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The supplier information is binding; it must filled out and returned within seven days. **Initial information:** **Change:**

The information may only refer to the designated production site(s)!
The DGH-Group shall be granted the right to keep the answers to the questions in order to review the required documents. You are responsible for notifying us of changes!

Company data

Name of the company including legal form:	Name of the person filling out this form:
Adress:	Department:
Post code, city:	Phone:
Country:	Fax:
Internet (www):	E-mail:
Industry:	VAT number:
IBAN:	BIC no.:
Account no.:	Bank name:
Bank code:	City, country:
HRB no.:	Production site (if different from the address above):

Contact persons (if named):	Name	Phone number	E-mail
Managing director / chairman of the management board			
Managing director / chairman of the management board			
Plant manager			
Sales manager			
Contact person for offers			
Project Manager			
Head of development			
Strategic quality management			
Operational quality assurance			

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Contact persons (if named):	Name	Phone number	E-mail
Supplier Manager			
shipping manager			
employee Shipping			
Environmental officer			
Energy officer			
Safety officer			
data protection commissioner			
Financial Accounting Vendor invoice			

Changes of contact must be communicated promptly.


Company liability insurance

Alternatively please attach copy of the policy.	Yes	No
Is there company liability insurance Amount insured for personal injury Amount insured for property damage Amount insured for financial loss	<input type="checkbox"/>	<input type="checkbox"/>
plus product liability insurance Amount insured	<input type="checkbox"/>	<input type="checkbox"/>
plus product recall insurance Amount insured	<input type="checkbox"/>	<input type="checkbox"/>
Have you voluntarily insured yourself for more than the insured amounts calculated by your insurance agent	<input type="checkbox"/>	<input type="checkbox"/>

Part A

General information for the areas of quality, the environment, energy, occupational safety...

Please check! Enclose a copy of the certificate or link to the direct website.					
Certificate	Present		If not, planned until	expiration date of the certification	Certification company remarks (e.g. have the requirements been fulfilled?)
	Yes	No			
ISO/TS 16949	<input type="checkbox"/>	<input type="checkbox"/>			
DIN EN ISO 9001 with complement VDA 6 Teil1	<input type="checkbox"/>	<input type="checkbox"/>			
DIN EN ISO 9001	<input type="checkbox"/>	<input type="checkbox"/>			
DIN EN ISO 14001	<input type="checkbox"/>	<input type="checkbox"/>			
or EMAS (EU regulation),	<input type="checkbox"/>	<input type="checkbox"/>			
or BS 7750	<input type="checkbox"/>	<input type="checkbox"/>			
DIN EN ISO 50001	<input type="checkbox"/>	<input type="checkbox"/>			
OHSAS 18001	<input type="checkbox"/>	<input type="checkbox"/>			
...	<input type="checkbox"/>	<input type="checkbox"/>			
...	<input type="checkbox"/>	<input type="checkbox"/>			
...	<input type="checkbox"/>	<input type="checkbox"/>			

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General information continued:

Production process and product approval for all goods, which flow into the end product (item)


The supplier must carry out the production process and product approval (German: Produktionsprozess- und Produktfreigabe, PPF) method according to VDA Volume 2 for new parts, changes to production processes, outsourcing/make-or-buy, changes to the material, the design, the sub-supplier or the suspension of production for longer than 12 months, results from requalification tests or in the case of changes to the name of the company/changes to the ownership situation, significant restructuring in the areas of production, development, quality or logistics, and in the event of other customer-specific requirements communicated separately by the customer. The triggers for the PPF method (minimum requirement) are shown in the matrix, Annex 2 "Trigger matrix for PPF Method" (German: Auslöse-matrix für PPF-Verfahren). A distinction must be made between "I", customer information (corresponds with ISO/TS 16949, Section 4.2.3.1) and "Z", customer consent. Notification to DGH must be made punctually under consideration of the processing deadlines at DGH and at the end customer. In general, the following deadlines apply:

Customer information - 4 weeks, customer consent 8 weeks.

