



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 headquarters: _____
- 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 _____
- operating liability insurance _____

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 Do you got a knife and glas policy?

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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7 purchase

yes no

7.1 Does systematic supplier selection happen?
which criteria

7.2 Do you got all raw-material specs?

7.3 Do you make income tests?
which one?

7.4 Is traceability for raw material in place?

8 production

8.1 Is there for the most important production steps
written work instructions?

8.2 Is the productions controlled during the production?

8.3 Faulty goods can be clearly identified?

8.4 If defective goods held separately,
to avoid further processing?

comments

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

supplier

date:

sign/stamp:
