

# Supplier's Self-Disclosure

## I. Corporate Data and Information

Company Name		
Street		
Postal Code, Place		
Telephone		
Homepage		
E-Mail		
VAT Ident. No.		

## II. Corporate Data and Information

1.	Name	Telephone	Telefax	E-Mail
a) Company Management				
b) Sales Management				
c) Specialist in charge of sales matters				
d) Technical Management				
e) Management Quality Assurance System				
f) Self Development				
g) Front Office				

2. Year of Foundation	
3. Language of Correspondence	
4. Legal Form	
5. Subsidiary / Subsidiaries	
6. Group Membership	

7. Number of Employees:	Direct / Production		Among this F&D		
	Indirect / Administration			Quality Assurance / Management Part-Time	
	Quality Assurance / Management Full-Time				
8. Development over the past 5 years:	Turnover		Profits		
	Equity Capital		Personnel		

9. Prospects for the next 3 years:

Turnover

Profits

Equity  
Capital

Personnel

10. Communication Possibilities / Exchange of Data / Interfaces:

CAD-Data (e.g.. DXF, IGES)

PC-Data (e.g. Lotus Notes)

### III. Locations

1. Where are your production sites?

2. Do you have any sales offices? If so, where?

Yes  No

### IV. QM-System

1. Has your company been certified according to: *(Please include copies of current certificates)*

DIN 9000 et seq. Yes  No

DIN EN ISO 9001 Yes  No

DIN EN 9100 Yes  No

DIN ISO 14001 Yes  No

VDA6, part 4 Yes  No

Others (please mention):

2. Which official institution has carried out the certification?

Please answer, if no certified Quality Management (QM) has been established:

1. Is a contract revision procedure carried out in connection with the technical / commercial documents?  Yes  No

2. Do you have any product-liability insurance??  Yes  No

3. Is there a QM documentation available in which the responsibilities and procedures relating to the Quality Management are determined?  Yes  No

4. Which special procedures (e.g. soldering, welding, complex manufacturing procedures) are used within your company and what measures are taken to ensure the required safeguarding of the current state-of-the-art?

5. Are any checks carried out by the production staff?  Yes  No

6. How long is the documentation kept in the archives, which is meant to prove and trace the quality of the products?

7. Do you know about the efforts and expenditure to be taken to make up for poor performance or mistakes (warranty, complaining, scrap costs etc.)?  Yes  No

8. Has a test planning scheme been implemented?  Yes  No

9. In what way are manufacturing and test measures documented?

10. Is your QM-system checked periodically and systematically for its efficiency (internal audits)?  Yes  No  
If so, at what time intervals?

11. Are any external audits carried out with your suppliers?  Yes  No

12. Are any statistical methods applied and if so, what kind of methods?  Yes  No

13. Are all test devices checked periodically?  Yes  No

14. Have any written instructions been established for the treatment of faulty parts?  Yes  No

15. Can all required test and measuring tasks be carried out in relation to your product range?  Yes  No

16. Are any QM tools used? If so, what kind of tools?  Yes  No

17. Are there any TQM activities carried out?  Yes  No

**18. (only for suppliers / projects of Boeing)**

Do you meet the DPD / MBD requirements according to Boeing standard D6-51991 (see appendix)?  Yes  No

If so, please enclose pertinent documents (see DPD check list in the annex)

**V. Environment (not necessary if the certificate according to DIN ISO 14001 is available)**

Please do only answer those questions which apply to your product range!

- 1. Do you use environmentally compatible packing materials? Yes No
- 2. Do you take recourse to certified forwarding agencies and / or Cap service companies? Yes No
- 3. Do you use water soluble varnishes? Yes No
- 4. Do you use environmentally compatible cooling lubricants? Yes No
- 5. Do you operate any plants or facilities that have an impact on the environment and are subject to approval by authorities, such as galvanic and varnishing facilities, petro stations or the like? If so, please mention: Yes No

**VI. Technical Information**

1. What kind of products and / or services does your company offer on the market?

2. What kind of manufacturing do you have??

- Large-scale series production      From 



 To
- Low-scale series production      From 



 To
- Individual parts      From 



 To
- Others

3. What is the utilization of your production facilities like?

- a)  1-shift operation     2-shift operation     3-shift operation

b) Free Capacity in %

4. Do you have a PPS-System (production planning and control system)? Yes No  
If so, what kind of PPS-system?

5. Can you apply a surface protection (establishment, pre-treatment, corrosion resistance)? If so, what kind of surface protection? Yes No

6. How do you evaluate your customer service?

	<b>Very good</b>				<b>Insufficient</b>	
When giving advisory service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In case of a complaint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Justification

7. Do you carry out training courses for the further education of your staff on a regular basis? Yes No  
If, what kind of training courses?

**VII. Quality Guideline**

1. Do you meet all requirements of CLAAS Fertigungstechnik GmbH's Quality Guideline? Yes No

2. Which chapters cannot be complied with?

3. Is compliance with the chapters that have not been fulfilled ensured in any other way? Please give a description:

**VIII. References**

Please include the reference customers which are interesting for CLAAS from your point of view (similar product range) in the following list:

Company	Own sales realized with the reference company	Product range manufactured	Quality grading	Person to contact QA/QM –Manager incl. his / her name / phone no

Place, date

Author:

We thank you for your support!

Please attach to this document as an Annex:

- Copies of the certificates (if available)
- List of machines / inventory incl. information on the year of construction
- Listing of test devices and instruments
- Organisational chart