



# suppliers questionnaire

Please fill in the supplier questionnaire completely and send it along with other necessary documents

## 1. Contact Supplier

1.1 Adress: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Homepage: \_\_\_\_\_

1.2 CEO: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

1.3 Sales: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

1.4 Quality Department: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Quality Management: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

1.5 Emergency contact: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

## 2. Company data:

2.1 ORGANISATION FACTS: \_\_\_\_\_

2.1.1 legal form: \_\_\_\_\_

2.1.2 headquaters: \_\_\_\_\_

2.1.3 founded: \_\_\_\_\_

2.1.4 Groupmembership: \_\_\_\_\_

2.1.5 Locations: \_\_\_\_\_

2.1.6 Number of employees: \_\_\_\_\_  
 in production \_\_\_\_\_  
 in sales \_\_\_\_\_  
 in Quality department: \_\_\_\_\_  
 in office: \_\_\_\_\_

2.2 Development in the last years

2.2.1 Turnover annually: \_\_\_\_\_

2.2.2 Profit annually: \_\_\_\_\_

2.3 Innovations in the last years:

2.2.4 Employees in R&D: \_\_\_\_\_

2.2.5 Budget R&D annually: \_\_\_\_\_

2.2.6 Employees in QD/QM: \_\_\_\_\_

2.3 Insurances:	yes	no	coverage in €:
product liability insurance	<input type="checkbox"/>	<input type="checkbox"/>	_____
	yes	no	
operating liability insurance	<input type="checkbox"/>	<input type="checkbox"/>	_____

**3. Spectrum**

3.1 Information on products and services related

3.1.1 base products:

3.1.2 special service


3.2 more Information

3.2.1 capacity

3.2.2 technology:

3.2.3 storage capacity:


**4. Certifications**

**yes**

**no**

4.1 Do you got a system as:

GFSI: BRC, IFS, etc.

ISO 9001, ISO 14001 or 500001, or EMAS

FSC, ISCC Plus

Other certifications: \_\_\_\_\_

**4.2 GMP**

If you are not certified in hygiene standards as ISO 22000, BRC, IFS or others, please answer the questions below:

4.2.1 Do you got a policy for external visitors?

4.2.2 Do you got cleaning procedures?

4.2.3 Do you train hygiene?

4.2.4 Do you controll hygiene?

4.2.5 Doy you got an knife an glas policy?  
Bitte Kopien beifügen

4.2.6 Do you got a procedure for foreign bodys?

**4.3 HACCP**

4.3.1 Please attach a flow chart

4.3.2 Please attach a ccp list

4.3.3 Do you got a risk analyse?  
how often do you check it?

<input type="checkbox"/>	<input type="checkbox"/>
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**5 Environmental / health and safety**

**yes no**

5.1 Have the environmental operater?

<input type="checkbox"/>	<input type="checkbox"/>
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5.2 Have you appointed a safety officer?

<input type="checkbox"/>	<input type="checkbox"/>
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5.3 Do you got a risk assesment for health and saftey,  
and danger materials?

<input type="checkbox"/>	<input type="checkbox"/>
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5.4 Do yout train your employees at enviromental and  
health and saftey?  
how often?

<input type="checkbox"/>	<input type="checkbox"/>
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5.5 Do you audit enviromental / health and saftey?  
how often?

<input type="checkbox"/>	<input type="checkbox"/>
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**6 Quality department**

6.1 Is QD independend?

<input type="checkbox"/>	<input type="checkbox"/>
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6.2 Do you got a lab?

<input type="checkbox"/>	<input type="checkbox"/>
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6.3 Are test plans and test procedures for all  
methods in place?

<input type="checkbox"/>	<input type="checkbox"/>
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6.4 Test equipment are properly conducted, maintained and  
signed?

<input type="checkbox"/>	<input type="checkbox"/>
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6.5 External investigations are initiated?

<input type="checkbox"/>	<input type="checkbox"/>
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6.6 Certificates can be issued for each shipment?

<input type="checkbox"/>	<input type="checkbox"/>
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6.7 Is the complete traceability ensured?

<input type="checkbox"/>	<input type="checkbox"/>
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6.8 Have production documents to be archived?

<input type="checkbox"/>	<input type="checkbox"/>
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<b>7</b>	<b>purchase</b>	<b>yes</b>	<b>no</b>
7.1	Does systematic supplier selection happen? which criteria	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>			
7.2	Do you got all raw-material specs?	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Do you make income tests? which one?	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>			
7.4	Is traceability for raw material in place?	<input type="checkbox"/>	<input type="checkbox"/>

<b>8</b>	<b>production</b>		
8.1	Is there for the most important production steps written work instructions?	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Is the productions controlled during the production?	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Faulty goods can be clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>
8.4	If defective goods held separately, to avoid further processing?	<input type="checkbox"/>	<input type="checkbox"/>

comments \_\_\_\_\_  
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 \_\_\_\_\_  
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notice: Each supplier of RATTPACK® Group has to release every change on products and process from RATTPACK®.

supplier \_\_\_\_\_ date: \_\_\_\_\_ sign/stamp: \_\_\_\_\_