

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

Your reference	Your message dated	Our reference	Date
		EK/	20.10.2020

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 five days**.

Your sincerely,
TIGGES Connecting Technology

Purchasing Department

Phone	
Fax	
E-mail	
Website	

Erstellt: FKA	Freigabe Geschäftsführung	Version 02/ 02.03.2020
23.11.2017	24.11.2017	

Company Details

Company	
Business sector	
Factory	
Street	
Post code / City	
Country	
Phone / Fax	
E-mail	

Contact	Name	Phone	Fax	E-mail
Sales				
Quality				
Product Safety Officer				
R & D				

Questionnaire completed by

Name		Date		Signature
Phone		Fax		

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1. General Details

1.1 Legal form / group affiliation	
1.2 Founding year	
1.3 Production facility locations	

2. Organisation

Please attach organisational diagram.

2.1 Head of Technology	
2.2 Head of Business Admin.	
2.3 Head of QM	
Is the position of QM filled fulltime?	
	<input type="checkbox"/> yes <input type="checkbox"/> no

3. Size of operations

Please consider only full-time employees.

No. of employees		employees
of which Dev. & Constr.		employees o. external
of which Production		employees
of which Sales & Administration		employees
of which Q-Assurance		employees
of which Maintenance		employees o. external

4. Sales / Services

4.1 Total sales		in millions of EURO / a
of which export		in %

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4.2 Business areas / Key areas		Sales	
			in %
Do the technologies/services offered to TIGGES belong to the main business areas of the company?			
<input type="checkbox"/> yes		% of sales	<input type="checkbox"/> no

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

5. Product liability insurance

5.1 Insured amount for consequential damages?	in €

6. Quality management system

Incomplete answers lead to point deductions.

6.1 Is the QM function a full-time position?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.2 Has a quality management system been introduced and determined?	<input type="checkbox"/> yes	<input type="checkbox"/> no
<i>If yes, please attach a valid certificate!</i>		
<i>If no, when will it be?</i>		
6.3 Has a quality management representative been appointed?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.4 Has the organisation and remit of responsibility been adhered to?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.5 Has a procedure for checking contracts been determined?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.6 Has the procedure for exchanging altered documents been determined?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.7 Have quality requirements for raw, auxiliary and operating materials been determined?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.8 Have designations and traceability of products been determined and ensured?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.9 Have checks been determined throughout the production cycle and are they documented (incl. shipping)?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.10 Is the status of product checks in the production cycle clearly distinguishable?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.11 Has the handling of faulty products or materials been properly determined?	<input type="checkbox"/> yes	<input type="checkbox"/> no

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6.12 Are reprocessed products or materials checked again?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.13 Is there a process for correction and prevention?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.14 Are results of checks kept?	<input type="checkbox"/> yes	<input type="checkbox"/> no
<i>If yes, how long?</i>		
6.15 Can the results of checks be made available?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.16 Are internal audits fixed and are they carried out regularly?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.17 Is there a procedure to recognise process risks?	<input type="checkbox"/> yes	<input type="checkbox"/> no
<i>If yes, what?</i>		
6.18 Is there a fixed procedure to determine quality-related costs?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.19 Is it possible for us or our customers to be granted access at any time after consultation?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.20 Has your quality management system been assessed by an automobile manufacturer in the last 12 months?	<input type="checkbox"/> yes	<input type="checkbox"/> no
<i>Einstufung</i>		

7. Environmental management

Is an environmental management system in place?

7.1 EN 14001	<input type="checkbox"/> yes	<input type="checkbox"/> no
7.2 Eco audit acc. to EMAS	<input type="checkbox"/> yes	<input type="checkbox"/> no
<i>If yes, please attach a valid certificate!</i>		
<i>If no, when will it be?</i>		

8. IMDS / VDA / PPAP

8.1 Do you participate in IMDS?	<input type="checkbox"/> yes	<input type="checkbox"/> no
8.2 Are you able to carry out initial samplings acc. to VDA ?	<input type="checkbox"/> yes	<input type="checkbox"/> no
8.3 Are you able to carry out initial samplings acc. to PPAP ?	<input type="checkbox"/> yes	<input type="checkbox"/> no

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9. Production systems / procedures

Special procedures (innovations)?	

10. Production preparations through

<input type="checkbox"/> Own construction		
<input type="checkbox"/> Own tool and machinery construction		
<input type="checkbox"/> External construction of tools and machinery	Share in %	
<input type="checkbox"/> External manufacture of tools and machinery	Share in %	

11. Acquisitions

What materials are acquired by sub-suppliers? (e.g. granulate, metals, blanks, semi-finished products; forging)

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Results and Actions

Filled by TIGGES purchasing!

Reason for assessment	<input type="checkbox"/> First contact	<input type="checkbox"/> Post evaluation
Planned service for TIGGES		
Comments		

Grade	<input type="checkbox"/> Grade A
	<input type="checkbox"/> Grade B
	<input type="checkbox"/> Grade C

Actions	<input type="checkbox"/> Audit required	
	<input type="checkbox"/> Potential analysis recommended	
	<input type="checkbox"/> Potential analysis not recommended	Process size/ importance?
	<input type="checkbox"/> Approval without potential analysis (Only possible with QMS certification acc. to IATF 16949)	

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