

Supplier Self Assessment

1. General information				
1.1. Company address				
Editor:		Position:		
JOPP supplier:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Supplier no:	E-Mail
Company:			Street:	
Producer:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Distributor:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Postcode/Town:			Country:	
Phone:			Fax:	
VAT registration n			Duns No:	
Homepage:			Date:	
1.2. Ownership of the organization				
1.3. Subsidiaries, Branch offices				
	Share in %		Country / City	Product range
		%		
		%		
		%		
		%		
1.4. Financial structure				
Annual turnover (Year-1 / Year / Year+1)				
of that automotive industry is absolute and %		%		
Equity ratio Year-1 (Equity/ balance sheet total)		%		
Profit margin (Year-1)		%		
R&D expenses (Year-1)		%		
1.5. Competent				
a) Vertical production range				
Describe your in-house production/range of services (which manufacturing processes do you carry out in-house)	manufacturing processes	power spectrum		
		parts size	weights	
(Please attach equipment list)				
What processes, components or vendor parts are subcontracted?				
b) Product portfolio	Please enclose your company presentation!		<input type="checkbox"/> YES	<input type="checkbox"/> NO
b) Bases of production		d) Research & Development		
Number of shifts per day		Process development	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Working hours per shift		Product development	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Working days per week		CAD data processing		
Work days per year		Brief description of prototype facilities		
Extra time possible		Brief description of testing facilities		
Current capacity utilisation				

Supplier Self Assessment

1.6. Departmental Managers				Name	Phone	E-Mail
Management						
Research & Development						
Production						
Quality Management						
Supply Chain/Purchasing						
Sales						
Project Management						

1.7. Personnel Development										
	In total	Others	Research & Development	Design	Purchasing	Production	Logistic	Sales	Quality	IT
Number of Employees										

1.8. Purchasing								
Supplier portfolio								
Distribution of supplier portfolio by region in %								
	Europe	South America	NAFTA	Asia-Pacific	Africa			
regions								
Top 5 Suppliers	Share of Purchasing volume %		Locations		Scope of Supply			
Does business relationship already exists to other companies in the JOPP Group?			<input type="checkbox"/> YES		<input type="checkbox"/> NO			
If yes, please name								
Tooling								
Percentage of in-house tooling design			---		%			
Percentage of in-house tooling manufacturing			---		%			
Tooling suppliers			---		%			
Which tool procurement market using you?								
<input type="checkbox"/> Europe		<input type="checkbox"/> South America		<input type="checkbox"/> NAFTA		<input type="checkbox"/> Asia-Pacific		
<input type="checkbox"/> Africa								

1.9. Customer Portfolio			
	Top 5 Customers	Share of sales in %	Duration of Business Relationship (Years)
1.			
2.			
3.			
4.			

Supplier Self Assessment

5.			
Do you supply competitors of JOPP Group?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please name			
1.10.	Is there a separate warehouse/logistics center for finished parts?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If not, what is the name of the external service provider?			
1.11.	Do you use supplier portals?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, which?			
If not, are you ready to use supplier portals with the JOPP Group?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
E-Commerce	<input type="checkbox"/> EDI / DFÜ	<input type="checkbox"/> WEB EDI	<input type="checkbox"/> Order transmission via Email
Please indicate the e-mail address at which you would like to receive the order transmission			
1.12.	Electronic invoice delivery	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, contact person:			

2. Quality Management					
2.1.	How is your quality assurance system certified?	<input type="checkbox"/> IATF16949 / ISO TS 16949	<input type="checkbox"/> EN ISO 9001	<input type="checkbox"/> others	
If other certifications are available, please specify which.					
<i>If yes, please attach a copy of the certificate; questions 2 to 12 can be skipped. Continue with question 13.</i>					
➔ ➔ ➔					
	Not in use yet, but planned for the year:	<input type="checkbox"/> IATF16949 / ISO TS 16949	<input type="checkbox"/> EN ISO 9001	<input type="checkbox"/> others	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.2.	Is the procedure of contract review ensured?				<input type="checkbox"/> YES <input type="checkbox"/> NO
2.3.	Do you have a Quality Assurance Manual?				<input type="checkbox"/> YES <input type="checkbox"/> NO
2.4.	Are organization and responsibilities defined in organization charts?				<input type="checkbox"/> YES <input type="checkbox"/> NO
2.5.	If the quality assurance system controlled through periodical internal audits?				<input type="checkbox"/> YES <input type="checkbox"/> NO
2.6.	Are quality checks defined during the production process?				<input type="checkbox"/> YES <input type="checkbox"/> NO
2.7.	Are the documents used identifiable and can these documents be assigned to the products?				<input type="checkbox"/> YES <input type="checkbox"/> NO
	retention period		Years		
2.8.	Is the level of the necessary product traceability fixed and do any regulations exist in order to guarantee this level?				<input type="checkbox"/> YES <input type="checkbox"/> NO
2.9.	Do you regularly check the test devices and do you document these tests?				<input type="checkbox"/> YES <input type="checkbox"/> NO
2.10.	Is a batch separation guaranteed?				<input type="checkbox"/> YES <input type="checkbox"/> NO
2.11.	Do you have an identification system for products and do you apply it?				<input type="checkbox"/> YES <input type="checkbox"/> NO

