

Supplier Self-Assessment

Please send the fully completed Supplier Self-Assessment including all relevant annexes bundled and as a scan to your contact person by email.

COMPANY DATA

1. Company (incl. legal form)					
	VAT ID:		Tax number:		
2. Address					
3. Communication	Phone	Fax	E-Mail	Homepage	
4. Contact Details	Name	Phone	E-Mail		
a. CEO					
b. Sales manager					
5. Company Details - Please insert as attachment -	Extract of the Commercial Register (not older than 3 months)		Company Profile		
	Org-Chart		Machinery in operation		
	Customers, References, Projects		Range of Services/Products		
6. What spectrum will you supply Bertrandt with?	Annex 1 - <u>COMPULSORY</u> : Scope of delivery				
7. Which of the supplier self-assessment annexes provided by us will be completed and returned?	Annex 2 - <u>COMPULSORY</u> : Code of conduct		Annex 6 - Quality Management		
	Annex 3 - Non-Disclosure Agreement		Annex 7 - Environmental Management		
	Annex 4 - Data Processing Agreement (DPA) (DPA is required when personal data is processed by a data processor)		Annex 8 - Company Safety		
	Annex 5 - Insurance Coverage (relevant for suppliers of machines and plants, as well as for development p partners)		Annex 9 - Health & Safety at work		
8. Other locations	Which ones?	Yes	No		
9. Employees	Production	Administrat.	R&D	QA	Other
10. Are your employees regularly trained and are training records available?	Yes		No		
11. Development Key figures	Sales €'000	EBIT €'000	Investment €'000	Number of Employees	
a. Current Year					
b. Last Year					
c. Year Before Last					
12. Bank details	IBAN:		BIC/SWIFT-Code:		

QUESTIONNAIRE

13. Further questions					
a. Do you confirm the "General Terms and Conditions" of Bertrandt AG with no reservation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<small>https://www.bertrandt.com/fileadmin/files/files/05_Footerebene_2/01_AGB/Englisch/GTC_Procurement_of_Services_Bertrandt.pdf</small>					
<small>If you answer 'no', please enclose a written comment with additional information.</small>					
b. Do you agree to have an audit carried out by us, by our end customer, or by a third party commissioned by us or our end customer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
c. Has your company been audited by third parties (authorities, customers, etc.) in the past three years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Which third parties?					
Will you allow us to examine the documentation of the audit results?					
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
d. Are you holding any third parties approvals (accreditations, product approvals, etc.)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Accreditation 17025	Version:		Valid until:	Scheduled:	
Other?					
e. Is your company recorded in the "Data Universal Numbering System"?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
DUNS number:					

14. Public liability insurance			
Do you have public liability insurance?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Name and full address of the insurance company:			
Limits of Indemnity	Per occurrence	Per year	
Bodily Injury	€		€
Damage to Property	€		€
Have you attached a copy of the insurance policy?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you attached certificate of insurance?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If you are a supplier of machines and plants or a development partner, please complete Annex 5.			
15. Quality Management			
Quality Management Officer			
Existing certificates			
DIN EN ISO 9001	Version:	Valid until:	Scheduled:
DIN EN 9100	Version:	Valid until:	Scheduled:
IATF 16949	Version:	Valid until:	Scheduled:
Other			
If you are <u>unable</u> to submit the certificates listed in 15. and relevant for your company <u>in full</u>, please complete Annex 6.			
16. Environmental Management			
Environmental Management Officer			
Existing certificates			
DIN EN ISO 14001	Version:	Valid until:	Scheduled:
EMAS	Version:	Valid until:	Scheduled:
If you are <u>unable</u> to submit the certificates listed in 16. and relevant for your company <u>in full</u>, please complete Annex 7.			
17. Company Safety			
CISO			
Data Security Officer			
Information Security Officer			
Existing certificates			
TISAX (VDA-ISA)	Version:	Valid until:	Scheduled:
DIN ISO/IEC 27001	Version:	Valid until:	Scheduled:
Other			
If you are <u>unable</u> to submit the certificates listed in 17. and relevant for your company <u>in full</u>, please complete Annex 8.			
18. Health & Safety at work			
Health & Safety Officer			
Existing certificates			
DIN ISO 45001	Version:	Valid until:	Scheduled:
SCC Certificate	Version:	Valid until:	Scheduled:
Other			
If you are <u>unable</u> to submit the certificates listed in 18. and relevant for your company <u>in full</u>, please complete Annex 9.			
We hereby confirm that we have answered all questions correctly and in full to the best of our knowledge. We hereby give our consent that the information provided above may be stored on data storage media internally within the Bertrandt Group. The Bertrandt Group guarantees that the data will not be made available to third parties.			
Place, date		Name & Function, signature, company stamp	

Annex 1 - COMPULSORY: Scope of delivery

IT	Marketing	Facility	Office supplies
Hardware Software Consumables Services		Electrician General supplies Interior construction Fire extinguisher & Service Plumber Air conditioning Access control Heating technology Cleaning services Signs & labels Household appliances Hygiene articles E-check	Office Supplies Furniture

Fleet Mgmt.	Travel Mgmt.	Workshop supplies	Laboratory supplies
Services Vehicles BMW / Mini Ford Mercedes Opel VW Group (VW, Audi, Skoda, Seat) Cross-brand leasing Rental vehicles Car sharing Fuel cards Tires and accessories Driver's license check Cleaning Other Transfers	Travel agency	Generally Factory equipment Electrics / electronics Cable Cable plug connections Measurement technology Model construction supplies Metals Tools Tool maintenance Floor-level conveyors Pneumatics / hydraulics Standard components Housing / front panels / type plates Vehicle construction	Equipment Chemicals

