

## 1. General information:

### 1.1 Company information:

Company name:

Legal form:

Street name & number:

Postcode & place:

Country:

Telephone:

Email:

Website address:

Bank key:

Bank account:

Country code:

Account holder:

IBAN:

BIC:

Order address (if it deviates):

Group affiliation:

Subsidiaries/Locations:

Production sites:

VAT Identification Number:

Tax ID No.:

Year of founding:

Total number of employees:

Holdings in other companies (e.g. joint ventures):

The product groups/services which you offer:

### 1.2 Procurement information:

Order currency:

Payment terms:

Incoterms/Place of fulfilment:

### 1.3 Automotive supplier:

Yes

Share of total turnover:

Yes (OEM)

Share of total turnover:

Yes (1st level)

Share of total turnover:

**1.4 Main customers (State your "A" customers):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**1.5 Main suppliers (State your main suppliers):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**1.6 Competitors (State your key competitors):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**1.7 Audit findings for top customers (OEM/1st tier):**

- |          | <u>Finding:</u> | <u>Year:</u> |
|----------|-----------------|--------------|
| 1. _____ |                 |              |
| 2. _____ |                 |              |
| 3. _____ |                 |              |

**1.8 Contact person:**

<u>Department:</u>	<u>Name:</u>	<u>Telephone:</u>	<u>Email:</u>
Executive management:	_____	_____	_____
Sales:	_____	_____	_____
Procurement:	_____	_____	_____
Development:	_____	_____	_____
Production:	_____	_____	_____
Quality:	_____	_____	_____
IMDS Officer:	_____	_____	_____
Information Security Officer:	_____	_____	_____
Product Safety Officer	_____	_____	_____
Occupational Health and Safety Officer	_____	_____	_____

## 1.9 Financial data:

Annual turnover in the last 3 years (in EUR):

Year	Turnover
Year	Turnover
Year	Turnover

Investment volume in the last 3 years (in EUR):

Year	Volume
Year	Volume
Year	Volume

## 1.10 Product liability:

How much insurance cover does your company have against liability claims?

Maximum coverage:

Consequential damages:

Types of recall:

Business liability insurance:

How much cover do you have?

*(Please include a corresponding copy of the insurance company's certificate!)*

## 1.11 Warranty:

- In addition to the mandatory legal warranty we demand a warranty assurance (warranty agreement) of 48 months from the date on which the product is installed on the premises of the KRAH Group customer. Will we receive this warranty assurance from you?

Yes  No

## 1.12 Safety and emergency plan:

- Has your company compiled a safety plan for internal production?  
*(Please include a copy of your safety plan!)*

Yes  No

- Does this plan take events covered by force majeure declarations and acts of God, such as: wars, riots, explosions, fires, lightning strikes, flooding, earthquakes, typhoons, epidemics, industrial action, official actions or failures to act, raw materials or energy shortages into consideration?

Yes  No

## 1.13 Supply:

- Are you prepared to undertake to provide products for at least 15 years – from the date of discontinuing serial production?

Yes  No

## 1.14 Code of conduct:

- We confirm receipt and implementation of the standardised rules described in the "Code of conduct for suppliers".

Yes  No

## 2. Questions regarding specific areas:

### 2.1 Quality:

Which standard is your QM system based on?

Valid until:

- IATF 16949 in the relevant valid edition
- Not existent but planned for next year
- DIN 9001 in the relevant valid edition
- Not existent but planned for next year
- Other certification:

*(Please include a corresponding copy of the certification!)*

If you do not have any of these certifications, please answer the following questions:

- Is the feasibility of incoming enquiries/ drawings and orders reviewed (technology, deadline, price, etc.)?

Yes  No

- Do you ensure that we will be informed in good time and in writing regarding any deadline or price deviations?

Yes  No

- Do you ensure that the valid specification and/or drawing will always be used for manufacturing?

Yes  No

- Will we be informed in good time regarding changes in catalogue products or product discontinuations and will alternatives be suggested?

Yes  No

- Will a final inspection report be compiled?

Yes  No

- What quality certifications will you provide to us?

- Do you have a monitoring system for inspection equipment?

Yes  No

- Is your inspection equipment calibrated on a regular basis?

Yes  No

- Do you ensure that adequate parts packaging and/or outer packaging is used?

Yes  No

- Do you ensure that the mandatory form of dispatch is used?  Yes  No
- Do you ensure that parts which do not correspond to specifications are labelled and cannot be mixed with, or mistaken for, OK parts?  Yes  No
- Is there an established amendment procedure which is defined in writing?  Yes  No
- Are faulty parts labelled and stored separately?  Yes  No
- Do written work instructions exist and are they implemented?  Yes  No
- Is there a systematic complaints processing system?  Yes  No
- Are causes of errors investigated and eliminated (e.g. customer complaint)?  Yes  No
- Does your company have an assured and documented traceability process which covers the entire supply and production chain?  Yes  No

If no, up to which stage of the supply chain is traceability ensured?

- What is your company's current quality status?
 

	Current year:	Last year:
Ppm rate:		
Number of complaints:		

- What are your company's quality targets?
 

	Current year:	Last year:
Ppm rate:		
Number of complaints:		

- Are measures required to meet the following Krah Group requirements?
 

- Error rate:	0%	
- Delivery reliability:	100%	
- Quantity reliability:	100%	

 Yes  No

- If yes, please describe measures.

