# STRATEGIC PROCUREMENT
Supplier Questionnaire – **forging**

Date:   _____          Author:   _____

Please tick:   ☐ Own initiative

☐ Application on demand of          Name:   _____
STIWA

## 1.  General Information

Company    Name:      _____

Address:   _____

Sector:    _____

Phone:     _____

Email:     _____

Website    _____


Currency:

Annual turnover over the past three years:                          _____

Investment volume over the past three years:                       _____

Product liability insurance for the countries amounting to:        _____


Bank      Name:      _____

Address:   _____

IBAN No.:  _____

SWIFT/B/BIC Code:  _____

Clearing No:  _____

V.A.T No:  _____


Does your company operate out of more than one location?      ☐ Yes - Continue with 2.

☐ No – Continue with 3.

| On Markets (in %)          National: | Europe: | Overseas: |
|---|---|---|
| Own market share / Market Share of Important Competitors | Branch | Market Share (in %) |
|  |  |  |

## 2.  **Global Location** (please state number of employees)

| Method of Production | | |
|---|---|---|
| Process | Production Site | Development Site |
| | | |

| Company | Engineering | Production | Procurement | Sales | Service | Total |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

## 3.  **Contacts**

| | Management Board | Sales | Development |
|---|---|---|---|
| Name | | | |
| Phone | | | |
| E-Mail | | | |
| Negotiation Language | | | |
| No. of Employees | | | |

| | Production | Quality | Logistics |
|---|---|---|---|
| Name | | | |
| Phone | | | |
| E-Mail | | | |
| Negotiation Language | | | |
| No. of Employees | | | |

| Total Number of Employees |
|---|
| |

### 3.1 Clients

| Clients Automotive- & Supply Industry | Country | Portion of Tunover (in %) |
|---|---|---|
| | | |

## 4.  Customer Audits

| Customer | Audit Type (System / Process / Product) | Score (Percentage) | Rating |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### 4.1 Patents

Does your company have own patents          ☐    Yes – Continue with a)

                                                                       ☐     No – Continue with 5.

a)   If yes, for which products or processes?

## 5.  Capabilities

### 5.1 Parts/General:

5.1.1. What are your core competences?

5.1.2. Which piece weights can be processed?      Range from _____ to _____ .

5.1.3. Which piece sizes can be processed?      Range from _____ to _____.

5.1.4. Which batch sizes fit to your company (small/large series)?

5.1.5. Which materials are processed? (steel, aluminum,…)

        Which grades are used?

5.1.6. Which simulation tools are available?

5.1.7. Which kinds of treatments do you offer:

☐ Heat Treatment (Thermic Processes / Thermo-chemical Processes):

☐ Surface Treatment:

5.1.8. Which labor equipment and testing processes are available (Metallurgical testing, hardness testing, crack testing, magnetic testing, notched bar impact and tensile testing, CMM, ultrasonic testing,…)?

### 5.2  Machinery/Tools/Equipment:

5.2.1. Number of machines

5.2.2. Size of machines / pressing power of the machines

5.2.3. Forging presses and/or forging hammers

5.2.4. Manufacturer of the presses/hammers

## 6. Quality and Environmental Management

### 6.1 Does your company have quality and environmental management system?

☐ Yes                                              ☐ No

Which one?                                          Do you plan any certification?

☐ ISO 9001:20XX                                    ☐ No

☐ IATF16949:20XX                                   ☐ Yes

☐ ISO 14001:20XX                                      Which one/s?

☐ OHSAS 18001:20XX                                    When?

☐ Others                                           Are all processes that are pertinent to your customers

Which one/s?                                        described and implemented throughout your company?

                                                   ☐ No

                                                   ☐ Yes

                                                      Which one/s?

