



SUPPLIER SELF-ASSESSMENT

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

The questions of this document provide 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 is certified according to ISO 9001 with a valid certificate issued by an accredited body.
- For all others products and services: The supplier is certified according to ISO 9001, with a valid certificate issued by an accredited authority. Alternatively, the supplier may be qualified by a release process defined by Magnet-Schultz GmbH & Co. KG
- Communication in English or German with all relevant departments (Purchase, R & D, Quality and Logistics)
- Option to visit/audit production facilities
- Signed Non-Disclosure Agreement before starting business
- Completed questionnaire (supplier self-assessment) before starting business
- 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, ransom goods (blackmail software) etc.

**Privacy statement:**

All data is transmitted 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 written declaration submitted to us, without affecting the lawfulness of the processing carried out on the basis of the consent until revocation. Data is not transferred to third persons. Data processing for the purpose of contacting us is carried out according to Art. 6 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/Fax:	
E-Mail:	
Website:	
Group affiliation / Joint venture:	
Subsidiaries:	



1.2 Contact Persons

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

1.3 Human Resource Development

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

1.4 Complete Development of Sales

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

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

Note:

3.2 Does your company have its own tool manufacture?

Yes / No

Note:

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
 - Execution 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:
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4. Compliance with Environmental Guidelines and Laws / Conflict Minerals

4.1 Do you already enter data into IMDS (International Material Data System)?

Yes / No

4.2 Compliance with 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 does your company use?

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. 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 announcement. 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

Note:

9. Confirmation of currentness and correctness of data

Name _____

Department / Position _____

Head office / date

Company stamp / signature