



Questionnaire for Supplier Qualification

146008-03
Edition 03
JMO
05.09.2017

Qualification of the Company: _____

All information in this Questionnaire are treated confidentially and only passed on to third parties with your consent.

This Questionnaire must be fully answered and returned to:

purchase@kuenz.com

or by mail to:

Künz GmbH
attn. Purchasing Department
Gerbestraße 15
6971 Hard
Austria

We kindly request that you provide the answers in German. Please check the answers to the following questions in the appropriate columns or enter the answers. Describe your answers on a separate sheet, if necessary.

All information below is provided to the best of your knowledge and belief. If in the course of the time substantial changes to this statement will take place, you are obliged to notify us accordingly.

The submission of certificates, attestations etc. will be free of charge for us.

Place:

Date:

Legally binding signature



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A.	General Information on the Enterprise/on the Production Plant:	
A 1	Name of the Enterprise: Company Name: Street: P.O. Box: City: Country: Value added tax ID. No. Telephone Number: Fax Number: Email:	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
	Company form:	Partnership/Capital company (please check as appropriate) <input type="checkbox"/> public <input type="checkbox"/> private
A 2	Executive board/CEO: Commercial management: Technical management: Sales management: Head of Quality Assurance: Total number of employees:	_____ _____ _____ _____ _____ _____
A 3	Information (if available) about: Sales and marketing organization Network of branch offices Customer Service Agencies Technical Support Service	_____ _____ _____ _____ _____
A 4	Please submit an Organization Chart (organogram), showing the organizational structure and the areas of responsibility of your enterprise.	



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A 7 Do you ensure that the processing of the entire business transactions is in German?
(Correspondence, negotiations, training courses, documentation)

yes no

Do you ensure that the processing of the entire business transactions is in other languages?

yes no

If yes,
which languages without any additional costs:

A 8 Is your enterprise already listed at other Crane Manufacturers and in the hydraulic steel construction sector as approved Supplier?

yes no

If yes, at which ones?

A 9 Confidentiality of information

How is the passing on of information and knowledge from our projects to competitors and other customers secured? Please describe your approach or enclose your instructions.

A 10 Copyright and patent protection

Do the joint developments we commission and/or for which we only partly pay remain our property?

yes no

If not, to whom belong the copyright and patent rights?

A 11 CAD systems

Which CAD Systems do you work with?

2 D system 3 D system

In which data formats can a drawing exchange take place?

A 12 ERP Systems

Which ERP system do you work with?

A 13 Documentation in electronic format

Is the entire technical documentation available in electronic format?

In which data formats:

Can the documentation be processed electronically?
(e.g. delivered in unprotected PDF format or Word file)

Will the documentation be exactly tailored to the scope of supply and will the descriptions which are not deemed to be included in the scope of supply be removed?

yes no

In which languages is the documentation available with no additional costs?

In which languages are drawings and spare part lists available with no additional costs?



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A 14

Labelling and name plates

Can you attach name plates of the Customer on your products?

yes no

Can you renounce your own name plates on your products?

yes no

if yes, under which conditions

A 15

CE marking

Are your products subject to the CE marking?

yes no

if yes, under which guidelines

A 16

After-sale service

How many persons carry out work at the after-sale service?

At which times can the after-sale service be reached at the Parent Company?

In which countries have you after-sale service branch offices?

In which languages can your after-sale service offer performances?

How do you ensure the spare part availability?

How long is the supply of your spare parts guaranteed?

longer than 10 years longer than 15 years other periods



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B	Questions regarding the Quality Management System
B 1	Delivery program / main products? <hr/>
B 2	Are there further branch plants in your enterprise, which are of importance for your products (specify place and size)? <hr/>
B 3	To what extent do you pursue in-house developments? <hr/>
B 4	Which special processes are implemented in the course of the product creation? (Welding, preservation, etc.) <hr/>
B 5	Which processes are implemented outside your enterprise? <hr/>
B 6	Are you able to issue, on demand, proof on traceability of materials? <hr/>
B 7	<p>Is the quality management system certified according to a set of rules? (DIN ISO 9001, VDA 6, ISO TS 16949 etc.)</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, the answer of the questionnaire starting from question B 10 is no longer necessary. In this case please attach the copy of the certificate.</p>
B 8	<p>Has a quality audit been carried out by another enterprise / customer?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, with which result?</p> <hr/>



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B 9 Are additional certifications available at your enterprise?

yes no

If yes, which ones (please indicate the system, the certifying body and attach the corresponding certificate)

Occupational safety, health protection	OHSAS 8001 ILO SCC OHRIS
Environmental protection	EMAS ISO 14001
Other management system	

B 10 If not, do you agree with the auditing by Künz?

yes no

B 11 Does your enterprise have a quality management system and is this described in a manual? Is work to be performed clearly defined in work instructions and are these available at the respective workplaces?

yes no

B 12 Is there an Organization Plan and are the responsibilities of the managing, executive and supervising member of staff defined? (If yes, please attach a copy of the Organization Plan)

yes no

B 13 How are the suitability and effectiveness of the quality management system guaranteed by the company management?

B 14 Are there regulations for the approval and publication of documents? How is guaranteed that no invalid documents are used?

B 15 Are there test plans from which test features and the extent of testing can be identified and are the test results documented and evaluated?



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B 16	<p>How is it guaranteed that a product is handed over only after all necessary tests have been passed? Are handling, storage and packing of the products as well as a product-friendly dispatch ensured?</p> <hr/> <hr/> <hr/>
B 17	<p>Do you implement a Continuous Improvement Process? (CIP)</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>
B 18	<p>Do you work with Statistical Process Control? (SPC)</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>
B 19	<p>Do you state your position in relation to each complaint of the customer? And are these claims regularly evaluated?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>
B 20	<p>Do you own a monitoring and calibration system for measuring instruments? (please describe)</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <hr/>
B21	<p>Do you implement a system for the further development of employees? (please describe)</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <hr/>