

Dear Sir or Madam,

With this document we would like to ask you to provide us with some basic information/data about your company.

This basic Supplier Self-Assessment helps us to get a good overview of your company and to evaluate the potential of your company to become a nominated VC CVAS supplier. A further assessment might be necessary on the basis of the information you provide.

We always need a positive evaluation of your quality management system before signing any contracts so we ask that you send back the filled out document to the sender within five days of receiving it.

Yours faithfully

Vibracoustic CV Air Springs

To
(VC CVAS Location)

VC CVAS Purchaser

.....
Company name:

.....
Business Area:

.....
Plant:

.....
Street:

.....
Post code / town:

.....
Country:

.....
Bank name:

.....
IBAN:

.....
SWIFT:

.....
**Tax ID number: (for
suppliers in European
Union)**

.....
Contact

Person

First- and Last name:

Phone / Fax:

E-Mail:

.....
Management Board:

.....
Sales Manager:

.....
Quality Manager:

**Product Safety
Representative:**

.....
Technical Manager:

Logistics Manager:

Self-Assessment **filled** **out** **from**

First- and Last name:

Phone/Fax:

E-Mail:

Date

Signature

1. General Information

Legal form of company / Corporate affiliation

Year company established

Production sites

1)

2)

3)

(Planning) further sites

2. Organization

Do you have a full-time quality manager or is the person responsible for more functions?

(Please attach an organization chart)

3. Size of Enterprise

Number of employees:	all	_____	
	Development + construction	_____	employees <input type="checkbox"/> external
	Production	_____	employees
	Sales + administration	_____	employees
	Quality security	_____	employees
	Maintenance	_____	employees <input type="checkbox"/> external

4. Turnover / Achievement

Total turnover 20.. _____ in Mill. €/a thereof export _____ in %

Business Areas / Main Focuses

1)	=	_____	% of turnover
<hr/>			
2)	=	_____	% of turnover
<hr/>			
3)	=	_____	% of turnover
<hr/>			

Does your core business offer the technology to manufacture and deliver the products which VC CVAS requires?
Please also indicate any other technology your company offers.

Yes _____ % from turnover
 No

What percentage of your business turnover goes directly or indirectly to the automotive industry? -----%

Which Customers _____

5. Product Liability

Insurance sum for consequential damage / recall? _____ €/USD/...

6. Quality Management System

On which benchmark / guideline is your quality management system based?

DIN EN ISO 9001 _____ ISO/TS 16949

Others _____

A certification has been carried out by the following company

at DD.MM.YY

Please attach copy of the certificate.

Did any automotive manufacturer evaluate your quality management in the last twelve months?

* N/A for indirect material and machine suppliers

Evaluation by Guideline

Classification scores (Please attach copy of audit result sheet)

Is traceability of the basic product implemented? Yes No

Do you have incoming goods inspection? Yes No

Would you accept a confidential agreement? Yes No

Our Global Procedure "Quality Assurance Measures for Procurement of Purchased Parts" is essential for our business relationship to suppliers. It is available in the actual version on www.vibracoustic-cvas.com under "Downloads".

Do you agree to deliver based on that Global Procedure? Yes No

**7. Production facilities / - process
(Please describe your main production facilities / - process)**

Do you have any special processes (Innovation)?

8. Production Preparation by

- Own Engineering/Development
- Own tool production
- External tool design and material (Part in %)
- External production of tools (Part in %)

9. Sourcing

* N/A for indirect material and machine suppliers

9.1 Which materials will be bought from a sub-supplier?
(e.g. sheet metal, semi-finished products; forging)

9.2 Have you defined a minimum requirement for the quality management system of your sub-supplier?

- Yes No

If yes, which one?

10. Standard Logistics Conditions

* N/A for indirect material (MRO) and machine suppliers

Transport:

Are you prepared to deliver to Incoterms 2010, DAP? Yes No

Packaging:

Can you confirm the delivery in returnable packaging? Yes No

Terms of Payment:

Do you agree to a credit note procedure? Yes No

Delivery:

Do you agree to deliver to a consignment stock? Yes No

Do you have the EDI ability? Yes No

If not, do you have the possibility for WEB EDI? Yes No

Ability to export from your country? Yes No

Our Global Procedure "Logistics Requirements For Suppliers" is essential for our business relationship to suppliers. It is available in the actual version on www.vibracoustic-cvas.com under "Downloads".

