

1. Company \_\_\_\_\_  
Street \_\_\_\_\_  
Postcode / Town \_\_\_\_\_      Telefax \_\_\_\_\_  
Telephone no. \_\_\_\_\_      Website \_\_\_\_\_  
EM - Representative \_\_\_\_\_  
QM - Representative \_\_\_\_\_  
Sales \_\_\_\_\_
- No. of staff \_\_\_\_\_      Thereof in  
a. Environmental management \_\_\_\_\_  
b. Quality management \_\_\_\_\_

2. Is your environmental and quality management certified via a professional institution?      EMS Yes  No   
QMS Yes  No

3. **If yes**, on what basis (please include the respective standards and certificate copies or homepage link)?      When \_\_\_\_\_  
By whom \_\_\_\_\_

4. **If no**, please answer the following 5 questions      Standard \_\_\_\_\_

5. Are you planning to introduce an  
a. Environmental management system      Yes  No   
b. Quality management system?      Yes  No
6. a. If you are planning an environmental management system, when and based on which standard?      \_\_\_\_\_  
b. If you are planning a quality management system, when and based on which standard?      \_\_\_\_\_
7. Are responsibilities and competences already documented in writing?      Yes  No
8. Are all procedures applied documented?      Yes  No
9. Is adherence to current standards ensured?      Yes  No
10. Are internal audits carried out and documented?      Yes  No

- 11. Do you have clear process rules for complaints/claims? Yes  No
- 12. Is your measurement and test equipment regularly examined and monitored? Yes  No
- 13. Does your staff receive regular training and is this documented? Yes  No
- 14. Are there fixed procedures in place which immediately initiate measures to avoid errors in the case of justified complaints/claims and discrepancies from specifications? Yes  No
- 15. Will orders which deviate from quality requirements only be shipped, if specifically approved by the customer? Yes  No
- 16. Are the Yes  No 
  - a. environmental and
  - b. quality
 requirements of your input materials agreed in writing with your suppliers?
- 17. Would it be possible for us to review the above made disclosures through a supplier audit on site? Yes  No

Additional comments:

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I hereby declare that the information and documents provided are correct.  
 Please return this supplier self-assessment within 10 days to TECKOS GmbH to [einkauf@teckos.de](mailto:einkauf@teckos.de) .

Date	Name (Block letters)	Function	Signature and company stamp
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