1. **General information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company (address) | |  | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Tel.: |  | | Fax: |  | e-mail: |  |

* 1. **Contact partner**

|  |  |  |  |
| --- | --- | --- | --- |
| Management: |  | | |
| Tel. |  | e-mail: |  |
| Sales Management: |  | | |
| Tel. |  | e-mail: |  |
| Head of Manufacturing: |  | | |
| Tel. |  | e-mail: |  |
| Head of Quality: |  | | |
| Tel. |  | e-mail: |  |
| Quality Management Representative: |  | | |
| Tel. |  | e-mail: |  |
| Environmental Representative: |  | | |
| Tel. |  | e-mail: |  |
| Product Safety Representative: |  | | |
| Tel. |  | e-mail: |  |
| Energy Representative: |  | | |
| Tel. |  | e-mail: |  |
| Hazardous goods Representative: |  | | |
| Tel. |  | e-mail: |  |

* 1. **Product range**

|  |
| --- |
| What products does the company manufacture and what manufacturing techniques are used? |
|  |
|  |
|  |
|  |
|  |

* 1. **Organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. What legal form does the company? | |  | |
|  | |  | |
| 1. How is the company organised? | |  | |
| (Please enclose a current organigram, if available) | |  | |
|  | |  | |
| 1. How many staff does the company employ? | |  | |
|  | | | |
| Of these, how many work in the production department? |  | Of these, how any work in the quality assurance department? |  |

* 1. **Production sites**

|  |  |  |
| --- | --- | --- |
| 1. Are there different production sites? | yes | no |
| If yes, how many, and how do these cooperate with each other? |  | |
|  |  |  |
| 1. Can products be shifted from one site to another? | yes | no |
| If yes, how quickly? |  | |
|  | | |
| 1. Do the production site have emergency plans and do they take into account possible natural disasters? | yes | no |
| If not, how are possible risk identified and assessed and how are they dealt with? |  | |
|  |  | |
| 1. Does the company have its own R&D department (Research and development)? | yes | no |
| If yes, how many members of staff does the department have? |  | |

* 1. **Information concerning the management system**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Does the company have a certified QM system? | | yes | no |
| If it does, which? |  | since when? |  |
| (Please enclose a copy of a valid certificate) | | | |
| If it doesnʼt, when is certification planned for? | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Does the company have a certified environmental management system? | | yes | no |
| If yes, which? |  | since when? |  |
| (Please enclose a copy of a valid certificate) | | | |
| If it doesnʼt, when is certification planned for? | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Does the company have a certified energy management system? | | yes | no |
| If yes, which? |  | since when? |  |
| (Please enclose a copy of a valid certificate) | | | |
| If it doesnʼt, when is certification planned for? | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Does the company have a Code of Conduct (COC)? | | yes | no |
| If no, please read and confirm supplier COC of INOVAN. | [Supplier Code of Conduct - COC](https://prymgroup.sharepoint.com/sites/GlobalCompliancePortal/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FGlobalCompliancePortal%2FShared%20Documents%2F0%20%2D%20Group%20Compliance%20Docs%2FSupplier%20Code%20of%20Conduct&viewid=3983bb16%2D48e6%2D42f9%2Da58b%2D8d56820b681f)  **confirmed by supplier?** | yes | no |
| If not confirmed, please explain: | | | |

**1.6 Environmental organization**

How do you ensure that the goods which are ordered by us are delivered in compliance with the regulations?

|  |
| --- |
|  |
|  |
|  |

Are regular training sessions carried out for processing staff (e.g. packers) by your hazardous goods officer/ representative? yes  no

Do you have an update service regarding laws / regulations? yes  no

If no, how is legal conformity ensured regarding the delivery of goods?

|  |
| --- |
|  |
|  |
|  |

Do the products produced by your company contain any of the listed materials below? yes  no

|  |  |  |  |
| --- | --- | --- | --- |
| Tantalum | Tin | Gold | Tungsten |

In case of “yes”, please mark the materials which are used and send the completely filled “**Conflict Materials Reporting Template”** and **“Smelter List”,** enclosed to this Suppler self-declaration.

1. **Customers**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. How many active customers does the company have? | | |  |
|  | | | |
| 1. Please state your top 5 customers and, as a percentage, their approximate share of turnover in relation to total turnover: | | | |
|  | | | |
| Customers: |  | Turnover share: |  |
| Customers: |  | Turnover share: |  |
| Customers: |  | Turnover share: |  |
| Customers: |  | Turnover share: |  |
| Customers: |  | Turnover share: |  |

1. **Creditworthiness**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. How has the number of staff developed over the past three years? | | | | | | | | | | | |
| Year: |  |  | | Year: |  |  | | Year: |  |  | |
|  | | | | | | | | | | | |
| 1. How has turnover developed over the past three years? | | | | | | | | | | | |
| Year: |  |  | | Year: |  |  | | Year: |  |  | |
|  | | | | | | | | | | | |
| 1. How has the profit developed over the past three years? Were there even losses? | | | | | | | | | | | |
| Year: |  |  | | Year: |  |  | | Year: |  |  | |
|  | | | | | | | | | | | |
| 1. What is the current order book like / capacity? (please state as in %) | | | | | | | | | |  | |
|  | | | | | | | | | | | |
| 1. Please state the value of investments over the past three years? | | | | | | | | | | | |
| Year: |  |  | | | | | | | | | |
| Year: |  |  | | | | | | | | | |
| Year: |  |  | | | | | | | | | |
|  | | | | | | |  | | | | |
| How were these financed? (own capital or third party capital?) | | | | | | |  | | | | |
|  | | | | | | | | | | | |
| 1. Are investments planned in the near future? | | | | | | | yes | | | | no |
| If yes, which? | | |  | | | | | | | | |
|  | | |  | | | | | | | | |
|  | | | | | | | | | | | |
| 1. How high is the equity to assets ratio within the company? | | | | | | | | | | |  |
|  | | | | | | |  | | | |  |
| 1. Were parts of the company shut down over the past three years? | | | | | | | yes | | | | no |

1. **Delivery reliability and stockkeeping**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. How was your delivery reliability (as a %) over the past two years? | Year: |  | Year: |  |
|  | |  |  | |
| 1. Is the company in the position to deliver JIT, Kanban? | | yes | no | |

1. **Service and maintenance**

Please state the rate for the provision of service and repair staff:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Qualification/ Name of profession: | | | |  | Hourly rate in € / hr. | | |
| 1. |  | | |  |  | | € / Std. |
| 2. |  | | |  |  | | € / Std. |
| 3. |  | | |  |  | | € / Std. |
| 4. |  | | |  |  | | € / Std. |
| 5. |  | | |  |  | | € / Std. |
| If needed, how quickly are service staff available? | | | | | | | |
|  | | | | | | | |
| 1. within the usual working times: | | in |  | | | hrs. | |
|  | |  |  | | |  | |
| 1. on Saturdays, Sundays and public holidays: | | in |  | | | hrs. | |

1. **Other details concerning the company:**

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**Please return your answer to us as soon as possible via email.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Processed by: |  | Department: |  | Tel. for enquiries: |  |
|  | | | | | |
| Date: |  |  | Signature: |  | |

**Please be aware: Self-declaration by e-mail is also valid without a signature!**