

**Supplier-Self-Assessment (SSA)**
**for procurement enquiry :**
**Date:**
**Global / Forward Sourcing Nr. :**
**Parts-No. :**
**Parts Name :**
**Part contains software:**

|     |    |
|-----|----|
| Yes | No |
|     |    |

The return of the supplier self assessment is an obligation (where appropriate with attachments). The details are exclusively related to the actual manufacturing site !  
Please return the completed form within a few days! - (If required please feed in additional lines)

**1. General Data Supplier**

|  |                       |  |                              |  |                                     |         |
|--|-----------------------|--|------------------------------|--|-------------------------------------|---------|
| <b>Company name:</b>                         | <b>responsible:</b>   | <b>Sales</b>                                 | <b>Research&amp;Develop.</b> | <b>Logistic</b>                                    | <b>Quality</b>                      |         |
|  | <b>Name :</b>         |  |                              |  |                                     |         |
|  | <b>Tel. No. :</b>     |  |                              |  |                                     |         |
|  | <b>Mobile Phone :</b> |  |                              |  |                                     |         |
| <b>eventually previous company name</b>      | <b>email:</b>         |  |                              |  |                                     |         |
|  | <b>Languages:</b>     | German                                       |                              | German   |                                     | German  |
|  |                       | English                                      |                              | English  |                                     | English |
|  |                       | Spanish                                      |                              | Spanish  |                                     | Spanish |
|  |                       | French                                       |                              | French   |                                     | French  |
| <b>Internet-Homepage:</b>                    |                       |  |                              |  |                                     |         |
| <b>Address of <u>Manufacturing site</u>:</b> |                       | <b>Address of <u>Development Centre</u>:</b> |                              | <b>Address of <u>Software Development Ce.:</u></b> |                                     |         |
|  |                       |  |                              |  |                                     |         |
| <b>DUNS-No:</b>                              |                       | <b>DUNS-No:</b>                              |                              | <b>DUNS-No:</b>                                    |                                     |         |
| <b>Turnover p.A (€):</b>                     |                       | <b>Number of Employees:</b>                  |                              | <b>Number of Employees Develop:</b>                | <b>Number of Employees Quality:</b> |         |
|  |                       |  |                              |  |                                     |         |

**1.1 General Information for the actual Supplier's Delivery Programme form production plant**

Series Deliveries of quoted products/product groups from the manufacturing site:

| Parts / Products | Customers/Plant(s), Vehicle Types | annual volume | since |
|------------------|-----------------------------------|---------------|-------|
|                  |                                   |               |       |
|                  |                                   |               |       |
|                  |                                   |               |       |
|                  |                                   |               |       |

**1.2 Classification of the quality-/ R&D capability by third parties and self audit results**

(Cert. DIN/ISO 9000 / EN 29000/ IATF 16949 - Volume/VDA Bd.6 **plus OEM and/or 1st tire if available**  
(Attention! Please send the cover pages of the last OEM, 1st tire audit as well as self audit as the attachment.)

| Parts- / Product Groups | Company / Auditor | Cert. To | % | Grade | Date |
|-------------------------|-------------------|----------|---|-------|------|
|                         |                   |          |   |       |      |
|                         |                   |          |   |       |      |
|                         |                   |          |   |       |      |

**1.3 S-Rating (or similar) result from VW/Audi/MAN/other customers**

Is the result of OEM sustainability rating available?

If yes, please specify.

Result:

(Have been defined the minimum requirements for sustainability, made known and communicated to the business partners?)

| Statement of principles             | Document/Certification | Date |
|-------------------------------------|------------------------|------|
| Code of conduct                     |                        |      |
| Working conditions and human rights |                        |      |
| Health and safety                   |                        |      |
| Business ethics                     |                        |      |
| Environment                         |                        |      |

**1.4 CCC (China Compulsory Certification) - Clearing**

Is there a factory inspection report?

