



# Schunk Kohlenstofftechnik GmbH

## Supplier Self-Assessment and Evaluation

The supplier self-assessment serves the purpose of providing information about new companies. On this basis, we are carrying out an evaluation procedure that has been administered to all suppliers of our company. If needed, certain procedures can be reviewed by us on site through additional surveys or audits. Your information will be treated with confidentiality and serves only internal purposes. Please fill out the following pages and send/fax the filled-out forms together with any additional documents to:

**Schunk Kohlenstofftechnik GmbH**  
Postfach 10 09 51  
35339 Gießen

Thank you for your cooperation!

### 1. Information about your company

Firm name:	_____	Phone:	_____
Legal form:	_____	Internet:	_____
Year founded:	_____	Sales:	_____
Street:	_____	E-mail:	_____
Zip code, town:	_____	Telefax:	_____

Member in a corporate group  No  
 Yes      Name of group: \_\_\_\_\_

### Contact person

General Manager:	_____	Tel.:	_____	Fax:	_____
Quality Manager:	_____	Tel.:	_____	Fax:	_____
Complaints Processing:	_____	Tel.:	_____	Fax:	_____
Sales Manager:	_____	Tel.:	_____	Fax:	_____
Order Processing:	_____	Tel.:	_____	Fax:	_____
Technical Consulting:	_____	Tel.:	_____	Fax:	_____

### Total number of employees (Please include Organigram if available)

Number:	_____	Of which employed in	Administration:	_____
			Production:	_____
			QM / Qa:	_____

**Does the production take place in your own company?**      **Yes**       **No**

If no, who produces your components? \_\_\_\_\_

References / main customers: \_\_\_\_\_



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2. Questions about quality management

Are you currently certified in accordance with the following standards?

	Yes	No	Since when?	By whom?	Valid until
ISO 9001:2015	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
IATF 16949:2016	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

**If yes, please enclose/attach copy of certification and do not answer the remaining questions in this section.**

If no:	Yes	No	Comments
Is a QM system currently being set up? By when do you expect certification? _____	<input type="checkbox"/>	<input type="checkbox"/>	
In accordance with which standard? _____			
Do you identify the parties interested in your company and do you take their requirements into consideration?	<input type="checkbox"/>	<input type="checkbox"/>	
Are risks systematically identified and are countermeasures taken and evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	
Is process performance recorded using KPIs?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the work processes in your company set out in writing?	<input type="checkbox"/>	<input type="checkbox"/>	
Are tasks, responsibilities and authority clearly regulated in your company?	<input type="checkbox"/>	<input type="checkbox"/>	
Do your employees possess the necessary qualifications for their jobs?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you check enquiries, offers, contracts/orders for completeness and feasibility?	<input type="checkbox"/>	<input type="checkbox"/>	
At your company do you ensure that defective parts/products are not unintentionally used or assembled?	<input type="checkbox"/>	<input type="checkbox"/>	
At your company are errors which occur in processes or defects which occur on the product examined and are corrective measures taken?	<input type="checkbox"/>	<input type="checkbox"/>	
At your company is measuring and test equipment monitored, calibrated and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	



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3. Questions about environmental protection

Activity	Yes	No	Comments
Have you set up an environmental-management system and is it validated or certified in accordance with	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> EMAS-Regulation?			
<input type="checkbox"/> DIN EN ISO 14001:2015?			

