

# Supplier Self-Assessment

Company:

**Recipient:**  
BJB GmbH & Co. KG  
Werler Str. 1  
59755 Arnsberg  
Germany  
[www.bjb.com](http://www.bjb.com)



Dear Sir or Madam,

you are requested to complete the following questionnaire in order to evaluate you as a potential supplier or to update our records as appropriate. This Self-Assessment Questionnaire is intended to enable suppliers to provide information regarding their management systems and practices. Please attach relevant comments or documents as required. All questionnaire responses will be securely maintained and will be accessible for future review and updating. Suppliers will be able to revise their responses as their practices and procedures evolve.

### 1<sup>st</sup> Basic company (SUPPLIER) information

Company name:

Website:

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Company address:

Founded:

UST-ID-NR. / VAT ID number:

Handelsregister / Commercial register:

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Group affiliation:

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Subsidiaries:

Trade agencies:


### 2<sup>nd</sup> Please indicate the ownership of your company:

privately owned		publicly traded		government owned	
shareholder		other:			

### 3<sup>rd</sup> Turnover (total turnover / export amount / investment volume)

	current year	current year -1	current year -2
Total turnover			
Export amount			
Investment volume			

### 4<sup>th</sup> Currency

USD \$		EUR €		Others:	
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### 5<sup>th</sup> Contact details

Person	Name	Phone	E-Mail
R&D (Research & Development)			
Sales (responsible for BJB)			
Quality management			
Quality Control			
Logistic			
Customer complaints			
Production			

### 6<sup>th</sup> Major customers

1 <sup>st</sup>
2 <sup>nd</sup>
3 <sup>rd</sup>
4 <sup>th</sup>
5 <sup>th</sup>

### 7<sup>th</sup> Major suppliers

1 <sup>st</sup>
2 <sup>nd</sup>
3 <sup>rd</sup>
4 <sup>th</sup>
5 <sup>th</sup>

### 8<sup>th</sup> What is the principal business of your company? (Check all that apply)

final assembly		component manufacturing		plating, painting or stamping		printed circuit boards	
recycling or disposal		distribution		raw material extraction		service	
other:							

**9<sup>th</sup> Procurement Program BJB (Check all that apply):**

Standard thermoplastics		Occupational health and safety supplies		Cables	
Technical thermoplastics		Ceramics		Seals	
Ferrous and non-ferrous metal strips		Standard components Workshop supplies		Electric components	
Bulbs / Halogen bulbs		Logistics services		Office materials	
LED Chips / LED Light sources		Miscellaneous		Packaging foil	
LED peripherals		Metal moldings		Cardboard containers (corrugated cardboard) + partitions	
Glass		Plastic moldings		Manufacturing supplies	
Pallets		Styrofoam			
other:					

**10<sup>th</sup> Please list the countries where your company has got operating and manufacturing facilities (Country and number of employees):**


**11<sup>th</sup> Does your company already supply BJB or connected companies (subsidiaries, joint ventures)?**

Yes ☐ No ☐

If YES, where and since when?


**ONLY FOR CHINESE SUPPLIERS!**

**12<sup>th</sup> Does your company have an Export Licence?** Yes ☐ No ☐

Does it include Europe and USA?

USA ☐ Europe ☐

### 13<sup>th</sup> Number of employees

Total		Purchasing	
Production		R&D	
Engineering		Q.C.	
Q.A.		Sales	

### 14<sup>th</sup> Checkmark the quality system, regulation or guideline for which your company has a registration (please attach documents):

System / Certification      valid until (dd.mm.yyyy)      Guideline / Regulation

ISO 9001		IPC-A-610	
ISO/TS 16949		RoHS	
ISO 14001		REACH	
VDA 6.1		Energy Audit acc. DIN EN ISO 50001 (Level)	
CECED Code Of Conduct		Conflict materials	
other:		ISO 26000	

### 15<sup>th</sup> Are you familiar with the US customs C-TPAT? Yes

☐  
☐

No

☐  
☐

If YES, are you certified?

### 16<sup>th</sup> Which kind of manufacturing do you have?

Large batch                      from \_\_\_\_\_ pieces to \_\_\_\_\_ pieces

Small batch                      from \_\_\_\_\_ pieces to \_\_\_\_\_ pieces

Piece production

### 17<sup>th</sup> Traceability system

Do you guarantee traceability to the... Yes

☐

No

☐

- Supplier
- Pre-material
- Production date
- Production line
- Work station

☐  
☐  
☐  
☐  
☐

If YES, please describe your Traceability system!


If NO, ☐ Date (dd.mm.yyyy)  not planned at present ☐

**18<sup>th</sup> Which CA-technologies / systems do you use?**

CAD/DTP (Construction & Documentation)	<input type="checkbox"/>
CAP (Technical work planning & preparation)	<input type="checkbox"/>
CAM (Manufacturing)	<input type="checkbox"/>
CAE (Analysis & Optimization)	<input type="checkbox"/>
CAQ (Quality assurance)	<input type="checkbox"/>

**19<sup>th</sup> Which CAD-Software is applied and which interfaces exist?**

  


**20<sup>th</sup> Risk Management**

Do you have an Early warning system? Yes ☐ No ☐

If YES, how is it organized in case of e.g. technical problems or the delivery deadline?

  
  


Do you use one of the following methods to identify and / or to analyze e.g. transport-, quality-, production- and procurement risks?

FMEA (Failure Mode and Effects Analysis)	<input type="checkbox"/>	FTA (Fault Tree Analysis)	<input type="checkbox"/>
Ishikawa or fishbone diagram	<input type="checkbox"/>	ETA (Event Tree Analysis)	<input type="checkbox"/>
Past consideration (supplier evaluation, audits / revisions)	<input type="checkbox"/>		

If it is not one of these, please describe your methods!

  
  


**21<sup>st</sup> Do you agree with the fact that an assistant of our quality management together with an assistant of our purchasing department execute a quality audit?**

Yes ☐ No ☐

22<sup>nd</sup> Do you accept our General Terms and Conditions of Purchase ([www.bjb.com](http://www.bjb.com))?

Yes ☐ No ☐

23<sup>rd</sup> On which trade fairs do you participate?

Name

Date


24<sup>th</sup> Are you able to correspond in English language? (A=Basic User; B=Independent User; C=Proficient User)

Language level

A ☐ B ☐ C ☐

Writing level

A ☐ B ☐ C ☐

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Please return the completed questionnaire by E-Mail to [supplier-self-assessment@bjb.com](mailto:supplier-self-assessment@bjb.com)

**Send**