

Supplier Questionnaire



General Information

Name of supplier	
Date of foundation	
Address	
Postal code	
City / state / country	
Phone no.	
Website	
Belongs to group	
Company form	

Markets

In what markets do you deliver momentarily (% turnover)

Market	% Turnover

Insurance / Warranty

	Yes / no	Limit
Does your company have a general liability insurance?		
Does your company have a product liability insurance?		
What is the max. warranty period your company can agree on?		

Product- / Sales information (fill in „x“ if applicable)

Producer		Plastic components		Wire rod		Stamped- / bent parts	
Trader		Metal components		Injection		Castings	
Various		Raw material		Extrusion		Screws / bolts	
		Sonstiges		Rubber		Coatings	

Company's mission statement

Checklist

	Yes/no
Questionnaire filled in completely?	
Company presentation attached?	
Organization chart attached?	
Relevant certificates attached?	
General delivery instruction LV 01/05 read and signed?	

Date	
Name	
Signature	
Stamp	

Code of Conduct

The Vossloh Code of Conduct contains important legal, moral and ethical principles of integrity. We expect all our suppliers to respect and adhere to these principles.

https://www.vossloh.com/documents/investor_relations_1/Corporate-Governance/Vossloh_Code_of_Conduct_US.pdf

Management system and certificates

What certificates / management systems are applied in your company? (z. B. ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, OHSAS 18001:2007)		
Standard	Certification company	Exp. Date of certificate

Please attach your certificates to this suppliers questionnaire

Information reg. divisions / departments

What are the major divisions / departments within your company? (z.B. Quality, R+D, Production, Purchasing)	
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Please attach your organization chart to this supplier questionnaire

	(yes/no)
Are you willing to be audited by Vossloh prior to deliveries?	
Are you willing to supply our products including all necessary quality certificates, especially inspection certificates in VFS form (special Excel sheet)?	
Are you willing to supply quality documents (handbooks, process charts and instructions, other relevant quality documents) if demanded by Vossloh?	

What is the major measuring equipment, test equipment and laboratory equipment in use? (e.g.. 3D-measurement machines, manual measuring devices, gauges, test benches, etc.)

What is your employee's qualification especially reg. measuring and test equipment currently in use? (e.g. Aukom 1, Aukom 2, etc.)

What quality- and development methods are used within your company? (e.g. product FMEA, process FMEA, 8D, 5-Why, Ishikawa, DOE, QFD, MSA)

General information about occupational safety management, environmental protection management, energy management

	Yes/ No
Does an organizational structure with a safety expert, environmental officer, and energy officer exist in your company?	
Does an internal control system that takes account to the issues of occupational safety, environmental protection and energy management exist?	
Do you have a list of legal environmental, safety and fire safety requirements applicable to your business?	
Are you working to improve occupational safety, environmental protection and energy efficiency among your suppliers and contractors?	
Do you maintain a safety and health management system?	

Information about occupational safety management

	Yes/ No
Is it comprehensible that the national health and safety regulations are complied with and that the working conditions correspond ergonomic and health principles?	
Do you have risk assessments for all workplaces?	
Do you have risk assessments in accordance with the Ordinance on Hazardous Substances?	
Does a list of hazardous substances exists which are used in the company?	
Do employee instructions on occupational safety take place?	
Did you implement a written transfer of duties?	
Does your company follow a health and safety policy? If yes, please attach a copy of it.	
Please indicate the number of reportable accidents at work per year (accidents from 3 days downtime) for the last 3 years.	

Information about environmental protection management

	Yes/ No
Do you consider environmental aspects in your product and process planning?	
Are the environment protection goals defined and can these be shown comprehensibly?	
Do you maintain an environmental management system?	
Does your company follow an environmental protection policy?	
If yes, please explain your environmental policy in short sentences or attach a copy of it.	

Information about energy management

	Yes/ No
Do you consider energy-related options by designing new processes?	
Are employees regularly informed and trained on energy management?	
Do you maintain an energy management system?	