If yes, for which parts:

Parts- / Product Groups

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|---|----------------------------|--|------------------------|----------------------------|-------|------------------------|--|--|---------------------------------|--|--|--|--|--|--|--|--|--|
| Global / Forward Sourcing Nr. :   | Parts-No. :                | Parts Name :   |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| <b>1.5 Sub-Suppliers</b>  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Are there plans that relevant features, for e.g. functional- and quality relevant components will be bought from sub-suppliers and/or services of service suppliers will be used for the actual quoted project ? e.g. machining, assembly, painting |                            | <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>   | Yes                    | No                         |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Yes   | No                         |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Parts- / Product Groups   | Supplier/Company           | <table border="1"> <tr> <td>Cert. To</td> <td>%</td> <td>Grade</td> <td>Date</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table> | Cert. To               | %                          | Grade | Date                   |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Cert. To  | %                          | Grade  | Date                   |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| <b>1.6 Acceptance of OEM requirements</b>   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| (to the respectively valid version of the requirements)   |                            | <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>   | Yes                    | No                         |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Yes   | No                         |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            | <table border="1"> <tr> <td>VW Gruppe - (Formel Q)</td> <td> </td> <td> </td> </tr> <tr> <td>Mercedes Benz - (MBST)</td> <td> </td> <td> </td> </tr> <tr> <td>Lucid - Supplier Quality Manual</td> <td> </td> <td> </td> </tr> </table>                | VW Gruppe - (Formel Q) |                            |       | Mercedes Benz - (MBST) |  |  | Lucid - Supplier Quality Manual |  |  |  |  |  |  |  |  |  |
| VW Gruppe - (Formel Q)  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Mercedes Benz - (MBST)  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Lucid - Supplier Quality Manual   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| <b>1.7 Acceptance of SEBN Quality Guideline (to the respectively valid version of the requirements)</b>   |                            | <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>   | Yes                    | No                         |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Yes   | No                         |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| (Non-compliance must be reported in writing to SEBN as an addendum to the Q-Guideline)  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| <b>1.8 Tool Maker</b>   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Is there a tool making facility at the suppliers site?  |                            | <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>   | Yes                    | No                         |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Yes   | No                         |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Name and address of the tool maker:   |                            | Contact/ Tel. No. :  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| <b>2. Development</b>   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| <b>2.1 Joint Venture Partner / Know-How-Cooperation</b>   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Company/Contact:  | JV-Share(in %)             | <table border="1"> <tr> <td>Know-How-Joint Venture</td> <td>financial Joint Venture(s)</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>   | Know-How-Joint Venture | financial Joint Venture(s) |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Know-How-Joint Venture  | financial Joint Venture(s) |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   | Tel. No.:                  | Fax No.:   |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Which components involve a JV or Know-How-Cooperation?  |                            | Partner:   |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| <b>2.2 Core Competencies / Technology</b>   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Core Competencies:  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| <b>2.3 Research&amp;Development Departments</b>   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Is the supplier capable to handle all aspects of research&development:  |                            | <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>   | Yes                    | No                         |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Yes   | No                         |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| If not, which development work requires to be done elsewhere:   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Operation   | Partner / Organisation     | Licens / Joint Venture   |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| <b>2.4 Project Management, Methods of Product Development</b>   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Does the supplier have the project management/development at the OEM site? (e.g. local engineering office)  |                            | <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>   | Yes                    | No                         |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Yes   | No                         |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| If yes, contact and contact details:  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Which Development-and Quality Methods are used by the supplier?   |                            | <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>   | Yes                    | No                         |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Yes   | No                         |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| a) QFD Methods:   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| b) FMEA (Design FMEA, Process FMEA):  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| c) DOE Methods:   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| d) Others:  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| <b>2.5 CAD Engineering Systems?</b>   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Does the supplier have CAD Systems?   |                            | <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>   | Yes                    | No                         |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Yes   | No                         |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| If yes, what systems are they:  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| 1.  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| 2.  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Does the supplier use simulation methods?   |                            | <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>   | Yes                    | No                         |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| Yes   | No                         |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
|   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| If yes, what are the systems?   |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| 1.  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| 2.  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |
| 3.  |                            |  |                        |                            |       |                        |  |  |                                 |  |  |  |  |  |  |  |  |  |