**If yes, please enclose/attach a copy of the valid environmental statement and/or the certificate, and do not answer the remaining questions in this section. If no, please answer all the following questions.**

Activity	yes	No	Comments
Do you not yet have an environmental-management system but have one planned for the year _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> EMAS-Regulation			
<input type="checkbox"/> DIN EN ISO 14001:2015			
Do you have another management system at your company that encompasses environmental protection?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, which? _____			
Are environmental-protection considerations an inherent part of your product planning and design?	<input type="checkbox"/>	<input type="checkbox"/>	
Are environmental-protection measures and results documented at your company?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you defined targets at your company for improving your environmental protection, and do you document their achievement?	<input type="checkbox"/>	<input type="checkbox"/>	
Are your employees regularly informed and trained on the subject of environmental protection?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you actively work towards improving environmental protection at your suppliers and trade partners?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you evaluate the environmental impacts of your products and activities, taking the life cycle into consideration?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you identify the parties interested in your company and your binding obligations toward them?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the environmental performance of your company measured and recorded using KPIs?	<input type="checkbox"/>	<input type="checkbox"/>	



Supplier Self-Assessment and Evaluation

4. Questions about energy efficiency

Activity	Yes	No	Comments
Have you set up an energy-management system and is it certified in accordance with	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> DIN EN ISO 50001?			

If yes, please enclose/attach a copy of the certificate, and do not answer the remaining questions in this section. If you have not yet established an energy-management system, please answer the following questions:

Activity	Yes	No	Comments
Do you not yet have an energy-management system but have one planned for the year _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> DIN EN ISO 50001			
Do you have another management system at your company that encompasses energy efficiency? If yes, which?	<input type="checkbox"/>	<input type="checkbox"/>	
Are energy-efficiency measures and results documented at your company?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you defined targets at your company for improving your energy efficiency, and do you document their achievement?	<input type="checkbox"/>	<input type="checkbox"/>	
Are your employees regularly informed and trained on the subject of energy efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	



5. Internal processes

	Yes	No	Comments
Is it ensured that SKT will be promptly informed about changes in production methods and in the event of the relocation of manufacturing facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a system for ensuring traceability?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you conduct incoming-goods inspections?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you practice in-process control?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you conduct final inspections?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a procedure for monitoring compliance with confirmed delivery dates?	<input type="checkbox"/>	<input type="checkbox"/>	
Is it ensured that if product deviations occur and are identified that these are only delivered to SKT (if technically acceptable) upon receipt of written consent?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have QA agreements with sub-suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you prepared to enter into a QAA with Schunk Kohlenstofftechnik?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a code of conduct? If yes, please enclose/attach.	<input type="checkbox"/>	<input type="checkbox"/>	
If no, are you prepared to sign the Schunk Supplier Code of Conduct?	<input type="checkbox"/>	<input type="checkbox"/>	
Are your products 100% recyclable?	<input type="checkbox"/>	<input type="checkbox"/>	



**Schunk Kohlenstofftechnik GmbH**  
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**6. Service**

	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Do you have a complaint procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Do you process customer complaints via 8D-reports?	<input type="checkbox"/>	<input type="checkbox"/>	
Which data can you with deliveries?			
Test certificates	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____			

What kind of warranty do you provide?  
 \_\_\_\_\_  
 \_\_\_\_\_

How do you replace non-conforming products?  
 \_\_\_\_\_  
 \_\_\_\_\_

	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Do you have product liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	
Amount of coverage: _____			

Do you consent to permit our employees carry out audits at your plant?  Yes  No

Please enclose/attach, if available, the following documents:

- Organigram
- Certificates
- Product overview

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This questionnaire was answered by \_\_\_\_\_

Signature of supplier: \_\_\_\_\_ Date: \_\_\_\_\_

Company stamp



**Schunk Kohlenstofftechnik GmbH**  
**Supplier Self-Assessment and Evaluation**

**To be filled out by SKT:**

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**Assessment and decision**

(Points 1.- 6. Are to be assessed and signed by the SKT Purchasing Manager, the Quality Manager and the responsible developer )

- 1. The supplier is able to meet our demands:  High     Medium     Low
- 2. An inspection of the company is necessary:  No     Audit     Visit
- 3. The supplier is approved:  Yes     Conditionally     No

4. The approval is valid for:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date	Development/Production	Date	Purchasing Manager	Date	Quality Manager
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