## 2.2 Subcontractor management:

- Are your suppliers at minimum ISO 9001 certified?  Yes  No
- Do you agree key performance indicators with your suppliers and are these KPIs checked on a regular basis?  Yes  No
- Do you audit your suppliers on a regular basis?  Yes  No
- Do you have an escalation management system for your suppliers?  Yes  No
- Are supply chain risks identified and assessed and do you have suitable measures in place to reduce these risks?  Yes  No
- Do you have quality assurance agreements with your suppliers?  Yes  No
- Are all departments (Development, Quality, Procurement, Logistics) involved in the supplier selection process?  Yes  No
- Do you have copies of your suppliers' safety plans?  Yes  No

## 2.3 Environmental management:

### 2.3.1 Environmental management system:

Which standard is your EM system based on?

Valid until:

- EMAS in the relevant valid edition
- ISO 14001 in the relevant valid edition
- Internal system, based on:
- Not existent but planned for next year

If you do not have any of these certifications, please answer the following questions:

- Have you set goals to improve your environmental protection activities?  Yes  No
- Is the achievement of these goals systematically monitored and do you document their fulfilment?  Yes  No
- Are your employees given regular environmental protection briefings?  Yes  No

- Can you ensure compliance with legal regulations?  
 Yes  No
- Is your company working to improve your contractual partners' environmental protection activities?  
 Yes  No
- Do you use internal plants and facilities which require licences and/or authorisations?  
 Yes  No
- In the last 5 years, have there been any disruptions which resulted in harmful substances/ emissions being discharged into the sewer system, surface waters, the ground or the air?  
 Yes  No
- Are environmental aspects an element of your product and service design?  
 Yes  No
- Do you inspect both production processes and also supply and disposal processes on a regular basis to identify their environmental impact?  
 Yes  No

### 2.3.2 IMDS database:

- Do you have access to the IMDS database?  
 Yes  No
- If yes, please state your ID number:
- If no, are you prepared to register with the system?  
 Yes  No

### 2.3.3 REACH / ROHS:

- Is your company familiar with REACH/ROHS and the associated obligations?  
 Yes  No
- Can you ensure full compliance with these requirements?  
 Yes  No
- Can you ensure that we receive all relevant safety datasheets?  
 Yes  No
- Do you have a REACH certificate of compliance for your customers?  
*(Please include a corresponding copy of the certificate if you have one!)*  
 Yes  No
- Based on the REACH regulation, do you foresee any future supply problems for the products which you supply to us?  
 Yes  No

## 2.4 Occupational health and safety management:

Do you have an occupational health and safety management certificate?

Valid until:

DIN ISO 45001 occupational health and safety in the relevant valid edition

Not existent but planned for next year

Other certification:

If you do not have any of these certifications, please answer the following questions:

Yes  No

- Have you set goals to improve your occupational health and safety activities?

Yes  No

- Is the achievement of these goals systematically monitored and do you document their fulfilment?

Yes  No

- Are your employees given regular occupational health and safety briefings?

Yes  No

- Has there been any serious accident at work in recent years?

Yes  No

- Is your company working to improve your contractual partners' occupational health and safety activities?

Yes  No

## 2.5 Energy management:

Do you have an energy management certificate?

Valid until:

DIN 50001 energy management in the relevant valid edition

Not existent but planned for next year

Other certification:

If you do not have any of these certifications, please answer the following questions:

- Do you have energy policies which have been formulated in writing?

Yes  No

- Have you set goals to improve your energy efficiency?

Yes  No

- Is the achievement of these goals systematically monitored and do you document their fulfilment?

Yes  No



- Can you ensure compliance with legal regulations?  Yes  No
- Is your company working to improve your contractual partners' energy efficiency?  Yes  No

## 2.6 Information security

Has your ISMS been inspected by an independent body or do you have valid ISMS certification?

Valid until

- ISO 27001 in the relevant valid edition
- TISAX
- Other

Note: The relevant location must be listed under Scope. The corresponding assessment level (1-3) must also be specified.

Please allow us to access your certificate electronically or provide us with your certificate.

If you do not have any of these certifications, please comment on the following statements.

*(Note: Statements in bold have increased priority. If the answer to one of these statements or to 4 statements with normal priority is no, then an action plan will be required to enable us to exchange data with you!)*

- **We have general guidelines for our employees which define our rules on information security.**  Yes  No
- We have guidelines which cover private use of our company IT.  Yes  No
- **We inspect our suppliers to confirm that they have implemented information security measures.**  Yes  No
- **All employees have signed a written non-disclosure agreement.**  Yes  No
- We have a strict rule that our IT infrastructure can only be accessed if this is necessary to carry out assigned duties.  Yes  No
- **Normal users are not given administrative access.**  Yes  No
- We review whether administrative access is necessary on a regular basis.  Yes  No
- **We provide our employees with training on information security issues on a regular basis.**  Yes  No
- Procedures for internal handling of confidential information have been defined in writing.  Yes  No

- We inform our users about the specific risks of mobile data carriers (e.g. that they can be lost or stolen or may be infected with malware) and increase their awareness of these risks.  Yes  No
- We have a protection concept to secure our IT systems.  Yes  No
- We have a structured procedure defining how access to our company is given.  Yes  No
- We have structured visitor management which enables us to ensure that unauthorised persons cannot access data.  Yes  No
- We have a data backup system to protect ourselves against the loss of key company data.  Yes  No
- Current virus protection software is installed on our clients and servers.  Yes  No
- We have guidelines which define how security incidents must be handled.  Yes  No
- We keep our operating systems up to date (security updates, etc.).  Yes  No

**2.7 Audit rights**

Will you grant us the possibility - if required - to carry out subsequent audits in your company?

Product audit  Yes  No  
 If no, please specify reason:

Process audit  Yes  No  
 If no, please specify reason:

Information Security Management System Audit:  Yes  No  
 If no, please specify reason:

This document was completed by:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Place, date: \_\_\_\_\_ Signature, Company stamp: \_\_\_\_\_