STRATEGIC PROCUREMENT

Supplier Questionnaire – **injection moulding**

Date: _____ Author: _____

Please tick: ☐ Own initiative

☐ Application on demand of STIWA Name: _____

1. General Information

Company Name: _____

Address: _____

Sector: _____

Phone: _____

Email: _____

Website _____

Currency:

Annual turnover over the past three years: _____

Investment volume over the past three years: _____

Product liability insurance for the countries amounting to: _____

Bank Name: _____

Address: _____

IBAN No.: _____

SWIFT/B/BIC Code: _____

Clearing No: _____

V.A.T No: _____

Does your company operate out of more than one location? ☐ Yes - Continue with 2.

☐ No – Continue with 3.

On Markets (in %)	National:	Europe:	Overseas:
Own market share / Market Share of Important Competitors		Branch	Market Share (in %)

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2. **Global Location** (please state number of employees)

Method of Production		
Process	Production Site	Development Site

Company	Engineering	Production	Procurement	Sales	Service	Total

3. **Contacts**

	Management Board	Sales	Development
Name			
Phone			
E-Mail			
Negotiation Language			
No. of Employees			

	Production	Quality	Logistics
Name			
Phone			
E-Mail			
Negotiation Language			
No. of Employees			

Total Number of Employees

3.1 Clients

Clients Automotive- & Supply Industry	Country	Portion of Tunover (in %)

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4. Customer Audits

Customer	Audit Type (System / Process / Product)	Score (Percentage)	Rating

4.1 Patents

Does your company have own patents ☐ Yes – Continue with a)
☐ No – Continue with 5.

a) If yes, for which products or processes?

5. Capabilities

5.1 Injection Moulding Process

☐ Injection moulding
☐ Micro- injection moulding
☐ Metal Overmoulding
☐ 2 components moulding
☐ Clean room
☐ Thermoplast
☐ Rubber
☐ Thermosets
☐ Liquid Silicone Rubber
☐ Other/s:

5.2 Facilities

☐ Injection moulding simulation (If yes, which one) _____
☐ Central conveying system
☐ Mixing and colouring units
☐ Material Dryer at machine or central _____
☐ Screw diameters _____
☐ Clamping force _____
☐ Maximum mould temperature _____

5.3 Post injection moulding treatment

☐ Tempered
☐ Flash removal
☐ Individual mould cavity packaging
☐ Parts conditioning
☐ Humidity proof packaging

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5.4 Injection moulding process surveillance

Temp & pressure | Sensors | central computer system | Inline camera inspection

5.5 What are your core competences?

6. Quality and Environmental Management

6.1 Does your company have quality and environmental management system?

Yes

Which one?

ISO 9001:20XX

IATF16949:20XX

ISO 14001:20XX

OHSAS 18001:20XX

Others

Which one/s?

No

Do you plan any certification?

No

Yes

Which one/s?

When?

Are all processes that are pertinent to your customers described and implemented throughout your company?

No

Yes

Which one/s?

6.2 Which labor equipment is available (CMM, Optical measuring instruments, leakage tests, cleanliness analysis, X-Ray, Compression Test, …)

Labor equipment	Type/ manufacturer	Measuring accuracy

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6.4 Have you installed a Continuous Improvement Process (CIP)?	Yes	No
6.5 Do you apply statistical process control (SPC) in your production?	Yes	No
6.6 Do you perform process FMEA?	Yes	No
6.7 Have you defined and implemented a process to manage and control non-conforming products?	Yes	No
6.8 Do you calibrate your test equipment and do you monitor this regularly?	Yes	No
6.9 Can you perform first article inspection (FAIs)?	Yes	No
6.10 Do you record and archive test results (if required) to ensure evidentiary documentation?	Yes	No
6.11 Do you mark non-conforming parts and control them as required, e.g. through separate storage?	Yes	No

7. Procurement / Logistics

7.1 Do you select your suppliers based on clearly defined processes and transparent criteria?	Yes	No
7.2 Do you include quality and environmental management requirements in your orders to your suppliers?	Yes	No
7.3 Do you do initial calculation for country of origin for your goods?	Yes	No
7.4 Do you deliver goods with confirmation of preferential origin?	Yes	No
7.5 How do you confirm preferential origin of goods?	Yes	No
• Declaration of country of origin (COO) directly on the invoice as “Authorized exporter” with unlimited value	Yes	No
• Declaration of country of origin directly on the invoice with limited value as “not authorized exporter”	Yes	No
• Movement certificate (EUR1)	Yes	No
• Any other certification to declare country of origin such as (from A, ATR, …)	Yes	No
7.6 Do you apply logistics concepts such as Kanban, JIT, or such when working with you customers and/ or suppliers?	Yes	No
7.7 Do you have special work instructions for handling delicate products?	Yes	No
7.8 Do you measure, evaluate and communicate supplier performance (delivery On Time/ In Full (OTIF), Supplier Score Card)?	Yes	No

8. Production Process

8.1 Are production processes monitored and continuously improved in a suitable manner?	Yes	No
8.2 Are identified deviations and customer complaints analysed, and are corrective measures defined and implemented?	Yes	No
8.3 Are production processes / technologies subject to capability checks and qualification?	Yes	No
8.4 Have you implemented processes for the marking and traceability of your products?	Yes	No
8.5 Are you processing carbon steel and/or nonferrous metal, particularly copper or copper alloys?	Yes	No
8.6 Are you processing different materials with same tools and/ or machines?	Yes	No
8.7 Are there actions in place to avoid any cross-contamination (even particles e.g. with tools or liquid media) by carbon steel and/ or nonferrous material?	Yes	No
8.8 Are all required tests, checks and inspections planned and performed (incoming goods, production, shipping)?	Yes	No
8.9 Do you perform first article/ last article tests as well as tests during the production process?	Yes	No
8.10 Have you installed preventive maintenance for your equipment, machines and plants?	Yes	No

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9. Engineering

9.1 Number of engineers:

9.2 Which CAD system do you use? Type:
Version:

9.3 What data export format(s) do you use? Type:
(Preferred = STEP; Parasolid): Version:

9.4 Do you have in-house development activities/ facilities? Yes No

9.5 Do you have an in-house prototyping department? Yes No

9.6 Do you build your production devices/ equipment in-house? Yes No

9.7 Do you have an in-house tooling/ patters/ mold shop? Yes No

9.8 What infrastructure is available at your site?

Endurance Test Station
Leakage Tests
Material Tests
Welding Seam Inspection

Other/s:

Please return the duly completed questionnaire by email to: purchasing@stiwa.com

To be completed by STIWA:

	Rating			Date	Name	Signature
	Suitable	Conditionally suitable	Not suitable			
Category Management						
SQE						
Process Specialist						
Optional						
Sample Part requested						
Remarks:						

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