

Supplier Self-Assessment

Company:

Recipient:

BJB GmbH & Co. KG

Werler Str. 1

59755 Arnsberg

Germany

www.bjb.com

Dear Sir or Madam,

you are requested to complete the following questionnaire in order to evaluate you as a potential supplier or to update our records as appropriate. This Self-Assessment Questionnaire is intended to enable suppliers to provide information regarding their management systems and practices. Please attach relevant comments or documents as required. All questionnaire responses will be securely maintained and will be accessible for future review and updating. Suppliers will be able to revise their responses as their practices and procedures evolve.

1st Basic company (SUPPLIER) information

Company name:

Website:

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Company address:

Founded:

UST-ID-NR. / VAT ID number:

Handelsregister / Commercial register:

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Group affiliation:

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Subsidiaries:

Trade agencies:

2nd Please indicate the ownership of your company

privately owned		publicly traded		government owned	
shareholder		other:			

3rd Turnover (total turnover / export amount / investment volume)

	current year	current year -1	current year -2
Total turnover			
Export amount			
Investment volume			

4th Currency

USD \$		EUR €		Others:
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5th Contact details

Person	Name	Phone	E-Mail
R&D (Research & Development)			
Sales (responsible for BJB)			
Quality management			
Quality Control			
Logistic			
Customer complaints			
Production			

6th Major customers

1 st
2 nd
3 rd
4 th
5 th

7th Major suppliers

1 st
2 nd
3 rd
4 th
5 th

8th What is the principal business of your company? (Check all that apply)

final assembly	component manufacturing	plating, painting or stamping	printed circuit boards
recycling or disposal	distribution	raw material extraction	service
other:			

9th Procurement Program BJB (Check all that apply):

Standard thermoplastics	Occupational health and safety supplies	Cables
Technical thermoplastics	Ceramics	Seals
Ferrous and non-ferrous metal strips	Standard components Workshop supplies	Electric components
Bulbs / Halogen bulbs	Logistics services	Office materials
LED Chips / LED Light sources	Miscellaneous	Packaging foil
LED peripherals	Metal moldings	Cardboard containers (corrugated cardboard) + partitions
Glass	Plastic moldings	Manufacturing supplies
Pallets	Styrofoam	
other:		

10th Please list the countries where your company has got operating and manufacturing facilities (Country and number of employees):

11th Does your company already supply BJB or connected companies (subsidiaries, joint ventures)?

Yes No

If YES, where and since when?

ONLY FOR CHINESE SUPPLIERS!

12th Does your company have an Export Licence?

Yes No

Does it include Europe and USA?

USA Europe

13th Number of employees

Total		Purchasing	
Production		R&D	
Engineering		Q.C.	
Q.A.		Sales	

14th Checkmark the quality system, regulation or guideline for which your company has a registration (please attach documents):

System / Certification valid until (dd.mm.yyyy) Guideline / Regulation

ISO 9001		IPC-A-610	
ISO/TS 16949		RoHS	
IATF 160949		REACH	
VDA 6.1		Energy Audit acc. DIN EN ISO 50001 (Level)	
CECED Code Of Conduct		Conflict materials	
ISO 14001		ISO 26000	
OHSAS 18001		EMAS (EG Nr. 1221/2009)	
ISO/IEC 27001			

15th Are you familiar with the US customs C-TPAT?

Yes No

If YES, are you certified?

Yes No

16th Which kind of manufacturing do you have?

Large batch from _____ pieces to _____ pieces

Small batch from _____ pieces to _____ pieces

Piece production

17th Traceability system

Do you guarantee traceability to the... Yes No

- Supplier
- Pre-material
- Production date
- Production line
- Work station

If YES, please describe your Traceability system!

If NO, Date (dd.mm.yyyy) _____ not planned at present planned to

18th Which CA-technologies / systems do you use?

- CAD/DTP (Construction & Documentation)
- CAP (Technical work planning & preparation)
- CAM (Manufacturing)
- CAE (Analysis & Optimization)
- CAQ (Quality assurance)

19th Which CAD-Software is applied and which interfaces exist?

20th Risk Management

Do you have an Early warning system? Yes No

If YES, how is it organized in case of e.g. technical problems or the delivery deadline?

Do you use one of the following methods to identify and / or to analyze e.g. transport-, quality-, production- and procurement risks?

- FMEA (Failure Mode and Effects Analysis)
- Ishikawa or fishbone diagram
- Past consideration (supplier evaluation, audits / revisions)
- FTA (Fault Tree Analysis)
- ETA (Event Tree Analysis)

If it is not one of these, please describe your methods!

21st Do you agree with the fact that an assistant of our quality management together with an assistant of our purchasing department execute a quality audit?

Yes No

22nd Do you accept our General Terms and Conditions of Purchase (www.bjb.com)?

Yes No

23rd On which trade fairs do you participate?

Name	Date

24th Are you able to correspond in English language? (A=Basic User; B=Independent User; C=Proficient User)

Language level A B C

Writing level A B C

Date

Signature