

Supplier Questionnaire

Preface

This questionnaire will be an important assessment criterion for the internal supplier evaluation.

Quality assurance, you have the opportunity to describe your quality systems.

Environmental protection, here we expect a description of your environmental management system.

Please clearly mark your answers by ticking off, encircling or underlining.

If a question does not apply to your company, please enter "n.a."

If you have any questions, please contact the Quality Management/
Environmental Management of Westfalia Separator, 59302 Oelde, Germany
Phone +49 2522 / 77-2670.

1. General questions

- 1.1 Company name _____
- 1.2 Address _____

- 1.3 Phone _____
- 1.4 Fax _____
- 1.5 E-mail _____
- 1.6 Homepage _____

2. Names of the responsible persons in the company

- 2.1 Managing Director _____
- 2.2 Technical Director _____
- 2.3 Commercial Director _____
- 2.4 Production Manager _____
- 2.5 Quality Assurance _____
- 2.6 Environmental Protection _____
- 2.7 Labour / Health Protection Officer _____
- 2.8 Development _____
- 2.9 Sales Contact _____
- 2.10 After-Sales Contact _____

If there is not enough space, please use additional blank pages with a reference to the corresponding sub-item.

3. Special information

- 3.1 Year of foundation _____
- 3.2 Legal form _____
- 3.3 Group affiliation _____
- 3.4 Subsidiaries / branches
in Germany

- 3.5 Subsidiaries / branches
in other countries

- 3.6 Main products

- 3.7 Who are your most important
customers?

- 3.8 Who are your most important
suppliers?

- 3.9 Main buy-in parts used or
processed?

- 3.10 Main raw materials used
or processed?

- 3.11 Machinery
(please enclose a list)

If there is not enough space, please use additional blank pages with a reference to the corresponding sub-item.

- 3.12 Does the plant have?
- its own heat treatment facility? yes no
- If yes, which? _____
- its own surface treatment facility? yes no
- If yes, which? _____
- its own facilities for manufacturing tools and fixtures for in-house use yes no
- 3.13 Sales in previous year _____
- How do you rate your market share? _____
- How high is the share of the turnover generated by Westfalia Separator? _____
- 3.14 Export quota in previous year _____
- 3.15 Number of staff _____
- 3.16 Number working in: _____
- Research/Development _____
- Design _____
- Production _____
- Administration _____
- Quality assurance _____
- Environmental protection _____

If there is not enough space, please use additional blank pages with a reference to the corresponding sub-item.

4. Questions relating to quality assurance

4.1 Quality Management

4.1.1 Does your company have a recognised quality management system? yes no

4.1.2 If yes, which set of standards is it based on, e.g. DIN EN ISO 9001:2000 (Please enclose a copy of the certificate!) _____

4.1.3 Who in your company is the contact for all quality management issues? _____

NOTE!

If you answered items 4.1.1 and 4.1.2 with yes, you need not answer point 4.2 "Quality Assurance".

4.2 Quality Assurance – Planning/Documentation

4.2.1 Are there written procedures which assure that, before order processing, the contractually stipulated demands or the relevant specifications can be met? yes no
or planned until: _____

4.2.2 Is there a description of the production programme? (Please enclose brochures etc.) yes no
or planned until: _____

4.2.3 Are there written test procedures for the entire production process and for each product? yes no
or planned until: _____

4.2.4 Are tests documented and archived so that they can be traced back to the order? yes no
or planned until: _____

4.2.5 If yes, for how long are the records kept? _____

Staff/Training

4.2.6 Are there written definitions concerning qualifications and training of staff involved in performing duties that influence the quality of the product? yes no
 or planned until: _____

4.2.7 Does your company define duties and responsibilities of the individual departments whose work influences quality? (e.g. transfer of duties) yes no
 or planned until: _____

4.2.8 Does a training plan exist supported by documentary evidence? yes no
 or planned until: _____

Production

4.2.9 Are your staff familiar with the production sequence? yes no
 or planned until: _____

4.2.10 Do you have production plans? yes no
 or planned until: _____

4.2.11 Do written procedures exist for the activities and processes in production? (e.g. job instructions) yes no
 or planned until: _____

4.2.12 Are production processes, production equipment and the material to be processed clearly defined? yes no
 or planned until: _____

4.2.13 Is there regular monitoring of the production equipment? (e.g. through risk and load analysis) yes no
 or planned until: _____

If there is not enough space, please use additional blank pages with a reference to the corresponding sub-item.

