

BigRep - supplier questionnaire - filament manufacturers

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

N°	question	answer
01	general information	
01.01	What products and / or services do you offer?	
01.02	What size and structure does your business have (plants, offices, employees, markets, etc.)?	
01.03	Is there an organization chart showing the responsibilities? (If so, please enclose)	
01.04	Which language/s are spoken in your company and at which employee levels are they fluently spoken?	
01.05	Company and branch revenue	
01.06	Which filament products do you offer at the moment?	
01.07	How long is the process time from request to delivery for new products that are not included in your long-term portfolio?	

N°	question	answer
01.08	Up to which spool size, can you ensure a constant quality?	
01.09	Is the filament spooled directly to the final spool or through a master spool?	
01.10	Would you agree to an audit by our company?	
02	management systems	
02.01	Is a quality management system in place? If so, by what standard?	
02.02	Is the quality management system certified by an accredited organization? If so, which one?	
02.03	If certification is done, what validity period has it? (Please enclose certificate)	
02.04	Would you please name the QM representatives?	
02.05	Is there another management certification and if so, which ones?	
02.06	Is the management systems assessed regularly and if so, how often?	
03	quality management	
03.01	What is the statement on quality, the quality policy?	

No.	question	answer
03.02	Is a process introduced which shows how contract-related changes are forwarded to the responsible employee? And if so, what is this process?	
03.03	Are there defined processes for handling faulty products? If yes, which?	
03.04	How are detected errors analyzed and are taken actions 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 products delivered by suppliers ensured?	
04	quality assurance	
04.01	How is a qualitative and user-oriented manufacturing and testing ensured?	

N°	question	answer
04.02	What does filament quality mean in your company?	
04.03	How are the quality features mentioned in 04.02 metrological monitored and regulated if necessary?	
04.04	How are the test results documented?	
04.05	To what extent are the measuring and testing equipment and production facilities monitored?	
04.06	How is it ensured that damages, material fatigue and quality degradation are avoided during transport and storage?	
04.07	How is a consistent quality of the raw materials ensured and tested?	

N°	question	answer
04.08	How are the environmental conditions (temperature, humidity, etc.) controlled or monitored during production?	
05	employee training	
05.01	What is the ratio of personnel to support staff?	

Place and date

signature