**Notice regarding this questionnaire**

With this form the supplier will be assessed by ETO also regarding its environmental management. The questionnaire is part of the Supplier Assessment Audit, performed by the ETO purchasing department on the first visit of a potential new supplier for direct material.

**After reading this notice, please cancel this notice frame out of the document as well as the empty line.**

# Adress- and contact data

|  |  |
| --- | --- |
| **Name of supplier:** |       |
| **Street:** |       |
| **ZIP code and town:** |       |
| **Country:** |             |
| **Web page www.:** |       |
| **Telephone:** |       |
| **Fax#:** |       |
| **[ ]**  |  **Supplier** | **[ ]**  | **Trader** | **[ ]**  | **Manufacturer** |
| **Contact person for:** |  |
| **Management** |        |
| Telephone direct call/ E-mail: |       /       |
| **Sales/ Marketing** |        |
| Telephone direct call/ E-mail: |       /       |
| **Logistics/ disposition** |        |
| Telephone direct call/ E-mail: |       /       |
| **QM-/ Quality manager** |        |
| Telephone direct call/ E-mail: |       /       |
| **EM-/ Environmental manager** |        |
| Telephone direct call/ E-mail: |       /       |
| **WM-/ Waste manager** |        |
| Telephone direct call/ E-mail: |       /       |
| **Reach agent** |        |
| Telephone direct call/ E-mail: |       /       |

# General company data

|  |  |
| --- | --- |
| **In what products or services is the supplier specialized in?** |       |
|       |
|       |
|  |  |
| **Since how long is the supplier acting in this market?** |       |
|       |
|       |
|  |  |
| **Is the supplier depending on corporate decisions?** |       |
|       |
|       |
|  | **Previous year (N-1)** | **Actual year** |
| **Headcount overall:** |  |  |
| Headcount R&D |       |       |
| Headcount production |       |       |
| Headcount quality assurance |       |       |
| Headcount administration |       |       |
|  |  |
| **Turnover overall:** |  |  |
| Turnover home country |       |       |
| Turnover abroad |       |       |

# Questions regarding procurement

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| **3.1** | **Is a communication and ordering process via EDI possible?** | [ ]  | [ ]  |
| **3.2** | **Is there an electronic catalog existing?** | [ ]  | [ ]  |
|  | If yes: |
|  | Is it an online catalog (Internet) or an offline catalog (CD)?       |  |
|  | Which standard is used (e. g. BMEcat)?       |  |
|  |  |  |  |
| **3.3** | **Is an E-procurement system existing?** | [ ]  | [ ]  |
| **3.4** | **Does the supplier deliver into a consignation stock?** | [ ]  | [ ]  |
| **3.5** | **Is the supplier willing to produce parts for stockpiling?** | [ ]  | [ ]  |
| **3.6** | **Is the lead time bigger than 2 weeks?** | [ ]  | [ ]  |
|  | If yes: |
|  | What is the total lead time for parts which are not stockpiled?       |  |
|  | What is the processing time for parts which are not stockpiled?       |  |
|  |  |  |  |
| **3.7** | **Is there an expiry date existing for products resp. pre-products?** | [ ]  | [ ]  |
| **3.8** | **Is there a standard packaging existing?** | [ ]  | [ ]  |
| **3.9**  | **Is the supplier willing to use reusable ETO packaging?** | [ ]  | [ ]  |

# Questions regarding quality management

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **4.1** | **Has the supplier implemented a quality management system and is it fixed in written form?** | [ ]  | [ ]  |
| **4.2** | **Is this QM-system certified?** | [ ]  | [ ]  |
|  | If yes: |
|  | According which norm is the system certified?       |  |
|  | Date of certification:      |  |
|  |  |  |  |
|  | Was the system recertified during the last year? | [ ]  | [ ]  |
| **4.3** | **Does the supplier agree with a supplier audit performed by ETO?** | [ ]  | [ ]  |

(Please add a copy of the certificate in case of existence.)

# Questions regarding environmental management

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **5.1** | **Has the supplier implemented an environmental management system and is it fixed in written form?** | [ ]  | [ ]  |
| **5.2** | **Is the EM-system certified?** |
|  | If yes: |
|  | According which norm is the system certified?       |  |
|  | Date of certification:      |  |
|  | Was the system recertified during the last year? | [ ]  | [ ]  |
| **5.3** | **Does the supplier agree with a supplier audit performed by ETO?** | [ ]  | [ ]  |

(Please add a copy of the certificate in case of existence.)

Please answer following question only in case of point 5.2 was answered with „no“!

## Questions for non certified companies

(If not applicable, please delete.)

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **5.4.1** | **Is the environmental policy fixed in a written form?** | [ ]  | [ ]  |
| **5.4.2** | **Does the environmental management directly report to upper management?** | [ ]  | [ ]  |
| **5.4.3** | **Does the supplier perform internal environmental audits?** | [ ]  | [ ]  |
| **5.4.4** | **Does the supplier evaluate its sub-suppliers reg. environmental requirements?** | [ ]  | [ ]  |
| **5.4.5** | **Does the supplier perform environmental evaluations with the help of statistical data?** | [ ]  | [ ]  |
| **5.4.6** | **Did the supplier gather its production process data and checked their ecological relevance?** | [ ]  | [ ]  |
|  | If yes, which influences on the environment have been detected: |  |  |
|  |       |  |  |
|  |       |  |  |
|  |       |  |  |
|  |  |  |  |
| **5.4.7** | **Is there a documented approach how to react in case of emergency?** | [ ]  | [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| **5.4.8** | **Is there an evidence of disposal of waste causing ecological damage?** | [ ]  | [ ]  |
| **5.4.9** | **Is there a system to determine all relevant environmental laws?** | [ ]  | [ ]  |
|  | If 5.4.9 was answered with „yes“, please add the list of environmental laws. |  |  |
| **5.4.10** | **Did the supplier check its products and/or services against their ecological relevance?** | [ ]  | [ ]  |
|  | If yes, which influences on the environment have been detected: |  |  |
|  |       |  |  |
|  |       |  |  |
|  |       |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5.4.11** | **Did the supplier check its production premises and machines against ecological relevance?** | [ ]  | [ ]  |
|  | If yes, which influences on the environment have been detected: |  |  |
|  |       |  |  |
|  |       |  |  |
|  |       |  |  |

|  |  |
| --- | --- |
| **5.5** | **Remarks concerning environmental issues** |
|  |       |
|  |       |
|  |       |
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|  |       |
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| --- | --- | --- | --- | --- | --- | --- |
|       |  |       |  |  |  |  |
| Date |  | Supplier name in block letters |  | Signature |  | Stamp |