



Self-assessment for suppliers of purchased items of Metabo GmbH

Please fill out and return within 5 working days!

Master data:

Supplier / company:
Street / no.:
Post (Zip) code / city:
Country:
e-mail:

Date:
Telephone:
Fax:
Website:

Delivery address if different from master data:

Three horizontal lines for delivery address input.

(Please enclose a separate list for several delivery addresses!)

Bank details:

Name of bank:
Address of bank:
Bank identifier code:
Account no.:
IBAN - Nr.:
SWIFT - / BIC - Code:
VAT number:
Tax number:

Contact persons:

Executive Management and Sales

Insides Sales Representative:
e-mail Address:

Language: German, Chinese, English, Spanish, Other
Direct Phone Number:
Direct Fax Number:

Sales Manager:
e-mail Address:

Language: German, Chinese, English, Spanish, Other
Direct Phone Number:
Direct Fax Number:

Account Manager
e-mail Address:

Language: German, Chinese, English, Spanish, Other
Direct Phone Number:
Direct Fax Number:

**Engineering
and Operations**

Operations Manager:
e-mail Address:

Language: <input type="checkbox"/> German <input type="checkbox"/> Chinese <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:
Direct Phone Number:
Direct Fax Number:

Materials Manager:
e-mail Address:

Language: <input type="checkbox"/> German <input type="checkbox"/> Chinese <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:
Direct Phone Number:
Direct Fax Number:

Engineering Manager:
e-mail Address:

Language: <input type="checkbox"/> German <input type="checkbox"/> Chinese <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:
Direct Phone Number:
Direct Fax Number:

Logistic Manager:
e-mail Address:

Language: <input type="checkbox"/> German <input type="checkbox"/> Chinese <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:
Direct Phone Number:
Direct Fax Number:

**Quality Assurance
and Customer Support**

Quality Manager:
e-mail Address:

Language: <input type="checkbox"/> German <input type="checkbox"/> Chinese <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:
Direct Phone Number:
Direct Fax Number:

ROHS / REACH Manager:
e-mail Address:

Language: <input type="checkbox"/> German <input type="checkbox"/> Chinese <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:
Direct Phone Number:
Direct Fax Number:

Company data:

Legal structure:

DUNS – Number:

ECCN - Number:

DUNS [Data Universal Numbering System]

ECCN [Export Control Classification Number]

Ownership structure /
group affiliation:

(Please indicate whether the products delivered to us are subject to US export control laws!)

Company Category: Manufacturer Manufacturer´s Agent Distributor

Kind of Products

Total employees:

No of employees in manufacturing:

No. of employees in R&D:

No. of employees in Quality department:

No. Of working shifts:

Total turnover of the last 3 years:

Turnover with Metabo in the last 3 years:

one year ago:

one year ago:

two years ago:

two years ago:

three years ago:

three years ago:

Production plant

Name / ID:
Street / number:
Post code / city:
Country:
Year of establishment:

Is there another production plant existing?

Yes No

Name / ID:
Street / number:
Post code / city:
Country:
Year of establishment:

(Bei weiteren Werken bitte Ergänzungsliste beilegen!)

Does your company have a registered quality system?

Yes No

If **yes**, indicate in the table below the quality system(s) standard and date of registration your company currently maintains. **Please attach a copy of the company registration certificate**
If **no**, specify if it is the company's intent to obtain registration, expected registration date and **attach a copy of the plan for obtaining registration**.

Quality System Standard	Expected Date of Registration	Date of Registration
ISO/TS 16949 <input type="checkbox"/> ja / <input type="checkbox"/> nein		
DIN EN ISO 9001 <input type="checkbox"/> ja / <input type="checkbox"/> nein		
VDA Band 6, Teil 1 <input type="checkbox"/> ja / <input type="checkbox"/> nein		
DIN EN ISO 14001 <input type="checkbox"/> ja / <input type="checkbox"/> nein		
QS9000 <input type="checkbox"/> ja / <input type="checkbox"/> nein		
Operational safety <input type="checkbox"/> ja / <input type="checkbox"/> nein		
EMAS II <input type="checkbox"/> ja / <input type="checkbox"/> nein		

If NO:

- Do you have an other certificate to the assessment of your quality management? Yes / No
If yes - which?

