

FO 7.4 002 Supplier Questionnaire

General Data		Supplier-no. internal ERP-Sys (To be entered by Deharde)	
		<input style="width: 100px; height: 20px;" type="text"/>	
Company:			
Street:			
Post Code:	Town:		
Country:			
Phone-number:	Fax-number:		
E-Mail:			
Homepage:			
Locations:	Member of Group of companies:		
Turn Over in €m:	estimated current year:	last year:	year before last:
No. of employees:	commercial:	technical:	quality assurance: total:

Contact person:		
Main contact person		
	Phone:	E-Mail:
Production manager:	Phone:	E-Mail:
Quality manager:	Phone:	E-Mail:

Essential components of cooperation			
Delivery terms:	DAP Varel (Incoterms 2010) resp. DDP (Incoterms 2010) at non European foreign countries	<input type="checkbox"/> yes	<input type="checkbox"/> no
Payment:	within 14 days 3 % or 30 days net	<input type="checkbox"/> yes	
Do you accept our Quality Assurance Agreement? Link		<input type="checkbox"/> yes	<input type="checkbox"/> no
Do you accept our terms and conditions of purchase? Link		<input type="checkbox"/> yes	<input type="checkbox"/> no
Accept our overall packaging and Transport requirement (AA 7.4.011) Link		<input type="checkbox"/> yes	<input type="checkbox"/> no
!!! The "yes" ticked information are important components of a collaboration or selection to "preferred supplier"!!!			

Certificates, insurance and general information			
Certified according to:	<input type="checkbox"/> DIN EN ISO 9001	<input type="checkbox"/> EN /AS/JISG 9100	<input type="checkbox"/> DIN EN ISO 14001
(append copies)	<input type="checkbox"/> Miscellaneous:		
NADCAP compliant approval?	<input type="checkbox"/> no	<input type="checkbox"/> YES, as follows:	

Product liability insurance cover?	<input type="checkbox"/> yes	<input type="checkbox"/> no
if »yes« → Sum insured:	Product recall campaigns:	€ / year
	Personal injuries:	€ / year
	Material damages:	€ / year

The plant engineering/construction only:
Please complete the questionnaire provided »FO 7.4 013 Appendix Questionnaire for steel / plant construction

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Please answer, if your quality management is NOT qualified	
Do written specifications for a quality management system exist?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are you endeavouring to have your QM system certified? (tentative target date)	<input type="checkbox"/> yes <input type="checkbox"/> no by:
If contracted by DEHARDE, which work will be sub-contracted by yourselves:	
Procedure	Supplier (incl. address info)
Are all goods received and goods dispatched subject to quality inspections and are the results documented in writing?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you have calibrated test and / or measuring equipment internally?	<input type="checkbox"/> yes <input type="checkbox"/> no
Which tests / measurements can you carry out with these?	
Can you guarantee complete traceability of your products?	<input type="checkbox"/> yes <input type="checkbox"/> no
How are production and test steps that have been carried out documented?	
How are defective parts marked and stored?	
How do you measure the quality of delivery to your customers?	
What measures and specifications are stipulated to assure the quality? (e.g. dimension protocols, staff training, initial sample test procedure, fault management, etc.)	

Please enclose the following documents (if available):		
➔ Organization chart	➔ Company brochure	➔ QA agreement (QAA)
➔ QM-certificates	➔ Production documents / list of machines if applicable	➔ Production / test procedures

Please enclose the following documents mandatorily:	
➔ Customer approvals (e.g. Airbus certifications, etc.)	

Which information security management standards are available?	
Are you certified according to ISO 27001?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is your company audited according to VDA Information Security Assessment?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does a named information security manager exist in your company?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you have an information security management system in force (ISMS)?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there an information security directive in your company?	<input type="checkbox"/> yes <input type="checkbox"/> no
How is the information security organized in your company?	
Do employees in the area of information security undergo continuous training?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are internal information security audits carried out?	<input type="checkbox"/> yes <input type="checkbox"/> no

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Describe how the employees are trained and made aware of the risks involved in using and processing information/entry.	
Does your company have access management?	<input type="checkbox"/> yes <input type="checkbox"/> no
How is your company protected against external and environment threats?	
To what extent is protection against malware (viruses, worms, etc.) available in your company?	
Describe how data backups are made and checked and to what extent is the restoration of data regularly tested?	
Is an analysis of personnel and organizational risks carried out before sub-contracting to third parties?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is your company network protected against access by third parties by current fire-wall?	<input type="checkbox"/> yes <input type="checkbox"/> no
To what extent do guidelines for dealing with mobile data carriers exist (e.g. tapes, USB sticks, USB hard disks, CD's, DVD's, etc.)?	
Does your company have a process for final and secure disposal of computer media?	
What precautions are taken when an electronic exchange of information is necessary?	
Is there a directive for the application of cryptographic measures (encryption of mobile systems/ removable media/ E-mail) to ensure the security of information?	<input type="checkbox"/> yes <input type="checkbox"/> no
To what extent have measures for the development and maintenance of business continuity (continuation of normal business operations) been introduced into the company?	
To what extent have regulations and measures for remote access to the company network been defined and implemented?	
To what extent has a directive that points out the risks involved when working with mobile computers been developed?	
To what extent is information regarding the technical vulnerabilities of the information systems used procured in time, evaluated and the appropriate measures for implementation taken (patch management)?	
How is confidentiality ensured when cooperating with third party companies?	
How are networks administrated and controlled so that they are protected against threats?	
Which communication software is used for the exchange of data?	
Does an EDI interface exist? if »yes« which manufacturer:	<input type="checkbox"/> yes <input type="checkbox"/> no
Which formats are supported?	<input type="checkbox"/> EDIFACT <input type="checkbox"/> XML <input type="checkbox"/> other: _____