Do you agree to deliver based on that Global Procedure? Yes No

Code of Conduct

11. Environment Management

Do you have an environment management system? Yes No

ISO 14001 or BS OHSAS 18001

Others _____

A certification has been carried out by the following company _____ on _____
(Please attach copy of the certificate)

12. Health and Safety at Work

Do you have existing systems, processes and measures in your company which guarantee the legal health and safety at work protection for employees and visitors? Safety manual and written instructions

Yes No

13. Freedom of Association

Do your employees have the right for freedom of association and coalition agreement by the ILO convention 87 and 98. (e.g. the right of establishing and joining any independent labour union and other lobbies. Your company does not discriminate against employees being members of a trade union.)

Do your employees in your company have the right to establish or to join to an independent workers representation (e.g. labour union, council) and to negotiate about working conditions?

Yes No

14. Discrimination

The ILO Convention 111 dictates a non-discrimination rule at work: It is not allowed, that someone will be discriminated against, redlined or preferred due to the reason of his/her ethnic background, skin colour, sex, credo, political opinion, national and social descent. The ILO Convention 100 ensures the same salary for the equivalent work for women and men.

Does your company discriminate as defined by ILO convention 111 and ILO convention 100?

- Yes
- No

If Yes, please explain:

.....

.....

15. Overall Questions

Has your company got any sanctions due to the following issues through a court or authority during the last 24 months?

- Child labour Yes No
- Forced labour Yes No
- Breach of coalition agreement Yes No
- Discrimination Yes No

- Accident with personal injury in succession of non-observance of the work and health protection guidelines and laws Yes No
- Environmental circumstances Yes No

Material Compliance Management

16. International Material Data System (IMDS)

* N/A for indirect material and machine suppliers

The data collected by the entire Automotive Supply Chain enables the participating companies to comply to worldwide ELV directives, REACH SVHC, RRR and similar regulations.

For a detailed description click the following link:

<https://public.mdssystem.com/en/web/imds-public-pages>

- Is your company registered in the IMDS? Yes No
- If yes, please specify your Org.-ID.....
- IMDS- Contact Person (First- and Last name/phone/fax/e-mail)

17. Global Automotive Declarable Substance List (GADSL)

* N/A for indirect material and machine suppliers

The GADSL covers substances that are expected to be present in a material or part that remains in a vehicle at point of sale.

For a detailed description click the following link:

<http://www.gadsl.org/>

- Are you fully aware of your legal requirements regarding HSE (Health-Safety-Environment) and MCM (Material-Compliance-Management)? Yes No
- Do you regularly check GADSL compliance in your products? Yes No

If "No" which products are affected:

.....

18. Regulation (EC) No 1907/2006 (REACH)

Statement to Conversion by REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals). Within the scope may be placed only chemical substances on the market which has been previously registered.

For a detailed description click the following link:

[Registration, Evaluation, Authorisation and Restriction of Chemicals - Wikipedia, the free encyclopedia](http://echa.europa.eu/regulations/reach)
<http://echa.europa.eu/regulations/reach>

- Can you ensure for your products, that VC CVAS does not fall into the role of the importer under REACH? Yes No
- Do you make efforts to eliminate SVHC (Substances of very high concern) in your products? Yes No
- REACH- Contact Person (First- and Last name/phone/fax/e-mail)
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19. Conflict Minerals (CM)

With reference to the Dodd-Frank Wall Street Reform and Consumer Protection Act there is an increased awareness of violence and human rights violations in the mining of certain minerals from a location described as a "Conflict Region".

For a detailed description click the following link:

http://en.wikipedia.org/wiki/Conflict_minerals

<http://www.conflictreesourcing.org>

- Do you have a policy in place that includes DRC conflict-free sourcing? Yes No
- Do you require your direct suppliers to source from smelters validated as compliant to a CFS protocol using the CFS Compliant Smelter List? Yes No
 - Do you have any possible conflict minerals in your products? Yes No
 - If yes, do you request source / smelter names for the possible conflict mineral contents? Yes No
 - CM- Contact Person (First- and Last name/phone/fax/e-mail)
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If the questions have not been truly answered, we retain the right to cancel any agreements between our companies.

Will be filled out from Vibracoustic CV Air Springs!

Reason for evaluation First contact
 Re - Evaluation

Planned activities / commodities for VC CVAS

Decision: Potential as Portfolio Supplier – start VC CVAS Supplier Assessment

Potential as Non Portfolio Supplier – start VC CVAS Supplier Assessment

No potential as Non Portfolio Supplier or Portfolio Supplier – no further assessment / no implementation in Supplier List

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Purchasing/Name:

Date: Signature:

SDE/SQA Name:

Date: Signature:



VC CVAS Notes