

**STRATEGIC PROCUREMENT**

**BP01FO29E**

**Supplier Questionnaire – NPM Non Service**

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Date: \_\_\_\_\_ Author: \_\_\_\_\_

Please tick:       Own initiative  
                      Application on demand of VAT      Name: \_\_\_\_\_

**1. General Information**

Company	Name:	_____
	Address:	_____
	Sector:	_____
	Phone:	_____
	Email:	_____
	Website:	_____
	Currency:	_____
	Annual turnover over the past three years:	_____
	Investment volume over the past three years:	_____
	Product liability insurance for the countries amounting to:	_____
Bank	Name:	_____
	Address:	_____
	IBAN No.:	_____
	SWIFT/B/BIC Code:	_____
	Clearing No.:	_____
	V.A.T No.:	_____
Does your company operate out of more than one location?		Yes – Continue with 2. No – Continue with 3.

**2. Global Locations** (please state number of employees)

Company	Engineering	Production	Procurement	Sales	Service	Total

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**3. Contacts**

	Management Board	Sales	Development
Name			
Phone			
Email			
Negotiation Language			
No. of Employees			
	Production	Quality	Logistics
Name			
Phone			
Email			
Negotiation Language			
No. of Employees			
Total Number of Employees			

**4. Customer Audits**

Customer	Audit Type (System / Process / Product)	Score (Percentage)	Rating

**5. Quality and Environmental Management**

5.1 Does your company have a quality and environmental management system?

<p>Yes</p> <p>Which one?</p> <p>ISO 9001:20XX</p> <p>ISO/TS 16949:20XX</p> <p>ISO 14001:20XX</p> <p>OHSAS 18001:20XX</p> <p>Others</p> <p>Which one/s?</p>	<p>No</p> <p>Do you plan any certification?</p> <p>No</p> <p>Yes</p> <p>Which one/s?</p> <p>When?</p> <p>Are all processes that are pertinent to your customers described and implemented throughout your company?</p> <p>No</p> <p>Yes</p> <p>Which one/s?</p>
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5.2 Does your company have a CMM?

No			
Yes	Maximum Movement	Measuring Software	Measuring Reports
Manufacturer:	X: mm	English	English
	Y: mm	German	German
	Z: mm		

5.3 What other inspection equipment do you use?

Faro Arm	Optical Measuring Instruments	Other/s:
X-ray	Computer Tomography	

5.4	Have you installed a Continuous Improvement Process (CIP)?	Yes	No
5.5	Do you apply statistical process control (SPC) in your production?	Yes	No
5.6	Do you perform process FMEA?	Yes	No
5.7	Have you defined and implemented a process to manage and control non-conforming products?	Yes	No
5.8	Do you calibrate your test equipment and do you monitor this regularly?	Yes	No
5.9	Can you perform first article inspections (FAIs)?	Yes	No
5.10	Do you record and archive test results (if and when required) to ensure evidentiary documentation?	Yes	No
5.11	Do you mark non-conforming parts and control them as required, e. g. through separate storage?	Yes	No

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**6. Procurement / Logistics**

6.1	Do you select your suppliers based on clearly defined processes and transparent criteria?	Yes	No
6.2	Do you include quality and environmental management requirements in your orders to your suppliers?	Yes	No
6.3	Do you do initial calculation for country of origin for your goods?	Yes	No
6.4	Do you deliver goods with confirmation of preferential origin?	Yes	No
6.5	How do you confirm preferential origin of goods?	Yes	No
	• Declaration of country of origin (COO) directly on the invoice as “Authorized exporter” with unlimited value	Yes	No
	• Declaration of country of origin directly on the invoice with limited value as “not authorized exporter”	Yes	No
	• Movement certificate (EUR1)	Yes	No
	• Any other certification to declare country of origin such as (form A, ATR . . .)	Yes	No
6.6	Do you apply logistics concepts such as Kanban, JIT, or such when working with your customers and/or suppliers?	Yes	No
6.7	Do you have special work instructions for handling delicate products?	Yes	No
6.8	Do you measure, evaluate and communicate supplier performance (delivery On Time/In Full (OTIF), Supplier Score Card)?	Yes	No

**7. Production Process**

7.1	Are production processes monitored and continuously improved in a suitable manner?	Yes	No
7.2	Are identified deviations and customer complaints analyzed, and are corrective measures defined and implemented?	Yes	No
7.3	Are production processes / technologies subject to capability checks and qualification?	Yes	No
7.4	Have you implemented processes for the marking and traceability of your products?	Yes	No
7.5	Are you processing carbon steel and/or nonferrous metal, particularly copper or copper alloys?	Yes	No
7.6	Are you processing different materials with same tools and/or machines?	Yes	No
7.7	Are there actions in place to avoid any cross-contamination (even particles e. g. with tools or liquid media) by carbon steel and/or nonferrous material?	Yes	No
7.8	Are all required tests, checks and inspections planned and performed (incoming goods, production, shipping)?	Yes	No
7.9	Do you perform first article/last article tests as well as tests during the production process?	Yes	No
7.10	Have you installed preventive maintenance for your equipment, machines and plants?	Yes	No

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**8. Engineering**

8.1	Number of engineers:		
8.2	Which CAD system do you use?	Type:	
		Version:	
8.3	What data export format(s) do you use? Type:		
	(Preferred = STEP; Parasolid):	Version:	
8.4	Do you have in-house development activities/facilities?	Yes	No
8.5	Do you have an in-house prototyping department?	Yes	No
8.6	Do you build your production devices/equipment in-house?	Yes	No
8.7	Do you have an in-house tooling/patters/mold shop?	Yes	No
8.8	What infrastructure is available at your site?	Endurance Test Station	Other/s:
		Leakage Tests	
		Material Tests	
		Welding Seam Inspection	

Please return the duly completed questionnaire by email to: [beschaffung@vat.ch](mailto:beschaffung@vat.ch)

**To be completed by VAT:**

	Rating			Date	Name	Signature
	Suitable	Conditionally suitable	Not suitable			
Category Management						
SQE						
Process Specialist						
Optional						
Remarks:						