### 6.2 Which labor equipment is available (CMM, Optical measuring instruments, leakage tests, cleanliness analysis, X-Ray, Compression Test, …)

| Labor equipment | Type/ manufacturer | Measuring accuracy |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |

6.3 Have you installed a Continuous Improvement Process (CIP)?                                    ☐ Yes ☐ No

6.4 Do you apply statistical process control (SPC) in your production?                            ☐ Yes ☐ No

6.5 Do you perform process FMEA?                                                                  ☐ Yes ☐ No

6.6 Have you defined and implemented a process to manage and control non-conforming products?    ☐ Yes ☐ No

6.7 Do you calibrate your test equipment and do you monitor this regularly?                       ☐ Yes ☐ No

6.8 Can you perform first article inspection (FAIs)?                                              ☐ Yes ☐ No

6.9 Do you record and archive test results (if required) to ensure evidentiary documentation?    ☐ Yes ☐ No

6.10 Do you mark non-conforming parts and control them as required, e.g. through separate storage?  ☐ Yes ☐ No

## 7. Procurement / Logistics

7.1 Do you select your suppliers based on clearly defined processes and transparent criteria?     ☐ Yes ☐ No

7.2 Do you include quality and environmental management requirements in your orders to your suppliers?  ☐ Yes ☐ No

7.3 Do you do initial calculation for country of origin for your goods?                            ☐ Yes ☐ No

7.4 Do you deliver goods with confirmation of preferential origin?                                ☐ Yes ☐ No

7.5 How do you confirm preferential origin of goods?                                              ☐ Yes ☐ No

- Declaration of country of origin (COO) directly on the invoice as "Authorized exporter" with unlimited value                                                             ☐ Yes ☐ No
- Declaration of country of origin directly on the invoice with limited value as "not authorized exporter"                                                              ☐ Yes ☐ No
- Movement certificate (EUR1)                                                                     ☐ Yes ☐ No
- Any other certification to declare country of origin such as (from A, ATR, …)                   ☐ Yes ☐ No

7.6 Do you apply logistics concepts such as Kanban, JIT, or such when working with you customers and/ or suppliers?                                                     ☐ Yes ☐ No

7.7 Do you have special work instructions for handling delicate products?                          ☐ Yes ☐ No

7.8 Do you measure, evaluate and communicate supplier performance (delivery On Time/ In Full (OTIF), Supplier Score Card)?                                     ☐ Yes ☐ No

## 8. Production Process

8.1 Are production processes monitored and continuously improved in a suitable manner?            ☐ Yes ☐ No

8.2 Are identified deviations and customer complaints analysed, and are corrective measures defined and implemented?                                                    ☐ Yes ☐ No

8.3 Are production processes / technologies subject to capability checks and qualification?        ☐ Yes ☐ No

8.4 Have you implemented processes for the marking and traceability of your products?              ☐ Yes ☐ No

8.5 Are you processing carbon steel and/or nonferrous metal, particularly copper or copper alloys?  ☐ Yes ☐ No

8.6 Are you processing different materials with same tools and/ or machines?                       ☐ Yes ☐ No

8.7 Are there actions in place to avoid any cross-contamination (even particles e.g. with tools or liquid media) by carbon steel and/ or nonferrous material?     ☐ Yes ☐ No

8.8 Are all required tests, checks and inspections planned and performed (incoming goods, production, shipping)?                                             ☐ Yes ☐ No

8.9 Do you perform first article/ last article tests as well as tests during the production process?  ☐ Yes ☐ No

8.10 Have you installed preventive maintenance for your equipment, machines and plants?            ☐ Yes ☐ No

## 9. Engineering

9.1 Number of engineers:

9.2 Which CAD system do you use?                        Type:
                                                        Version:

9.3 What data export format(s) do you use?             Type:
    (Preferred = STEP; Parasolid):                      Version:

9.4 Do you have in-house development activities/ facilities?                                       ☐ Yes ☐ No

9.5 Do you have an in-house prototyping department?                                                ☐ Yes ☐ No

9.6 Do you build your production devices/ equipment in-house?                                      ☐ Yes ☐ No

9.7 Do you have an in-house tooling/ patters/ mold shop?                                           ☐ Yes ☐ No

9.8 What infrastructure is available at your site?

☐ Endurance Test Station          ☐ Other/s:

☐ Leakage Tests

☐ Material Tests

☐ Welding Seam Inspection

Please return the duly completed questionnaire by email to:  purchasing@stiwa.com

**To be completed by STIWA:**

| | Rating | | | Date | Name | Signature |
|---|---|---|---|---|---|---|
| | Suitable | Conditionally suitable | Not suitable | | | |
| Category Management | | | | | | |
| SQE | | | | | | |
| Process Specialist | | | | | | |
| Optional | | | | | | |
| Sample Part requested | | | | | | |
| Remarks: | | | | | | |