

FORM Supplier self assessment	Compiled/revised: H. Fuchs
	Date: 04.10.11
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1. General Information

Supplier name:			
Street / PO Box:			
Postcode/City/Country:			
Telephone:		Fax:	
Supplier No:		E-Mail:	
Number of employees:			

2. Organisational information

	Name	Telephone
General management:		
Sales:		
Quality management:		

3. Insurance information

	Yes	no
Does a product liability insurance exist? If yes, type and amount insured?		
Does other insurances (such as operational, environment, etc.) exist? If yes, please list:		

4. Heraeus Code of Conduct

	yes	no
Is the Heraeus Code of Conduct accepted and observed within your company? Available on: http://corporate.heraeus.com/en/verantwortung/wirtschaft/compliance/.aspx		

5. Quality management and environmental management system

	yes	no
Do the materials used for our products meet the valid legal requirements for <i>prohibited, limited, toxic and hazardous substances</i> ?		
Do your products fulfil the legal requirements valid in the <i>country of manufacture and country of receipt</i> ?		
Are the <i>RoHS, REACH, WEEE and End-of-life Vehicle Regulation</i> observed by your company?		
Is your company registered in the IMDS-Database with products delivered to Heraeus?		
If yes, please provide your registration-number :		
If no, what is your scheduled registration date?		

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11.	Is the product status recognisable at all times? Is it possible to trace materials from precursor to the final product?		
12.	Have you a system for process control and process flow?		
13.	Are there written rules for preventative maintenance / servicing of machines, equipment and tools? Are the maintenance processes documented?		
14.	Is the handling, storage, packaging, conserving and dispatch of products regulated?		
15.	Do you maintain a product-responsible "After Sales Management"?		
16.	How do you inspect your products for conformity with the customer specifications?	-----	-----
17.	Are all measurement and control instruments subject to monitoring and are they calibrated regularly?		
18.	Are there defined procedures for – the handling of nonconforming products? – corrective actions? – the handling of complaints? and are they observed?		
19.	Do you carry out machine and process capability tests? Do you employ statistical procedures? If yes, which ones?		
20.	Is the effectiveness of the processes continually improved?		
21.	Do you conduct internal quality audits, are these documented, corrective measures initiated and executed.?		
22.	Would you accept our conducting an audit to check your QM system? Also in the event that – in exceptional cases – our customer takes part?		

I confirm that the answers given above are correct.

Date:

Signature:

Name:

Position:

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