


ID: FFB10031-2 Gültig ab: 01.02.2019 Seite 1 von 4	Formblatt Supplier Self-Assessment (according to AVA10007)	 <small>GLASS + SAFETY</small>
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Datum, Unterschrift	Datum, Unterschrift	Datum, Unterschrift (QMB)
Verteiler:	QA, MM (Einkauf)	

1 COMPANY INFORMATION

Company Name			
Company Address			
Group affiliation	<input type="checkbox"/> No	<input type="checkbox"/> Yes:	
Product Range			
To GuS supplied products			
Number of Employees		thereof in QA:	

2 SELF-ASSESSMENT

No.	Description	Yes	No	N/A
100	Quality Management			
101	QM-Manual			
	Is there a certified QM-system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, according to which standard? (please enclose copies)			
	<input type="checkbox"/> ISO 9001	<input type="checkbox"/> IATF 16949	<input type="checkbox"/> ISO 50001	
	<input type="checkbox"/> ISO 14001	<input type="checkbox"/> others:		
	Is there a valid QM-manual? (please enclose a copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you exclude aspects from the QM-system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, please specify?			
102	Instructions			
	Are there instructions which are available for all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there only a valid instruction available at the operator's workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a documented procedure for controlling documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103	Records			
	Is there a documented procedure for controlling of records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you archive records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, how long?			
200	Management Responsibility			
201	Organisation/Quality System			
	Are customer requirements determined so as to increase customer satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you train employees with regard to the Quality Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there Quality Objectives for the company and do you break them down to departments and/or employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a current organisation chart? (please enclose a copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
202	Internal Communication			
	Are there guidelines as to communication practice and structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
203	Management Review			
	Do you perform Management Reviews regularly and is there a review available for the previous period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the review contain the following information?			
	• Audit results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Customer feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	Description	Yes	No	N/A
	• Process performance and product conformity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Status of corrective and preventive actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Actions out of previous Management Reviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Changes that may have an effect on the QM-system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Recommendations for improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
300	Management of Resources			
301	Equipment			
	Are buildings, facilities and equipment suitable for meeting the customer's requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
302	Premises-Manufacturing			
	Are premises structurally acceptable for proper product provision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you keep workplaces clean and tidy systematically (e.g. supported by special methods like 5S)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
303	Premises-Inspection			
	Do you perform inspections spatially separated from production area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
304	Premises-Warehouse			
	Are both sufficient storage space and warehouses present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is management of warehouse done systematically (e.g. considering FIFO)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
305	Premises-Others			
	Is access to the company premises limited or controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there staff rooms available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
306	Pest Control			
	Is there a documented pest control program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
307	Training			
	Do you determine necessary competence continuously and does a current training protocol exist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you keep records of actions taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you evaluate effectiveness of training actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
400	Product Realisation			
401	Product Planning			
	Is the manufacturing process fully traceable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
402	In-Process Control			
	Do you perform specific monitoring and inspections on intermediates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
403	Release Test			
	Does QS inspect and approve all finished goods prior to their shipping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are tests based on Quality Inspection Plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there all required test equipment present on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
404	Specification review			
	Are new specifications reviewed by all relevant departments (QA, Production, Development, Sales)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you transfer modified specification into internal Quality Assurance documents in a controlled manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
405	Research & Development			
	Does Research & Development stick to a systematic phase model (e.g. APQP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are design and development phases defined and do you assess, verify and validate the output?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you verify design and development output systematically (e.g. Design- or Development-FMEA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you maintain records during design and development that allow traceability of interim results and decisions made based on these results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a documented procedure as to dealing with modifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
406	Qualification/Validation			
	Is the used equipment qualified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	Description	Yes	No	N/A
	Do you validate manufacturing and inspection processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you validate Computerised Systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
407	Supplier Qualification			
	Is there a program that describes qualification of new suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a program that described development of established suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
408	Purchasing			
	Is there a documented procedure concerning purchasing both raw materials and components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you purchase material only from approved suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is purchasing solely based on valid specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do suppliers maintain a safety stock for critical material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
409	Material Management			
	Is usage of material and batch numbers traceable throughout the manufacturing process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Has the material flow been set up logically through the company in order to prevent waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you take care of expiry dates or best before dates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is rejected material stored separately from other goods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
410	Marking			
	Is both used material and finished goods identified by a label?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the status of material both traceable any time and legible from the outside?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
411	Labelling			
	Is non-conforming material labelled unambiguously?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do the labels contain all relevant data and information as to identification and handling of finished product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
412	Cleaning			
	Is there a documented procedure concerning cleaning of facilities and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
413	Environmental Monitoring			
	Are qualified clean rooms in operation (classified according to e.g. ISO 14644 or VDA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, are they monitored appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
414	Maintenance			
	Is there a documented procedure concerning maintenance and preventive overhauling of facilities and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you keep records of actions taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
415	Measuring equipment			
	Is there a documented procedure concerning monitoring of measuring equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is all the measuring equipment calibrated off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is all required measuring equipment available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the calibration status of measuring equipment recognizable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
500	Measurement , Analysis and Improvement			
501	Customer Satisfaction			
	Do you determine the customer satisfaction in regular intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, do you make use of customer interviews?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
502	Internal Audits			
	Do you perform internal audits regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the auditors' neutrality ensured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
503	Complaint Handling			
	Is there a documented procedure concerning dealing with customer complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you define deadlines in order to finalize analyses in good time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
504	Deviation Handling			

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No.	Description	Yes	No	N/A
	Is there a documented procedure concerning dealing with non-conforming material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you integrate customers into the (special) release process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you determine root causes for all deviations systematically (e.g. by use of fishbone-diagram, 5-Why etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you both analyse information about non-conforming material and define appropriate measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
505	Continuous Improvement Process			
	Is there a documented procedure concerning continuous improvement of products and processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you integrate shop floor employees into the process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you evaluate the success of CIP measurements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For the accuracy of the statement:	
Name, Position, Date, Signature	Company Stamp

Thank you very much for your cooperation. Please send back the form to the following address:
 GuS GmbH & Co. KG
Qualitätsmanagement
 Daimlerstrasse 1
 D-32312 Luebbecke
 GERMANY

3 ASSESSMENT (to be filled by GuS)

Anmerkungen			
Fragenbogen ausgefüllt zurück am	Anlagen vollständig	Datum, Unterschrift QA:	
	<input type="checkbox"/> Ja <input type="checkbox"/> Nein		