|  |  |  |
| --- | --- | --- |
| 1. | General data: |  |
|  | Company: |       |
|  | Street: |       |
|  | Postcode/ Town: |       |
|  | Country: |       |
|  | Telephone: |       |
|  | Fax: |       |
|  | E-mail: |       |
|  | Home page: |       |
|  |  |  |
| 2. | **Bank:** |       |
|  | IBAN: |       |
|  | VAT No.: |       |
|  |  |  |
| **3.** | **Legal form:** |       |
|  | Year of founding: |       |
|  | Corporate affiliation: |       |
|  | Main factory: |       |
|  | Production sites: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **4.** | **Contact:** | Name | Telephone |
|  | Management: |        |       |
|  | Head of sales: |       |       |
|  | Field office responsible: |       |       |
|  | Business contact: |       |       |
|  | Quality management: |       |       |
|  | Production: |       |       |
|  | Development: |       |       |
|  | Product management: |       |       |

|  |
| --- |
| **5. Company information:** |
| Sectors supplied incl. share of turnover: | [ ]  Medical technology[ ]  Automotive[ ]  Industry[ ]  Pneumatics[ ]  Aviation and space travel[ ]  Drinking water technology |     % share of turnover     % share of turnover    % share of turnover     % share of turnover     % share of turnover     % share of turnover |
| Supplier programme: |       |
| Core skills: |       |
|  |  |
| Turnover in the last 3 years: | Year before last | Last year | Current year |
|  |       |       |       |
|  |  |
| Number of employees over the last 3 years: | Year before last | Last year | Current year |
|  |       |       |       |
|  |  |
| Number of employees: |  Administration | Production |  Development | QA |
|  |        |       |        |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Shift work: | [ ]  Yes | [ ]  No |  |  |
| Number of shifts: |       |  |  |  |
| In-house tool production | [ ]  Yes | [ ]  No |  |  |
|  |  |  |  |  |
| Information on production capacity(e.g. machine park, list of machinery as annex ) | [ ]  Yes | [ ]  No |  |  |
|  |  |  |  |
| Information on measuring and testing equipment |       |
|  |
|  |  |

**6. Standard conditions**

|  |  |
| --- | --- |
| Supplier conditions: |       |
| Payment conditions: |       |
| Packaging conditions: |       |
| What logistics concept do you favour? |  |
|       |

(safety contingents, consignment stocks etc.)

**7. Product liability** (copy as annex)

Amount of cover per annum and per individual case

|  |  |
| --- | --- |
| Personal: |       |
| Material: |       |
| Global validity: | [ ]  Yes | [ ]  No |  |  |
| Insurance cover in the event of product recalls (copy as annex) | [ ]  Yes | [ ]  No |  |  |
| Minimum cover per annum: |       |

**8. Quality management**

Certification available (copy as annex)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Quality management system (DIN EN ISO 9001) | [ ]  Yes | [ ]  No | Valid until: |        |
| Quality management system (EN ISO 13485) | [ ]  Yes | [ ]  No | Valid until: |        |
| Quality management system (DIN EN ISO TS16949) | [ ]  Yes | [ ]  No | Valid until: |        |
| Environmental management system (DIN EN ISO 14001) | [ ]  Yes | [ ]  No | Valid until: |        |
| Safety management system (OHRIS, SCC) | [ ]  Yes | [ ]  No | Valid until: |        |
| Energy management | [ ]  Yes | [ ]  No | Valid until: |        |

|  |  |  |
| --- | --- | --- |
| Are control cards (SPC) managed via a digital quality system (CAQ)? | [ ]  Yes | [ ]  No |

**If no, please answer the following questions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does the company have a QA manual? | [ ]  Yes | [ ]  No |  |  |
| Does the company operate change management? | [ ]  Yes | [ ]  No |  |  |
| Is production based on accompanying documents? | [ ]  Yes | [ ]  No |  |  |
| Have tests been stipulated in the production process? | [ ]  Yes | [ ]  No |  |  |
| Is the process for dealing with faulty parts clearly defined? | [ ]  Yes | [ ]  No |  |  |
| Is an additional QA test undertaken prior to dispatch? | [ ]  Yes | [ ]  No |  |  |
| Are test results documented and stored? | [ ]  Yes | [ ]  No |  |  |
| Is testing equipment regularly calibrated and is this testing documented? | [ ]  Yes | [ ]  No |  |  |
| Is employee training undertaken? | [ ]  Yes | [ ]  No |  |  |
| Do you receive works test certificates from suppliers? | [ ]  Yes | [ ]  No |  |  |
| Have CIP processes been implemented within the company? | [ ]  Yes | [ ]  No |  |  |

**9. Supplier portal**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you read our supplier portal on our website? | [ ]  Yes | [ ]  No |  |  |

Here you will find guidelines for our suppliers.

**10. Supplier audits**

After registration the supplier shall permit authorised employees of Staiger access to the production and testing areas in which Staiger products are produced in order to verify the information provided.

**11. Handling conflict minerals**

Are the legal requirements regarding due diligence and verification systems along the supply chain known, in particular the EU Regulation REACH EG Nr. 1907/2006 incl. SVHC 06/14/2023,

RoHS 2011/65/EU+2015/863 and CMR1a/1b and do you comply this rules.

[ ]  Ja

[ ]  Nein

**12. Data protection**

Which defined procedures exist concerning to data protection or security?

**13. Representation / succession planning**

Is it ensured that your company has representation regulations for the executive board / if necessary?

|  |
| --- |
| [ ]  Ja[ ]  Nein |

**Other comments:**

|  |
| --- |
|       |
|       |
|       |

**Date: Signature(s):**