Method	Used continually	Used in part	Not yet used	Remarks
Production process and product approval PPF in accordance with VDA volume 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Failure Mode and Effects Analysis (FMEA)				
• Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CAD (if yes, please specify?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Q-methods (e.g. SPC, CPK, etc.):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General information	Yes	No	Remarks
References from other customers in place (annex)	<input type="checkbox"/>	<input type="checkbox"/>	
Production site is certain	<input type="checkbox"/>	<input type="checkbox"/>	
We have experience with multiple projects for the automotive industry involving design, process	<input type="checkbox"/>	<input type="checkbox"/>	
Your core processes (if yes, which ones)	<input type="checkbox"/>	<input type="checkbox"/>	

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Please specify your self-assessment regarding the goods we have requested or services:

<u>Reasons for the supplier selection (self-assessment by the supplier):</u> E.g.: Quality, capacity, delivery reliability (quantity/deadline), price (history), credit rating, references, error rates in ppm, communication practices/problem-solving, practices, innovative capacity, supplier's qualification requirement	
Strengths:	Weaknesses:
Opportunities:	Risks:
Remarks, e.g. service availability, responsiveness in the event of complaints:	

	Yes	No	Remark
Sales in the last 3 years; steady increase in sales over the last 3 years	<input type="checkbox"/>	<input type="checkbox"/>	
decline in sales over the last 3 years	<input type="checkbox"/>	<input type="checkbox"/>	
(reasons)	<input type="checkbox"/>	<input type="checkbox"/>	

Part B
Sub-supplier management

B	Sub-supplier management	Yes	No	Remarks
B 1	Are your suppliers certified in accordance with ISO 9001 at least?	<input type="checkbox"/>	<input type="checkbox"/>	
B 2	Do you evaluate your suppliers regularly?	<input type="checkbox"/>	<input type="checkbox"/>	
B 3	Is the quality of the procurement volume regularly reviewed, documented and evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	
B 4	Have processes been defined for separating, depositing and identifying rejected materials?	<input type="checkbox"/>	<input type="checkbox"/>	
B 5	Have you concluded QSL agreements with your suppliers and have measures been defined in the event of inconsistencies and is their implementation	<input type="checkbox"/>	<input type="checkbox"/>	
B 6	Is escalation management in place at your suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	
B 7	Are risks identified in the supplier chain, evaluated and reduced by means of suitable measures?	<input type="checkbox"/>	<input type="checkbox"/>	
B 8	Has the transfer of customer requirements been provided for in a reasonable manner (change management, part lifecycle)?	<input type="checkbox"/>	<input type="checkbox"/>	
B 9	Is the value creation chain of your suppliers demonstrably transparent and secured?	<input type="checkbox"/>	<input type="checkbox"/>	
B 10	Is there a system for preventing errors/ assessing risks (FMEA) in place at sub-supplier locations?	<input type="checkbox"/>	<input type="checkbox"/>	
B 11	Do you audit your suppliers regularly?	<input type="checkbox"/>	<input type="checkbox"/>	

Part C

Environmental management, energy management, occupational safety

Only has to be filled out if the company is not certified in accordance with:

DIN EN ISO 14001 or EMAS or BS 7750 or

DIN EN ISO 50001 or OHSAS 18001

C 1	Information on environmental-, energy-, occupational safety management within the company	Yes	No	Remarks
C 1.1	Is an organisational structure including a environmental officer, energy officer, safety officer in place within the company?	<input type="checkbox"/>	<input type="checkbox"/>	
C 1.2	Are new, modified or renovated systems, processes etc. considered that significantly influence the energy-related performance, possibilities for improving energy-related performance?	<input type="checkbox"/>	<input type="checkbox"/>	
C 1.3	Is it apparent that national occupational safety guidelines are complied with and the working conditions comply with ergonomic and health guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	
C 1.4	Is compliance with environmental law systematically documented, evaluated and documented in a comprehensible manner?	<input type="checkbox"/>	<input type="checkbox"/>	
C 1.5	Are all required approvals for the construction and operation of systems in place?	<input type="checkbox"/>	<input type="checkbox"/>	
C 1.6	Is there an internal control system (e.g. in the form of auditing) that considers the concerns of occupational safety, environmental safety, energy management system as well as orderliness and cleanliness?	<input type="checkbox"/>	<input type="checkbox"/>	
C 2	Sustainability			
C 2.1	Have the goals benefiting the environment been defined and can they be charted in a comprehensible manner?	<input type="checkbox"/>	<input type="checkbox"/>	
C 2.2	Is the return of packaging accepted or is reusable packaging used?	<input type="checkbox"/>	<input type="checkbox"/>	
C 2.3	Have the environmental effects of the products and production processes been determined and systematically documented?	<input type="checkbox"/>	<input type="checkbox"/>	
C 2.4	Are employees regularly informed and trained on the topic of environmental protection and EnMS?	<input type="checkbox"/>	<input type="checkbox"/>	
C 2.5	Do they lead to improved environmental protection and energy efficiency among suppliers and contractual partners?	<input type="checkbox"/>	<input type="checkbox"/>	


