



## Admission of a new supplier – SAQ (Self-Assessment Questionnaire)

Company data			
Company name:		Date:	
Street:		Working time:	
Zip code / City:			
Country:			
Phone:		Established:	
VAT Nr.:			
Firmenbuch Nr.:			
Homepage:			
Bank account			
Bank name:			
IBAN:			
BIC:			
<b>Terms of delivery:</b> Incoterms 2010 DDP			
<b>Terms of payment:</b> 14 days 3% cash discount, 30 days net			





**Company data**

Group membership:	<input type="checkbox"/> no	<input type="checkbox"/> yes – if yes, which:	
Number of customers:			
Number of employees:			
Sales last year:		Working time factory:	
Sales currently:		Working time office:	

**Management system**

Quality management certified by: (Please enclose a copy of the current certificate)

Further certifications:	Valid untill (date):	Certification company:	
<input type="checkbox"/> DIN EN ISO 9001			
<input type="checkbox"/> ISO/IATF 16949			
<input type="checkbox"/> andere:			
If no certification:	Planned for (date):	According to:	

Environmental management certified by: (Please enclose a copy of the current certificate)

<input type="checkbox"/> DIN EN ISO 14001	Zertifizierungsgesellschaft:		
<input type="checkbox"/> andere:	Zertifizierung gültig bis:		
If no certification:	Planned for (date):	According to:	
Further certifications:	Valid untill (date):	Certification company:	

**Contact Person**

	Name	Phone	FAX	E-Mail
Sales:				
Order management:				
Technology:				
Financial Accounting:				
Quality Manager:				
Environment Commissioner:				

**Information on machines**

Type:		Quantity:	
Type:		Quantity:	
Type:		Quantity:	
What do you consider to be your specialty?			
What are you particularly good at?			

	Name	Phone	E-Mail	Date
Exhibitor:				





Allgemeiner Teil: ( bitte beantworten )

Pos.	Question	Yes	No	Not applicable	Comment
1	Are all packaging environmentally friendly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Do you accept audits by CUTTING EDGE after consultation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	As a supplier, do you improve collaboration with your customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is a product liability insurance available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How?
5	Do you deliver with your own vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Height:
6	Do you participate in subject-specific, quality-relevant and higher-level training (internally and externally)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	In which way do you record the results of examinations? Are these (electronically) evaluable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type:
8	Do you use your own test plans or those provided by CUTTING EDGE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type:
9	Will your customers be informed promptly and comprehensively about changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Is there a project management for new products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Do you make sure that all specifications from the product requirement and the order are taken into account and implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Do you only purchase goods from qualified and approved suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Is your goods, including faulty parts, secured against mixing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Do you have an overview of your employee qualifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard Part (Environment - ISO 14001): (Only complete if you are not certified)

Pos.	Question	Yes	No	Not applicable	Comment
1	Is the environmental protection factor integrated in your existing management system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is your company committed to environmental protection by written policies (such as environmental, corporate and environmental policies)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Which?
3	Do you have any environmental protection improvement goals defined in your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are environmental measures and results documented in your company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Does your company regularly monitor: - Production process > - Delivery and disposal procedure > - Products > and their impact on the environment?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
6	Are environmental aspects an integral part of your product planning (eg design, conception and development)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Environmental protection measures in your company become regular audited? If "yes", by whom? Internal (company-owned) auditor yes External (non-company) auditor yes	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
8	Be your employees regularly on the topic of environmental protection informed and trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Are you working to improve environmental protection among your suppliers and contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Standard Part (ISO 9001 / IATF16949): (Only complete if you are not certified)

Pos.	Question	Yes	No	Not applicable	Comment
1	Is there a QM manual? Quality objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are all important and required processes identified and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Do you check the requirements of the product and its manufacturability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Do you have manufacturing and setup documentation / specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is there a documented, continuous improvement program? -KVP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are there valid verifications: control plan, checklist and/or technical drawings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type:
7	Do you carry out regular, documented and planned manufacturing and incoming goods inspections in an appropriate manner to ensure the conformity of the products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type:
8	Is there a system for recording production deviations and are the resulting corrective measures checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Is there a process to steer faulty products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Are final controls ensuring compliance with the orders carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Are all test equipment used properly and regularly and documented calibrated by trained personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Are SPC tests carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Are regular audits carried out (product, process, system audits)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Are quality-related costs recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Do you have a system to ensure the traceability of the items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Are quality-relevant records archived?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Duration:
17	Are customer complaints recorded, evaluated and, if necessary, corrective measures taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type:
18	Are your customers informed about product changes before delivery and timely about delivery time changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Are the production machines and plants regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Do you measure and evaluate customer satisfaction and take actions accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Is there a system for selecting, evaluating and developing your suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**CUTTING EDGE internal form:**

Supplier number / SAP Nr.:		Date:	
Name of requester:		Durchwahl:	
<b>Release:</b>			
Supplier Self Assessment (Seite 1 - 4)		completely filled out <input type="checkbox"/>	not mandatory <input type="checkbox"/>
kaufm. Freigabe <input type="checkbox"/>	Date:	Name:	Approved by:
Release QS WE <input type="checkbox"/>	Date:	Name:	Approved by:

**QM Note**

If the supplier is not certified according to DIN EN ISO 9001 or IATF 16949, it may not be used for parts orders for the automotive sector!