- Do you have a specified handbook for your quality management? Yes / No

- Which quality tests are accomplished and how are these tests documented?
e.g. do you establish a control plan until serial production start?

Which quality methods do you use?

Preventive measures (FMEA, DoE, Risk Analysis, others)

Do you carry out one of the above mentioned measures? Yes / No

Which?

Ständige Verbesserungen (Kaizen, TQM, KVP, andere)

Do you carry out one of the above mentioned measures? Yes / No

Which?

Process control (SPC, FSK, others)

Do you carry out one of the above mentioned measures? Yes / No

Which?

PPAP/First Sampling

After what specifications do you carry out these (VDA, TS16949, others)?

Do you carry out a annual quality management Self-assessment? Yes / No

Do you perform frequently internal audits? Yes / No

Are you willing to conclude a QSA [quality agreement] before the first delivery to Metabo? Yes / No

(Special arrangements can be arranged and worked in!)

CAD systems:

CATIA V5 ja / nein

Interfaces:

IGES Yes / No

PRO - E ja / nein

STEP Yes / No

UNIGRAPHICS ja / nein

VDA Yes / No

ja / nein

Yes / No

Logistics:

How high is your running time in the production?

How high is your standard delivery time?

Do you use VMI - Tools or do you intend to use it?

Yes No

Would you arrange a consignment warehouse at Metabo?

Yes No

Would you reveal your costs of logistics?

Yes No

Costs:

Do you work at programs to the permanent productivity improvement?

Yes No

Would you, together with metabo, accomplish value analysis projects?

Yes No

Would you accept life time contracts with yearly price reductions?

Yes No

Would you accept "open cost" calculation?

Yes No

General:

Willingness to US - Dollar - basis in pricing?

Yes No

Is it possible to produce material tags with bar code?

Yes No

Is your company EDI-able? EDI [Electronic Data Interchange]

Yes No

If no, are delivery schedules possible via email?

Yes No

Please explain your strategy in case of an emergency as to the maintenance of your ability to supply (extra doc.)

General:

Do you have a product liability insurance?
If yes, up to which sum?

Yes / No

Does your company have an environmental policy

Yes No

regarding the adherence to the relevant laws and regulations, prevention of environmental pollution and the commitment to continuous improvement,

Yes / No

Do you agree - if Metabo wishes - to send us copys of these policies?

Yes / No

Has your company been subject to any investigation/prosecution with regard to patent infringement?
If yes - which?

Yes / No

Environmental Management:

Does your company have an environmental policy regarding the adherence to the relevant laws and regulations, prevention of environmental pollution and the commitment to continuous improvement, and does such policy comprise all areas, levels and staff of the site/sites?

Yes / No
if yes, please enclose commentary / attachment

Has your company within the past 24 months been subject to any investigation/prosecution by the public authorities with regard to environment-related issues?

Yes / No
if yes, please enclose commentary / attachment

Are the guidelines and legal arrangements of ROHS and REACH well and are these requirements completely kept by your products?

Yes / No
if yes, please enclose commentary / attachment

Can you confirm, that the following content values of the PAK (polycyclic aromatic hydrocarbons) are limited in their components to the following values:

Yes / No

For parts with	Skin contact up to 30 scnds.	Skin contact more than 30 scnds.
Benzo(a)pyren (BAP)	20 mg/kg	1 mg/kg
Total 16 PAH (EPA)	200 mg/kg	10 mg/kg

To avoid unnecessary queries we ask you to fill the Self-assessment completely out. to the information needed
get in touch with our purchasing dept. Tel.: 07022 / 72 - 0 .

Please return the filled out form to:

Metabowerke GmbH
Metabo-Allee 1
D-72622 Nürtingen

Place, date, supplier signature and stamp