Protection" and "Health & Safety" on an regular basis and do you have a documentation / prove of these trainings?					
d. Is a risk assessment carried out before activities are started?					
e. Are safety and the protection of health among your company's objectives?					
21. Accreditations					
21.1. Are the following accreditations available?					
	Yes	Which Version?	Accreditation Period (mm/yy)	No	Planned for (mm/yy)
DIN EN ISO 17025					
Other accreditations					

22. Corporate Social Responsibility		Yes	No
a. Is your company committed to the principles of Corporate Social Responsibility (CSR) and is this also checked with regard to your sub-suppliers (e.g. compliance with social standards)?			
b. We confirm that our company does not use any conflict minerals (tin, tantalum, tungsten, gold) in accordance with "Dodd-Frank Act Section 1502 (DFA)".			
c. We confirm that no form of child labour or any infringement of human rights exist in any of our production process.			
d. We confirm that we do not and will not perform any activities with or have business relationships with companies on which embargos/trade sanctions/other international restrictions/limitations/prohibitions are imposed.			
e. Is your company certified according to other ISO standards?			
ea. If you have answered 'yes' to e., please state the name and validity of the standard and by who you have been awarded certification.			
23. General Insurance		Yes	No
a. Do you have public liability insurance?			
aa. If you have answered 'yes' to a., please state name and full address of the insurance company			
Limits of Indemnity:	Per occurrence:	Per year:	
Bodily Injury	€m	€m	
Damage to Property	€m	€m	
Have you attached a copy of the insurance policy?	Yes	No	
Have you attached certificate of insurance?	Yes	No	
b. Do you have extended public/product liability insurance?		Yes	No
ba. If you have answered 'yes' to b., please state name and full address of the insurance company			
Limits of Indemnity:	Per claim:	Per year:	
Financial loss	€m	€m	
Consequential damages	€m	€m	
Recall costs	€m	€m	
Plannning services	€m	€m	
Environmental damages	€m	€m	
Aviation products liability insurance	€m	€m	
Have you attached a copy of the insurance policy?	Yes	No	
Have you attached certificate of insurance?	Yes	No	
24. Special Insurance <i>(to be filled out only by suppliers of machinery and plants)</i>		Yes	No
a. Do you have assembly insurance?			
aa. If you have answered 'yes' to a., please state name and full address of the insurance company			
Limits of Indemnity:	€m		
Have you attached a copy of the insurance policy?	Yes		No
Have you attached certificate of insurance?	Yes		No

25. Other questions			
a. Does your company hold other admissions / approvals / permissions regarding any technical or business aspects (accreditations, product approvals, etc.)?			
	Yes	Which?	No
	<input type="checkbox"/>		<input type="checkbox"/>
b. Has your company been audited by third parties (authorities, companies, customers) in the past three years?			
	Yes	Which customer(s)? (Please attach copy)	No
	<input type="checkbox"/>		<input type="checkbox"/>
c. Will you allow us to examine the documentation of the audit results?			
	Yes		No
	<input type="checkbox"/>		<input type="checkbox"/>
d. Is your company recorded in the "Data Universal Numbering System"?			
	Yes	Following DUNS number	No
	<input type="checkbox"/>		<input type="checkbox"/>
26. Other information (e.g. suggestions and anything else you would like to tell us)			
<p>We hereby confirm that we have answered all questions correctly and in full to the best of our knowledge. We hereby give our consent that the information provided above may be stored on data storage media internally within the Bertrandt Group. The Bertrandt Group guarantees that the data will not be made available to third parties.</p>			
Place, date		Name & function, signature, company stamp	
<p>Please send the fully completed Supplier Self-Assessment, the signed Confidentiality Agreement and the agreement on the processing of contract data, incl. all other necessary documents/certificates, as a bundle, to the following address:</p>			
<p>Bertrandt AG Purchasing Department Birkensee 1 DE-71139 Ehningen</p>			