Supplier Self Assessment

2.12.	Does a written regulation exist regarding secured storage, handling, packaging and transport of your products?			<input type="checkbox"/> YES	<input type="checkbox"/> NO		
➔ ➔ ➔							
2.13.	Have you already been audited by other companies?			<input type="checkbox"/> YES	<input type="checkbox"/> NO		
	by whom	result	Date:				
2.14.	Are the deliveries accompanied by certificates (material, hardness, coating thickness, etc.) on customer request?			<input type="checkbox"/> charge free	<input type="checkbox"/> chargeable		
2.15.	Can material data be entered into the International Material Data System (IMDS)?			<input type="checkbox"/> YES	<input type="checkbox"/> NO		
2.16.	The supplier agrees to perform annual requalification?			<input type="checkbox"/> YES	<input type="checkbox"/> NO		
2.17.	Could customer-specific requirements (for example, the formula Q VW) be met?			<input type="checkbox"/> YES	<input type="checkbox"/> NO		
2.19.	Do you have a	<ul style="list-style-type: none"> product liability insurance 	insurance sum	>5.000.000 Euro	Euro	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	or a	<ul style="list-style-type: none"> product liability insurance with automobile recall coverage clause 	insurance sum	Drop Down!	Euro	<input type="checkbox"/> YES	<input type="checkbox"/> NO
➔ If yes, please attach a copy of the certificate of insurance.							
3. Energy and Environmental Management							
3.1.	Do you have an energy management system?			<input type="checkbox"/> ISO 50001	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	Not in use yet, but planned for the year:		<input type="checkbox"/> ISO 50001		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
3.1.	Do you have an environmental management system?			<input type="checkbox"/> ISO 14001	<input type="checkbox"/> EMAS III	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Not in use yet, but planned for the year:		<input type="checkbox"/> ISO 14001	<input type="checkbox"/> EMAS III		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please attach a copy of the certificate. The other questions regarding environmental management do not have to be answered any more.							
3.2.	Are there any machines or facilities that hold a duty of notification to or require an operating permit from any authority?			<input type="checkbox"/> YES	<input type="checkbox"/> NO		
	If yes, which?						
3.3.	Does your company orientate towards specified guidelines with regard to environmental protection? (e.g. environmental policy, company and environmental guidelines)?			<input type="checkbox"/> YES	<input type="checkbox"/> NO		
3.4.	Did you define any goals in your company for the improvement of environmental protection?			<input type="checkbox"/> YES	<input type="checkbox"/> NO		
3.5.	Do you have periodical examinations of						
	<ul style="list-style-type: none"> production processes 			<input type="checkbox"/> YES	<input type="checkbox"/> NO		
	<ul style="list-style-type: none"> supply and disposal processes 			<input type="checkbox"/> YES	<input type="checkbox"/> NO		
	<ul style="list-style-type: none"> products 			<input type="checkbox"/> YES	<input type="checkbox"/> NO		
concerning their influence on the environment?							
3.6.	Are aspects of environmental protection an integral part of your product planning (e.g. design, conception and development)?			<input type="checkbox"/> YES	<input type="checkbox"/> NO		
3.7.	Are environmental protection measures periodically audited in your company?						
	<ul style="list-style-type: none"> If yes, by whom? 	<ul style="list-style-type: none"> internal auditor (by employed person) 		<input type="checkbox"/> YES	<input type="checkbox"/> NO		
		<ul style="list-style-type: none"> external auditor (by external consultant) 		<input type="checkbox"/> YES	<input type="checkbox"/> NO		
3.8.	Do you regularly inform and train your employees concerning environmental protection?			<input type="checkbox"/> YES	<input type="checkbox"/> NO		
(If required, proof regarding questions 3.3. to 3.9. will be requested.)							

JOPP produces sophisticated assemblies and systems for the automotive market and the industry at production sites worldwide. In order to offer best performance to our customers, we attach great importance to powerful suppliers fulfilling our high claims of delivery quality.

The purpose of the JOPP supplier questionnaire is to assess and preselect suppliers as well as to prepare for a quality management system audit. The information provided will be kept strictly confidential and will not be made accessible to third parties.

In order to obtain maximum possible evaluation points, please answer **all** questions, enclose additional information/documents as far as required and return the filled supplier questionnaire in the **original file**. Please attach additional documents as PDF files.

For corresponding explanations, please refer to the data entry instruction contained in worksheet "**sample**".

Please fully complete the questionnaire in the worksheet "**supplier questionnaire**" and send your file to the following contact/e-mail address:

Mrs. Linda Lickart
l.lickart@jopp.com

In the event of any questions, please feel free to contact us.