Insurance	Development services	Machinery & plant	Logistics / Packaging
Broker	Vehicle Engineering Vehicle Engineering Nearshore Vehicle Engineering Offshore Electric/Electronics Hard- and Software Electric/Electronics Hard- and Software Nearshore Electric/Electronics Hard- and Software Offshore Simulation Solutions and Vehicle Safety Simulation Solutions and Vehicle Safety Nearshore Simulation Solutions and Vehicle Safety Offshore Fixture design and production Model making	Metal processing/machining Vehicle construction (Authority vehicles) Vehicle labelling Ground Transportation (Forklifts, etc.) Climatic chambers Maintenance climatic chambers EE test benches (HIL) Maintenance / spare parts EE test benches Service / Maintenance / UVV / Relocation Workshop equipment	Prototype Vehicle Transport General Logistics Postal/Parcel Services Packaging

Other
Calibration service Tea kitchens supplies&equipment Work safety / work clothing Office services Other

Annex 5				
Insurance coverage (only relevant for plant/machine manufacturers and/or development service providers)				
a. Do you have extended public/product liability insurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you have answered 'yes' to a., please state name and full address of the insurance company				
Limits of Indemnity:	Per claim:		Per year:	
Financial loss	€		€	
Consequential damages	€		€	
Recall costs	€		€	
Planning services	€		€	
Environmental damages	€		€	
Aviation products liability insurance	€		€	
Have you attached a copy of the insurance policy?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you attached certificate of insurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b. Do you have assembly insurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you have answered 'yes' to b., please state name and full address of the insurance company				
Limits of Indemnity:	€			
Have you attached a copy of the insurance policy?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you attached certificate of insurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Annex 6				
Quality Management: Relevant Questions				
a. Is there a QM system in place and is there written documentation to prove this?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b. Is your QM system regularly monitored?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
c. Are complaints at your company registered and followed up and are the results, incl. the actions to correct the problems, documented?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
d. Are internal errors and problem information processed, evaluated and documented?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
e. Do you have a written documentation of your company procedures and policies regarding purchasing, production, utilities and service?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
f. Do you have a written documentation of your company procedures and policies regarding storage (FIFO), conservation, packaging and in-house transportation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
g. Are contracts checked to ensure that the requirements resulting from them can be fulfilled?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
h. Do you continuously define and execute the necessary audits of your production process, as well as fully log and track the results of these audits and the consequential actions?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
i. Is the measuring, testing and monitoring equipment checked and calibrated at regular intervals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
j. Is regular maintenance carried out on your production equipment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Annex 7				
Environmental Management: Relevant Questions				
a. Does your company pay attention to environmental protection during the production process?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b. Are your products and services environmentally friendly?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
c. Is there a commitment by top management to improve environmental protection and to comply with legal regulations?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
d. Is the in-house process (purchasing, incoming goods, warehousing, utilisation, disposal) defined with regard to handling environmentally relevant materials?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
e. Are the hazardous materials contained in your products known with regard to their type and concentration?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
f. Do you pass on safety data sheets and processing advice to your customers?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
g. Do you update safety data sheets and processing advice and pass these on to your customers when products change?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
h. If required, can you provide us with certification of the material composition and contents of your products?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
i. Is there an in-house process of waste management (avoiding waste, separating waste, in compliance with legal requirements)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
j. Do you check the specialist knowledge of your waste disposal agents (waste disposal certificate)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
k. Do you pass on applicable environmental requirements to your suppliers? If so, which ones?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
l. Are potentially favourable or unfavourable impacts on the environment throughout the product lifecycle regularly examined in your company (e.g. development, production, use, disposal)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
m. Can you ensure that you are in full compliance with the requirements of REACH/ ROHS/ PAK/ CLP/ WEEE and the corresponding obligations?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Annex 8

Company Safety: Relevant Questions

a. Can you assure us that, due to regular inspections of business partners and employees, you do not contravene any of the regulations of (EC) No. 2580/2001 and/or (EC) No. 881/2002?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
aa. Do you check and monitor compliance with §9 GWG in your company?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
ab. If you answered 'no' to a./aa., have you established a comparable process that you can describe to us below?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b. Do you intend to be a supplier for our general (non-productive) areas (e.g. office materials, office equipment, etc.)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
c. Are you prepared to allow your processes relating to the contractual object to be inspected by Bertrandt?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
d. Do you intend to be a supplier for our productive areas?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
da. Please provide us with a completed test sheet (TISAX / VDA ISA / 27001) for the coordination of possible open questions.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<https://www.vda.de/en/topics/digitization/data/information-security>

Annex 9

Health & Safety at Work: Relevant Questions

a. Is there an internal control system (e.g. auditing) that considers the interests of health & safety and environmental protection?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b. Can you confirm that the national health & safety regulations are complied with and that the working conditions comply with the required ergonomic and health & safety rules?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
c. Do you train your employees in the fields of "Environmental Protection" and "Health & Safety" on a regular basis and do you have a documentation / prove of these trainings?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
d. Is a risk assessment carried out before activities are started?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
e. Are safety and the protection of health among your company's objectives?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>