

SUPPLIER SELF-ASSESSMENT

In order to secure the further development of our business activities, we depend on successful and reliable suppliers.

The questions in this document shall provide us with an initial overview of your company. They are part of a potential future cooperation

Thank you very much for your support.

Minimum requirements for new suppliers:

- Automotive products and services (production material): The supplier has a certified quality management according to ISO 9001 with a valid certificate issued by an accredited body.
- For all other products and services (production material): The supplier has a certified quality management according to ISO 9001 with a valid certificate issued by an accredited body. Alternatively, the supplier may be qualified by a release process defined by Magnet-Schultz GmbH & Co. KG.
- Communication in German and/or English language with all relevant departments (Purchasing, R&D, Quality and Logistics).
- Option to visit/audit the production facilities.
- Signed Non-Disclosure Agreement before starting business relationship.
- Completed questionnaire (supplier self-assessment) before starting business relationship in the field of production material.
- Compliance with the applicable legal and official requirements of the exporting country, the importing country and the country of destination specified by the customer – if provided to the supplier.
- Suppliers are expected to adhere to ethical principles and to prevent bribery and corruption in their company policy, in accordance with the MSM [Code of Conduct](#).
- MSM expects a disclosure obligation regarding Conflict Minerals and regulations of harmful substances (REACH, RoHS...) from their suppliers.
- The supplier has and maintains a system (e.g. ISO 27001) against cyber-attacks, phishing, ransomware (blackmail software) etc.

Privacy Statement:

All data is provided on a voluntary basis and will be treated confidentially. The questionnaire is recorded and stored by our IT system. This consent may be revoked at any time by informal declaration submitted to us, without affecting the lawfulness of the processing carried out on the basis of the consent until revocation. Data is not passed on to third parties. Data processing for the purpose of contacting us is carried out according to Art. 6, para 1 page 1 lit. a. GDPR on the basis of your voluntary consent.

1. Company information

1.1 Contact data

Company name:	
DUNS Number:	
Legal form:	
Year of foundation:	
Address:	
Phone:	
E-Mail:	
Website:	
Group affiliation / Joint Venture:	
Subsidiaries:	

1.2 Contact Persons

Description	Name	Phone/ extension	E-Mail
Management:			
Sales/ Order processing:			
Engineering/ technology:			
Quality Management (QMB):			
IT Manager:			

1.3 Human Resource Development

	Current business year	Last business year	Business year before last
Total:			

1.4 Development of Sales

	Current business year	Last business year	Business year before last
Automotive:			
Aerospace:			
Industry:			
Medicine:			
Total:			

1.5 Do you already receive an evaluation of your delivery performance from your existing customers?

If yes, please indicate the top 3 customers of the last business year

Customer	Rating/points

2. Management Systems

Certificates	Valid until	Scheduled as of
ISO 9001		
EN 9100		
EN 9120		
IATF 16949		
Directive 2014/34/EU		
ISO 14001		
ISO 50001		
ISO 27001		
Others		

3. Research and Development, Construction of Prototypes

3.1 Do you carry out development work yourselves?

☐ Yes ☐ No

Remarks:

3.2 Does your company have its own tool manufacture?

☐ Yes ☐ No

Remarks:

3.3 Which methodology do you use for quality planning and quality control?

- ☐ Advance Quality Planning / APQP
 - ☐ D-FMEA (in case of development responsibility)
 - ☐ P-FMEA
 - ☐ SPC – Statistical Process Control
 - ☐ Processing of Quality Notifications via 8D reports
 - ☐ Production process and product release PPF (VDA Volume 2)
 - ☐ Test Process Suitability (VDA Volume 5) / MSA (AIAG)
 - ☐ Production Part Approval Process PPAP (AIAG)
 - ☐ First Article Inspection FAI (EN 9102, only Aerospace)
 - ☐ Production control plan PLP (Control Plan)
 - ☐ Others:
-

4. Compliance with Environmental Guidelines and Laws / Conflict Minerals

4.1 Are you prepared to make entries in the IMDS (International Material Data System) for Magnet-Schultz GmbH & Co. KG?

☐ Yes ☐ No

4.2 Compliance with the current directives and regulations (ELV; EU RoHS; China RoHS; REACH; WEEE) as well as GADSL.

☐ Yes ☐ No

Regarding Conflict Minerals, we kindly ask you to obtain the corresponding information via the following link:

<http://www.eiccoalition.org/initiatives/conflict-free-sourcing-initiative/>

We act on the assumption that the products delivered to MSM are free of any Conflict Minerals.



5. Product Range and Services

5.1 Which products do you offer (main product groups)?

5.2 Which manufacturing procedures do you offer in your company?

5.3 Which equipment and machines do you have (if applicable, attach list)?

6. IT/EDI

6.1 Which CAD software do you use and in which data formats can you import/export CAD data?

6.2 Which CAQ and ERP system is available in your company?

6.3 Do you apply electronic data exchange by EDI for orders, order acknowledgements and invoices with customers?

☐ Yes ☐ No

7. Test Certificates

7.1 Are you able to issue an Acceptance Test Certificate 3.1 according to DIN EN 10204?

☐ Yes ☐ No

7.2 Are you able to issue a Certificate of Compliance (CoC)?

☐ Yes ☐ No

7.3 Are you able to issue a Declaration of Conformity according to DIN EN ISO/IEC 17050-1?

☐ Yes ☐ No

8. Information security

8.1 The supplier is obliged to treat all information exchanged within the scope of the cooperation with MSM as confidential and to protect it from unauthorised access? (Signed non-disclosure agreement)

☐ Yes / ☐ No

Remark:

8.2 The supplier shall ensure with appropriate systems that all data and information remain unchanged and complete during processing or transmission to ensure an intact supply chain?

☐ Yes / ☐ No

Remark:

8.3 The supplier implements measures to ensure that the services, products or information are always available to ensure business continuity?

☐ Yes / ☐ No

Remark:

8.4 Risk assessments are conducted regularly to identify potential weak points in information security processes and take appropriate action to minimise these risks?

☐ Yes / ☐ No

Remark:

8.5 We ensure compliance with all relevant information security laws, regulations and standards relevant to our activities?

☐ Yes / ☐ No

Remark:

8.6 Employees get regularly informed about the importance of information security and sensitised to security risks?

☐ Yes / ☐ No

Remark:

8.7 Appropriate access controls are implemented to ensure that only authorised persons have access to specific information or systems?

☐ Yes / ☐ No

Remark:

8.8 A procedure for reporting and recording security incidents is defined and implemented. The supplier is obliged to report security incidents and relevant data protection incidents to Magnet-Schultz immediately.

Contact details for reporting incidents:

E-Mail: it.vorfall@magnet-schultz.de

Tel.: 08331/104-1000

☐ Yes / ☐ No

Remark:

9. Right of Access

In justified cases (e.g. audits, quality issues) MSM, their customers and/or regulatory authorities must be granted a right of access after prior notification. This right of access exclusively refers to departments and/or processes which are directly related to the products or services purchased.

Are you able to grant this right of access?

☐ Yes ☐ No

Remark:

10. Confirmation

I hereby confirm that the information in this questionnaire is complete and correct, that I meet the minimum requirements and that I accept the MSM Code of Conduct.

Name _____

Department / Position _____

Head Office / date

Company stamp / signature