|  |  |  |
| --- | --- | --- |
| 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):**