

**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**

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

**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 Information Security /TISAX Certification**

Is TISAX certification available?

If no: Planned introduction date?

Comments:

<b>1.5 CCC (China Compulsory Certification) - Clearing</b>					Yes	No																								
Is there a factory Inspection report?																														
If yes, for which parts:																														
Parts- / Product Groups																														
1.																														
2.																														
3.																														
<b>1.6 Sub-Suppliers</b>					Yes	No																								
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" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Parts- / Product Groups</th> <th style="width: 20%;">Supplier/Company</th> <th style="width: 10%;">Cert. To</th> <th style="width: 5%;">%</th> <th style="width: 30%;">Grade</th> <th style="width: 15%;">Date</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>							Parts- / Product Groups	Supplier/Company	Cert. To	%	Grade	Date																		
Parts- / Product Groups	Supplier/Company	Cert. To	%	Grade	Date																									
<b>1.7 Acceptance of OEM requirements</b> (to the respectively valid version of the requirements)					Yes	No																								
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<b>1.8 Acceptance of SEBN Quality Guideline (to the respectively valid version of the requirements)</b> (Non-compliance must be reported in writing to SEBN as an addendum to the Q-Guideline)					Yes	No																								
<b>1.9 Tool Maker</b>					Yes	No																								
Is there a tool making facility at the suppliers site?																														
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 %)		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>					Yes	No																								
Is the supplier capable to handle all aspects of research&development:																														
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>					Yes	No																								
Does the supplier have the project management/development at the OEM site? (e.g. local engineering office)																														
If yes, contact and contact details:																														
Which Development- and Quality Methods are used by the supplier?					Yes	No																								
a) QFD Methods:																														
b) FMEA (Design FMEA, Process FMEA):																														
c) DOE Methods:																														
d) Others:																														

<b>2.5 CAD Engineering Systems?</b>		Yes	No
Does the supplier have CAD Systems?			
If yes, what systems are they:			
1.			
2.			
Does the supplier use simulation methods?		Yes	No
If yes, what are the systems?			
1.			
2.			
3.			
<b>2.6 Innovation</b>		Yes	No
Does the supplier hold own patents?			
If yes, for which products or processes :		locally	Intern.
<b>2.7 Laboratory Equipment:</b>		Yes	No
Which equipment is available at the suppliers site?		available at site ?	
Which laboratory equipment is used externally?		Partner / Organisation	
<b>2.8 Test Equipment</b>		Yes	No
Which <b>functional test rigs</b> does the supplier maintain at the site?		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>		Yes	No
Does the supplier maintain a test facility or prototyping on site?			
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. Environment</b>		
<b>4.1 Environmental management and certifications</b>	Yes	No
Does a certified environmental management system (ISO 14001 / EMAS) exist?		
<b>4.2 Energy and resource efficiency</b>	Yes	No
Are there any energy-saving measures?		
If yes: Specify implementation in percent (from 1% to 100%)		
If no: Planned introduction date?		
Comments:		
<b>4.3 Climate protection and carbon footprint</b>	Yes	No
Is there a target for reducing the CO2 footprint??		
If yes: Specify implementation in percent (from 1% to 100%)		
If no: planned introduction date?		
Comments:		
<b>4.4 Avoidance of harmful/hazardous substances and environmental risks</b>	Yes	No
Resignation from harmful/hazardous substances (REACH/RoHS)?		
If yes: Specify implementation in percent (from 1% to 100%)		
If no: Planned introduction date?		
Comments:		
<b>5. Others</b>		
<b>5.1 Product liability</b>	Yes	No
Do you have product liability insurance?		
What is the sum insured?:		
<b>5.2 Comments / Attachments</b>		
<b>Supplier Signature</b> ..... <b>Date:</b> ..... Please sign the LSA and convert it into a PDF format. 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>		