Part D
quality management system

Only has to be filled out if the company is not certified in accordance with ISO/TS 16949 or if there have not been any customers / experience in the automotive sector yet.

D	Information on the quality management system	Yes	No	Remarks
D 1	Have you integrated measurable quality objectives in your business planning?	<input type="checkbox"/>	<input type="checkbox"/>	
D 2	Is there a training plan for all employees?	<input type="checkbox"/>	<input type="checkbox"/>	
D 3	Has the personnel been shown to be suitable for the relevant tasks?	<input type="checkbox"/>	<input type="checkbox"/>	
D 4	Have you created emergency plans to ensure that customer requirements are also met in cases involving an interruption to the power supply, a manpower shortage, the breakdown of operating equipment, complaints from the field?	<input type="checkbox"/>	<input type="checkbox"/>	
D 5	Is production planning also designed to minimise materials handling and the flow of materials?	<input type="checkbox"/>	<input type="checkbox"/>	
	a	<input type="checkbox"/>	<input type="checkbox"/>	Is the lean principle utilised in production and logistics (e.g. Kanban, supermarkets)?
	b	<input type="checkbox"/>	<input type="checkbox"/>	Are you able to manage warehouse stocking at the customer's location (e.g. VMI vendor managed)?
D 6	Can you guarantee confidentiality with respect to the development of products and projects as commissioned by your customer as well as the corresponding product information?	<input type="checkbox"/>	<input type="checkbox"/>	
D 7	Are customer requirements documented and communicated in the company?	<input type="checkbox"/>	<input type="checkbox"/>	
D 8	Can you guarantee electronic data exchange ?	<input type="checkbox"/>	<input type="checkbox"/>	
D 9	Do you have a reliable change management process for changes initiated by the customer and internally?	<input type="checkbox"/>	<input type="checkbox"/>	
D 10	Has it been assured that the product / process diverging from the approved product or process has been submitted to the customer for separate approval before delivery to the customer?	<input type="checkbox"/>	<input type="checkbox"/>	
D 11	Are regular process audits and requalification tests performed internally and are the corresponding results recorded in writing?	<input type="checkbox"/>	<input type="checkbox"/>	
D 12	Is process data collected and recorded?	<input type="checkbox"/>	<input type="checkbox"/>	

D 13	Can you trace the manufacturing lots / batches along the entire production process including supplier materials?	<input type="checkbox"/>	<input type="checkbox"/>	
D 14	Do you keep documents with special storage requirement (documents requiring special archiving) for at least 15 years after production has been discontinued?	<input type="checkbox"/>	<input type="checkbox"/>	
D 15	Has the packaging and labelling of shipments been managed and evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	
D 16	Is there a system for preventing maintenance of means of production – machines, systems, tools, gauges?	<input type="checkbox"/>	<input type="checkbox"/>	
D 17	Is there an active feedback system for correction and improvement activities – e.g. 8-D reports?	<input type="checkbox"/>	<input type="checkbox"/>	
D 18	Are the test methods and test equipment suitable for demonstrably monitoring characteristics? Have the intervals for monitoring and calibration of measurement and test equipment been complied with?	<input type="checkbox"/>	<input type="checkbox"/>	

Supplements :

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Created by	
Department, name:	Department, name:
Datum / Unterschrift	Datum / Unterschrift

Supplements DGH:	Supplements DGH:

Approved by DGH	
DGH GROUP purchasing department:	Quality assurance/department DGH:
Datum / Unterschrift	Datum / Unterschrift