|  |                        |              |
|--|------------------------|--------------|
| Global / Forward Sourcing Nr. :  | Parts-No. :            | Parts Name : |
| <b>2.6 Innovation</b>  |                        |              |
| Does the supplier hold own patents?  | Yes                    | No           |
| If yes, for which products or processes :  | locally                | Intern.      |
|  |                        |              |
|  |                        |              |
| <b>2.7 Laboratory Equipment:</b>   |                        |              |
| Which equipment is available at the suppliers site?  | Yes                    | No           |
|  | available at site ?    |              |
|  |                        |              |
|  |                        |              |
| Which laboratory equipment is used externally?   | Partner / Organisation |              |
|  |                        |              |
|  |                        |              |
| <b>2.8 Test Equipment</b>  |                        |              |
| Which <b>functional test rigs</b> does the supplier maintain at the site?  | Yes                    | No           |
|  | available at site ?    |              |
|  |                        |              |
|  |                        |              |
| Which test rigs are used externally?   | Partner / Organisation |              |
|  |                        |              |
|  |                        |              |
| Which endurance test rigs are maintained at the site?  | available at site?     |              |
|  |                        |              |
|  |                        |              |
| Which endurance test rigs are used externally?   | Partner / Organisation |              |
|  |                        |              |
|  |                        |              |
| Which measurement- and analysis equipment does the supplier maintain?  | available at site?     |              |
|  |                        |              |
|  |                        |              |
| Which measurement- and analysis equipment is used externally?  | Partner / Organisation |              |
|  |                        |              |
|  |                        |              |
| <b>2.9 Test Facility/Prototyping</b>   |                        |              |
| Does the supplier maintain a test facility or prototyping on site?   | Yes                    | No           |
| Which prototyping facilities are used internally?  |                        |              |
|  |                        |              |
|  |                        |              |
| Which prototyping facilities are used externally?  | Partner / Organisation |              |
|  |                        |              |
|  |                        |              |
| <b>3. Logistics, EDI and customs</b>   |                        |              |
| <b>3.1 Acceptance of the Transport and Packaging guidelines</b>  | Yes                    | No           |
| Any deviations in case of not acceptance have to be submitted in a written form  |                        |              |
| <b>3.2 INCO-Term for mentioned part numbers</b>  |                        |              |
| Incoterms 2020 of the International Chamber of Commerce  |                        |              |
| <b>3.3 Confirmation of frequent submission of long term supplier declaration for to NON-EU-Countries</b>   | Yes                    | No           |
| minimum once per year  |                        |              |
| <b>3.4 Confirmation of electronic data transfer EDI-Guideline for suppliers</b>  | Yes                    | No           |
| Any deviations in case of not acceptance have to be submitted in a written form  |                        |              |
| <b>3.5 Confirmation of active and frequent update of packaging data sheets</b>   | Yes                    | No           |
| Data must be sent within 2 month after nomination at the latest  |                        |              |
|  |                        |              |
| <b>4. Others</b>   |                        |              |
| <b>4.1 Product liability</b>   | Yes                    | No           |
| Do you have product liability insurance?   |                        |              |
| What is the sum insured?   |                        |              |
| <b>4.2 Comments / Attachments</b>  |                        |              |
|  |                        |              |
|  |                        |              |
| <b>Supplier Signature</b> .....  |                        |              |
| <b>Date:</b> .....   |                        |              |
| important information/further hints for suppliers are available on <a href="https://www.sebn.com/en/supplier-area/">https://www.sebn.com/en/supplier-area/</a> |                        |              |