

BigRep – supplier questionnaire

supplier:		supplier number:	
contact person:		department:	
phone-N°:		mail:	
VAT-Id-N°:		Tax-N°:	
account (IBAN):			
date:			

N°	Question	Reply
01	General information	
01.01	Which products and/or services do you offer?	
01.02	What size and structure does your company have? plants branches employees markets	
01.03	Is there an organization chart showing the responsibilities? (if yes, please enclose)	
01.04	Which language/s are spoken in your company and at which employee levels are they fluently spoken?	
01.05	Would you agree to an audit by our company?	
01.06	Company and branch revenue	
01.07	Which CAD-system is used in your company? Which data formats can be used? Which CAD data formats can be exported to BigRep?	

N°	Question	Reply
02	Management systems	
02.01	Is there a quality management system in place? If so, according to which standard?	
02.02	Is the QM system certified by an accredited organization? If so, which one?	
02.03	If a certification has taken place, what is its validity period? (Please enclose certificate)	
02.04	Would you please name the QM representative?	
02.05	Is there another management certification and if so, which one?	
02.06	Are the management systems regularly evaluated and if so, how often?	

N°	Question	Reply
03	Quality management	
03.01	What is the Quality Policy?	
03.02	Has a procedure been introduced to forward order-related changes to the relevant departments? And if so, how does this procedure work?	
03.03	Are there defined processes for handling defective products? If so, which ones?	
03.04	How are detected errors analyzed and corrective measures derived from them? To what extent are errors and corrective actions documented?	
03.05	To what extent does your company evaluate its suppliers?	
03.06	To what extent is the traceability of the delivered products guaranteed by suppliers?	

N°	Question	Reply
04	Quality assurance	
04.01	How is qualitative and requirement-oriented production and testing ensured?	
04.02	How are assemblies tested before assembly?	
04.03	How are the test results documented?	
04.04	To what extent are the measuring, testing and production equipment monitored?	
04.05	How is it ensured that damage and quality degradation during transport and storage are avoided?	
05	Staff qualification	
05.01	What is the ratio of qualified personnel to support personnel?	

Place, date

signature