Supplier Self-Assessment

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

[**einkauf@gantner.com**](mailto:einkauf@gantner.com)



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

|  |  |
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| **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)** |
| 2017 |  |
| 2018 |  |
| 2019 |  |
| 2020 |  |
| 2021 |  |
| 2022 |  |
| 2023 |  |
| 2024 |  |

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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? | |  |  |
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| **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? | |  |  |
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| **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: |  | | |