Supplier Self-Assessment

**Please fill in the marked/colored fields and send the document to:**

**einkauf@gantner.com**



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| --- | --- |
| Creation date: |   |

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| --- | --- |
| **General information** | **entry / selection field:** |
| Company Name |   |
| Contact Person |   |
| Street |   |
| Zip Code |   |
| Country |   |
| Phone Number |   |
| Fax Number |   |
| E-Mail |   |
| Internet |   |
| 0,00 |   |
| Quality representative |   |
| Quality representative E-Mail |   |

|  |  |
| --- | --- |
| **General questions** | **entry / selection field:** |
| Foundation |   |
| Total number of employees |   |
| Number of employees in production: |   |
| Your Business |   |
| Reference Customers |   |
| Production Headquarter |   |
| Productions Surface |   |

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| --- | --- |
| **Sales development** | **Entry (Headquarter, Subsidiary, Sister Company)** |
| 2016 |   |
| 2017 |  |
| 2018 |  |
| 2019 |  |
| 2020 |   |
| 2021 |   |
| 2022 |   |
| 2023 |   |

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| **Category I - Quality** | **Yes** | **No** |
| Do you have a quality system? |[ ] [ ]
| Is the system certificated? |[ ] [ ]
|  based on which standards was the system certified? |  |
|  Certification date: |  |
|  Was the system checked within the last year? |  |
| Do you agree to a supplier audit by us? |[ ] [ ]
|  |  |  |  |
|  |  |  |  |
| **Category I - Questions for Non-Certified Companies** | **Yes** | **No** |
| Have you established a quality policy? |[ ] [ ]
| Does quality management report directly to management? |[ ] [ ]
| Are internal audits carried out? |[ ] [ ]
| Are there established written procedures or work instructions for the order processing? |[ ] [ ]
| Are there established written procedures or work instructions for incoming inspection? |[ ] [ ]
| Are there established written procedures or work instructions for handling complaints? |[ ] [ ]
| Do you evaluate the quality capability of your suppliers? |[ ] [ ]
| Do you have a procedure for complaints and deviations to initiate preventive actions to avoid errors? |[ ] [ ]
| Do you check development and research results? |[ ] [ ]
| Are your production tests carried out as planned and documented? |[ ] [ ]
| Do you have a process control (SPC)? |[ ] [ ]
| Are there established written procedures or work instructions for your test equipment and measurement devices? |[ ] [ ]
| Do you carry out statistical evaluations in your quality system? |[ ] [ ]
|  |  |  |  |
| **Category II - Environmental** | **Yes** | **No** |
| Do you have an environmental management system? |[ ] [ ]
| Is this environmental management system certified? |[ ] [ ]
|  if Yes: According to which standards was the system certified? |  |
|  if Yes: Certification date: |  |
|  if Yes: Was the system checked within the last year? |   |
| Do you agree to a supplier audit by us? |[ ] [ ]
|  |  |  |  |
|  |  |  |  |
| **Category II - Questions for Non-Certified Companies** | **Yes** | **No** |
| Have you established an environmental policy? |[ ] [ ]
| Does environmental management report directly to management? |[ ] [ ]
| Are internal audits carried out, including proof of environmental requirements? |[ ] [ ]
| Do you have any evaluation systems concerning a suppliers’ environmental capability? |[ ] [ ]
| Are your production processes checked concerning environmental relevance? |[ ] [ ]
| Is there a documented procedure for emergencies? |[ ] [ ]
| Is there any evidence of disposal of environmentally hazardous waste? |[ ] [ ]
| Did you check your production facilities and machines concerning their environmental impact? |[ ] [ ]

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| **Category III - Information Security** | **Yes** | **No** |
| Do you have an information security management system? |[ ] [ ]
| Is this information security management system certified? (Please attach the certificate) |[ ] [ ]
|  if Yes: According to which standards was the system certified? |  |
|  if Yes: Certification date: |  |
|  if Yes: Was the system checked within the last year? |   |
| Do you agree to a supplier audit by us? |[ ] [ ]
|  |  |  |  |
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| **Category III - Questions for Non-Certified Companies** | **Yes** | **No** |
| Have you established an information security policy? |[ ] [ ]
| Do you have employees who are responsible for the topic of information security |[ ] [ ]
| If yes do these employees report directly to management? |[ ] [ ]
| Have you defined measures in both IT and operations to ensure a high level of information security? |[ ] [ ]
| Do you conduct internal information security audits? |[ ] [ ]
| Are employees regularly trained in the areas of information security and data protection and are made aware of these issues on an event-related basis? |[ ] [ ]
| Do you assess your suppliers in terms of information security? |[ ] [ ]
| Do you also impose your own or your customer's information security requirements on your suppliers? |[ ] [ ]
| Do you have written processes for identifying and handling information security incidents? |[ ] [ ]
| Do have processes in place to notify data subjects about information security incidents in a timely manner? |[ ] [ ]
| Is an emergency plan or business continuity plan defined within information security? |[ ] [ ]
| Did you appoint a data protection officer for your company? |[ ] [ ]
| Have you implemented technical and organizational measures to ensure data protection according to GDPR? |[ ] [ ]
| Do you sign data processing agreements according to Art. 28 GDPR with your suppliers if necessary?  |[ ] [ ]

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| **Category IV – Occupational Health and Safety** | **Yes** | **No** |
| Do you have an occupational health and safety management system? |[ ] [ ]
| Is this occupational health and safety management system certified? |[ ] [ ]
|  if Yes: According to which standards was the system certified? |  |
|  if Yes: Certification date: |  |
|  if Yes: Was the system checked within the last year? |   |
| Do you agree to a supplier audit by us? |[ ] [ ]
|  |  |  |  |
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| **Category IV - Questions for Non-Certified Companies** | **Yes** | **No** |
| Have you established a health and safety policy? |[ ] [ ]
| **Do you ensure** |  |  |
| to take responsibility for the health and safety of employees? |[ ] [ ]
| to control hazards, and take the best reasonably possible precautionary measures against accidents and occupational diseases? |[ ] [ ]
| to provide training and ensure that employees are educated in health and safety issues? |[ ] [ ]
| Do you carry out internal audits/evaluations regarding occupational health and safety?  |[ ] [ ]

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| **Category V – Ethic, Labor law** | **Yes** | **No** |
| Do you respect and comply with international standards and initiatives such as Global Compact(GC), International Labor Standards (ILO), and other applicable (international / local)laws and regulations? |[ ] [ ]
| **Do you ensure** |  |  |
| to promote equal opportunities and the equal treatment of employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, gender, or age? |[ ] [ ]
| to respect the personal dignity, privacy, and rights of each individual? |[ ] [ ]
| to refuse to employ or make anyone work against their will? |[ ] [ ]
| to refuse to tolerate any unacceptable treatment of employees, such as mental hardship, sexual harassment, or discrimination? |[ ] [ ]
| to meet the minimum standards regarding child labor and the protection of minors? |[ ] [ ]

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| **GANTNER** | **Note** |
| Date of processing: |  |
| Edited by: |  |
| Decision / further procedure: |  |