



## Connecting Technology

TIGGES GmbH & Co. KG · P.O. Box 12 04 85 · 42334 Wuppertal · GERMANY

### To all suppliers

Your reference

Your message dated

Our reference  
PD

Date/Version  
06-2012

### **Supplier Questionnaire**

Dear Sir or Madam,

With the enclosed Supplier Questionnaire we would like to ask you for some basic information about your company.

On the basis of the Supplier Questionnaire we will assess to what extent a further system evaluation (potential analysis) on our part is necessary in your company.

Due to the fact that a positive assessment of your quality management system is always required before signing a contract, we kindly request that you return the completed Supplier Questionnaire to us within 5 days.

Yours sincerely,

**TIGGES Connecting Technology**

Purchasing Department



## Connecting Technology

Company:				
Business sector:				
Factory:				
Street:				
Post code, City:				
Country:				
Telephone / Fax:				
E-mail:				
Contact:	Name	Telephone	Fax	E-mail:
Sales:				
Quality:				
Technology:				

### Questionnaire completed by:

Name:

Date:

Signature:

Telephone:

Fax:

Filled in by TIGGES Purchasing!

### 1.0 General Details

Legal form / group affiliation: .....

Founding year: .....

Production facility locations:

1.) .....

2.) .....

3.) .....

Other: .....

### 1.1 Organisation (please attach organisational diagram)

Head of Technology: .....

Head of Business Admin.: .....

Head of QM: .....

Is the position of QM filled fulltime?

YES / NO

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### 1.2 Size of operations (fulltime staff)

No. of employees: ..... of which

Total:	..... employees
Dev. & Constr.:	..... employees <input type="checkbox"/> external
Production:	..... employees
Sales & Administration:	..... employees
Q-Assurance:	..... employees
Maintenance:	..... employees <input type="checkbox"/> external

### 1.3 Sales / Services

Total sales: ..... in millions of EURO/a of which export: ..... in %

Business areas / Key areas

- 1) ..... = ... % of sales
- 2) ..... = ... % of sales
- 3) ..... = ... % of sales

Do the technologies/services offered to TIGGES belong to the main business areas of the company?  
 Yes ..... % of sales?  
 No

What percentage of your sales is connected directly or indirectly with the automobile industry? ..... %

Customers: .....  
 .....

### 1.4 Product liability insurance

Insured amount for consequential damages? : ..... EURO

### 1.5 Quality management system (incomplete answers lead to point deductions)

- 1.5.1 Has a quality management system been introduced and determined? O Yes O No  
**If yes, please attach a valid certificate!**  
**If no, when will it be .....**
- 1.5.2 Has a quality management representative been appointed? O Yes O No
- 1.5.3 Has the organisation and remit of responsibility been adhered to? O Yes O No
- 1.5.4 Has a procedure for checking contracts been determined? O Yes O No
- 1.5.5 Has the procedure for exchanging altered documents been determined? O Yes O No
- 1.5.6 Have quality requirements for raw, auxiliary and operating materials been determined? O Yes O No
- 1.5.7 Have designations and traceability of products been determined and ensured? O Yes O No
- 1.5.8 Have checks been determined throughout the production cycle and are they documented (incl. shipping)? O Yes O No
- 1.5.9 Is the status of product checks in the production cycle clearly distinguishable? O Yes O No

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- 1.5.10 Has the handling of faulty products or materials been properly determined? O Yes O No
- 1.5.11 Are reprocessed products or materials checked again? O Yes O No
- 1.5.12 Is there a process for correction and prevention? O Yes O No
- 1.5.13 Are results of checks kept?  
**If yes, how long? .....** O Yes O No
- 1.5.14 Can the results of checks be made available? O Yes O No
- 1.5.15 Are internal audits fixed and are they carried out regularly? O Yes O No
- 1.5.16 Is there a procedure to recognise process risks?  
**If yes, what? .....** O Yes O No
- 1.5.17 Is there a fixed procedure to determine quality-related costs? O Yes O No
- 1.5.18 Is it possible for us or our customers to be granted access at any time after consultation? O Yes O No
- 1.5.19 Has your quality management system been assessed by an automobile manufacturer in the last 12 months? O Yes O No

**Grade .....**

### 1.6 Environmental management

Is an environmental management system in place? O Yes O No  
 EN 14001    or     Eco audit acc. to EMAS

**If yes, please attach a valid certificate!**

**If no, when will it be .....**

### 1.7 IMDS / VDA / PPAP

Do you participate in IMDS? O Yes O No  
 Are you able to carry out initial samplings acc. to VDA O Yes O No  
PPAP O Yes O No

### 1.8 Production systems / procedures

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.....

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Special procedures (innovations)?: .....