Quality Testing

- 4.2.14 Does your company have a quality testing department/laboratory? yes no
or planned until: _____
- 4.2.15 Do written testing procedures exist? yes no
or planned until: _____
- 4.2.16 Do these test procedures contain all essential details on:
• Test sequence?
• Test frequency?
• Test characteristics?
• Specified testing instruments? yes no
or planned until: _____
- 4.2.17 Are these tests documented? yes no
or planned until: _____
- 4.2.18 Are these test records available to your customers? yes no
or planned until: _____
- 4.2.19 Are all testing instruments and equipment available that are necessary to conduct the tests specified in the testing procedure? yes no
or planned until: _____
- 4.2.20 Are all testing instruments used by you monitored on a routine basis? yes no
or planned until: _____

Procurement/Logistics

- 4.2.21 Do you procure products on the basis of a specification that defines all relevant features? yes no
or planned until: _____
- 4.2.22 Do you carry out incoming inspections? yes no
or planned until: _____

4.2.23 Are there written packing procedures defining:
 • Packing method?
 • Packing material?
 • Preservation? yes no
 or planned until: _____

4.2.24 Are all demenstrably released products stored so as to exclude the possibility of storage together with products which have not yet been released? yes no
 or planned until: _____

4.2.25 Do you carry out supplier audits? yes no
 or planned until: _____

Miscellaneous

4.2.26 Does your company have a “technical backup support”? yes no
 or planned until: _____

5. Questions relating to environmental protection

5.1 Environmental Management

5.1.1 Does your company have an environmental management system? yes no

5.1.2 If yes, on which set of standards is it based, DIN EN ISO 14001, EMAS I, EMAS II) (please enclose a copy of the certificate!) _____

5.1.3 Who in your company is the contact for all environmental issues? _____

5.1.4 Are fire safety regulations in place in your company? yes no

5.1.5 Is an alarm and danger aversion plan in place in your company? yes no

NOTE!

If you answered items 5.1.1 and 5.1.2 with yes, you need not answer item 5.2 “Environmental Protection”.

If there is not enough space, please use additional blank pages with a reference to the corresponding sub-item.

5.2 Environmental Protection – Organisation, Planning, Documentation

- 5.2.1 Has your company defined an in-house environmental policy? yes no
or planned until: _____
- 5.2.2 Which member of senior management represents the company in aspects of in-house environmental protection internally and externally? _____
- 5.2.3 Is there an environmental management system in place and is it regularly assessed? yes no
- 5.2.4 Does your company have an environmental management manual that defines the responsibilities and environmentally relevant activities of the individual areas of the company? yes no
- 5.2.5 Do you have
- | | | |
|--------------------------------------|------------------------------|-----------------------------|
| An environmental protection officer? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| A water protection officer? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| A waste management officer? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| A pollution protection officer? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| An officer for hazardous materials? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
- 5.2.6 Do job descriptions and specifications exist for junior and senior staff involved in environmentally relevant activities? yes no
- 5.2.7 Do you have a register with all statutory regulations relevant to your company? yes no
- 5.2.8 Is environmentally relevant information made accessible to the public? yes no
- 5.2.9 Has an environmental audit been carried out in your company? yes no

If there is not enough space, please use additional blank pages with a reference to the corresponding sub-item.

Environmental areas

- 5.2.10 Are installations notifiable or subject to approval operated in your company? yes no
- According to locally valid rules (or law) for emission? yes no
- Which? _____
- According to locally valid rules (or law) for water pollution? yes no
- Which? _____
- According to locally valid rules (or law) for waste disposal? yes no
- Which? _____
- 5.2.11 Do you regularly prepare an environmental balance (material and energy balance or ecological balance) for your company?
- Material: yes no
- Energy: yes no
- Waste: yes no
- Waste water: yes no
- Exhaust air: yes no
- Noise: yes no
- Soil: yes no
- 5.2.12 Are new materials assessed by an internal department with regard to hazardousness, potential damage to the environment and their disposability? yes no
- 5.2.13 Is the storage, handling and disposal of the hazardous materials clearly regulated? yes no
- 5.2.14 Do you have a register of hazardous materials? yes no
- 5.2.15 Are all residues (waste, special waste, residuals, valuable substances) centrally registered and assigned a waste code? yes no
- 5.2.16 Can the waste log book be inspected? yes no

If there is not enough space, please use additional blank pages with a reference to the corresponding sub-item.

- 5.2.17 Are you informed about state-of-the-art emissions reduction? yes no
- 5.2.18 Do you take measures to reduce emissions? yes no
- 5.2.19 Do you take measures to save energy? yes no
- 5.2.20 Have you had soil tests carried out on your current premises? yes no

Functions

- 5.2.21 Do you take environmental aspects into consideration when developing new products? yes no
- 5.2.22 Do you take environmental aspects into consideration when developing new technologies? yes no

5.2.23 Which environmentally-friendly technologies have you introduced in the last 5 years?

- 5.2.24 Have criteria been defined for environmentally compatible procurement? yes no
- 5.2.25 Do environmental protection aspects play a role in the selection of your suppliers? yes no
- 5.2.26 Do performance specifications and / or monitoring concepts exist for installations or parts of installations? yes no
- 5.2.27 Are regular staff training courses held on environmental protection and industrial safety? yes no

If there is not enough space, please use additional blank pages with a reference to the corresponding sub-item.

To be completed by supplier:

Place: _____

Date: _____

Signature

Company stamp

Please send the completed questionnaire to:

GEA Westfalia Separator AG
Strategischer Einkauf
Werner-Habig-Straße 1
59302 Oelde
Germany