

## Supplier self-assessment sheet

Please fill in and return online [info@pacoma.com](mailto:info@pacoma.com)

### 1. General information of the company

#### 1.1. Address

Name	
Street	
Zip-code	City
Country	
Phone No.	Fax No.
E-Mail	URL

#### 1.2. Contact persons

##### General Manager

Name	Phone No.
E-Mail	Fax No.

##### Sales – strategic

Name	Phone No.
E-Mail	Fax No.

##### Sales – dispositive

Name	Phone No.
E-Mail	Fax No.

##### Engineering

Name	Phone No.
E-Mail	Fax No.

##### Quality

Name	Phone No.
E-Mail	Fax No.

**1.3. Product range** (please send us brochures etc.)

Product type(s)	Manufacturer	Dealer
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

**1.4. Number of employees**

Employees \_\_\_\_\_

Workers \_\_\_\_\_

Quality assurance \_\_\_\_\_

**1.5. Totale sale**

1 year previous \_\_\_\_\_  
EUR Pacoma portion (%)

2 years previous \_\_\_\_\_  
EUR Pacoma portion (%)

**1.6. Valid order/accounting address**

\_\_\_\_\_  
\_\_\_\_\_

**1.7. Further locations** (zip-code/city/contact person/phone No./E-Mail)

Location 1 \_\_\_\_\_

Location 2 \_\_\_\_\_

Location 3 \_\_\_\_\_

**1.8. List of main customers (A-Customers)**

Name	Share of turn over (%)
Name	Share of turn over (%)
Name	Share of turn over (%)
Name	Share of turn over (%)
Name	Share of turn over (%)

**1.9. Trades**

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**2. Statements on Quality Assurance**

**2.1. Is your quality system certified?** (according to DIN/EN/ISO)  Yes  No

2.1.1. In case of yes, which certification?

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**2.2. Did other companies carry out successful audits?**  Yes  No

2.2.1. In case of yes, who did carry out the audit?

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**2.3. Do you have a quality manual of your company?**  Yes  No

2.4. If no quality manual is available, are there any other descriptions of your quality system?  Yes  No

**2.5. Do you work with quality plans?**  Yes  No

**2.6. Do you work with initial sample reports?**  Yes  No

- 2.7. Do you regularly carry out checks on incoming goods?  Yes  No
- 2.8. Are regular production controls installed?  Yes  No
- 2.9. Are systematic final inspections before dispatch carried out?  Yes  No
- 2.10. Are production facilities and gauges regularly controlled?  Yes  No
- 2.11. Do you record costs related to quality?  Yes  No
- 2.12. Do you have a product liability policy?  Yes  No
- 2.12.1. In case of yes, which amount?
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- 2.13. Shall quality records be maintained to demonstrate achievement of the required quality?  Yes  No
- 2.14. Can you ensure the traceability of deliveries from your supplier?  Yes  No  partly
- 2.15. Do you effect deliveries by your own vehicles?  Yes  No  partly
- 2.16. Do you have a ,Code of Conduct‘?  Yes  No

Stamp

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Date

Signature