

1 Purpose

This form gives us a detailed overview of your company. With this, we are able to plan and design cooperation with you systematically and as a partnership.

With it, you also give us a clear picture of those client segments where we can co-operate and where there are opportunities with you that we can exploit to our mutual benefit.

Accordingly, return these personal details to us filled in completely and as soon as possible.

Thank you very much for your help.

2 Personal details

| Company information | |
|--|--|
| Name and address | |
| Home page | |
| Year of incorporation | |
| Language for negotiations | |
| Production area (m ²) | |
| Turnover in the last fiscal year | |
| Brief description of the range of goods and services | |

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Supplier's personal details

| | |
|---|---|
| Major accounts (Names, share of turnover, audit result in %) | |
| Business relationships with other companies in the Hanomag Lohnhärterei Gruppe? | <input type="checkbox"/> no <input type="checkbox"/> if yes, with which: |

| Contact | | |
|-------------------|--------|--|
| Management | Name | |
| | Tel.: | |
| | Fax | |
| | Email: | |
| Sales | Name | |
| | Tel.: | |
| | Fax | |
| | Email: | |
| Production | Name | |
| | Tel.: | |
| | Fax | |
| | Email: | |
| Quality Assurance | Name | |
| | Tel.: | |
| | Fax | |
| | Email: | |

| | | |
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| Initial is- sue/amended: HHC/Sonnenfeld | checked: HHC/Maschke | approved: HHC/Fleischner |
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| Quality Management | Name | |
| | Tel.: | |
| | Fax | |
| | Email: | |
| Environmental Management | Name | |
| | Tel.: | |
| | Fax | |
| | Email: | |
| Energy Management | Name | |
| | Tel.: | |
| | Fax | |
| | Email: | |
| Logistics | Name | |
| | Tel.: | |
| | Fax | |
| | Email: | |
| Number of employees | Total head-count | |
| | Administration | |
| | QA | |

| Risk management issues | | |
|--|--|--|
| Does your company have contingency plans? | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Are actions to avoid supply disruption defined? | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Have you laid down alternative scenarios for potential system shutdowns? | <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Are alternative suppliers available for important primary materials? | <input type="checkbox"/> yes <input type="checkbox"/> no | |

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| Certifications (please enclose current certificates!!!) | |
|---|---|
| Quality Management - DIN EN ISO 9001 - DIN ISO/TS 16949 - others | <input type="checkbox"/> if yes, according to which standard: <input type="checkbox"/> if not, then complete questionnaire <u>A) Quality Management</u> |
| Environmental Management - DIN EN ISO 14001 - EMAS [Eco-Management and Audit Scheme] Rules (EC) no. 1221/2009 - others | <input type="checkbox"/> if yes, according to which standard: <input type="checkbox"/> if not, then complete questionnaire <u>B) Environmental Management</u> |
| Energy Management - DIN EN ISO 50001 others | <input type="checkbox"/> if yes, according to which standard: <input type="checkbox"/> if not, then complete questionnaire <u>C) Energy Management</u> |
| Occupational safety - OHSAS 18001 - others | <input type="checkbox"/> if yes, according to which standard: <input type="checkbox"/> if not, then complete questionnaire <u>D) Occupational Safety</u> |

| Accreditation (please enclose current accreditation certificates!!!) | |
|--|--|
| For which methods | |

Management system questionnaires
A) Quality Management

| No. | Question | |
|-----|---|---|
| 1 | Is there a documented QM system? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 2 | Has a QM officer been appointed? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3 | Are a QM manual and procedural instructions available? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 4 | In your company, have you defined a quality policy and quality targets? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 5 | Are internal audits performed? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 6 | Are inspections performed? | <input type="checkbox"/> no <input type="checkbox"/> if yes, which |
| 7 | Are there written test procedures? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 8 | Is test equipment checked as a matter of routine? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 9 | Are suspected faulty products marked unambiguously? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 10 | Is there a quarantine store? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 11 | Is the maintenance of documents and drawings supervised? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 12 | Are scrap and warranty damage noted and assessed? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 13 | Is the documentation designed in such a way that proof of exemption can be provided if there is a product liability case? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 14 | Is traceability back to your supplier guaranteed? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 15 | Are subcontractors assessed as a matter of routine? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 16 | How do they ensure compliance with the order data and a professional and perfect work and order execution? | |

B) Environmental Management

| | | |
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| No. | Question | |
|-----|--|--|
| 1 | Is there a documented Environmental Management system? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 2 | Has an Environmental Protection Officer been appointed? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3 | Are an Environmental Management manual, environmental policy and procedural instructions available? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 4 | Have you defined targets for improving environmental protection? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 5 | Are environmental aspects a set component of your product planning? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 6 | Are there official environmental protection requirements? | <input type="checkbox"/> no <input type="checkbox"/> if yes, which |
| 7 | Are hazardous materials (HAZMAT) used or stored? | <input type="checkbox"/> no <input type="checkbox"/> if yes, then please answer the following questions: a) HAZMAT store <input type="checkbox"/> yes <input type="checkbox"/> no b) Safety data sheets available <input type="checkbox"/> yes <input type="checkbox"/> no c) HAZMAT volumes approx. tonnes/year |
| 8 | Is there a waste management concept and/or waste statistics? | <input type="checkbox"/> no <input type="checkbox"/> if yes, how much waste requiring monitoring is generated? approx. tonnes/year |
| 9 | Is the waste removed exclusively by licensed specialist operators? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 10 | Are there any systems requiring approval? | <input type="checkbox"/> no <input type="checkbox"/> if yes, which |
| 11 | Are environmentally related measurements made? | <input type="checkbox"/> no <input type="checkbox"/> if yes, which |
| 12 | Do the manufactured/ marketed goods contain HAZMAT? | <input type="checkbox"/> no <input type="checkbox"/> if yes, which |
| 13 | Are internal audits performed? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 14 | Are the environmental effects of the production, supply and disposal processes investigated regularly? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 15 | Are environmental measures documented? | <input type="checkbox"/> yes <input type="checkbox"/> no |

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| 16 | Are subcontractors assessed regularly (including environmental aspects)? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 17 | Do you work with your suppliers and contracting partners on improving environmental protection? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 18 | What actions are taken at present to reduce environmental pollution? | | |

| C) Energy Management | | | |
|-----------------------------|---|------------------------------|-----------------------------|
| No. | Question | | |
| 1 | Is there a documented Energy Management system? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 2 | Has an Energy Management Officer been appointed? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 3 | Are an Energy Management manual, energy policy and procedural instructions available? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 4 | Have you defined energy efficiency targets? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 5 | Is the energy budget a set component of your planning? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 6 | Is energy data recorded? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 7 | Which energies are used (electricity, natural gas, etc.) | | |
| 8 | What is your current proportion of "grey energy" (consumer unknown)? | | |
| 9 | Are internal audits performed? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 10 | Is the improvement of energy efficiency a continuous process? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 11 | Are energy measures documented? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 12 | Are subcontractors assessed regularly (including energy aspects)? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 13 | Do you work with your suppliers on energy efficiency improvements? | <input type="checkbox"/> yes | <input type="checkbox"/> no |

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| D) Occupational safety | | |
|-------------------------------|---|---|
| No. | Question | |
| 1 | Did the company formerly undergo occupational safety audits? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 2 | Has an Occupational Safety Officer been appointed? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3 | Are internal audits performed? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 4 | Are measures to improve occupational safety documented? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 5 | Is the company a member of a professional association? | <input type="checkbox"/> no <input type="checkbox"/> if yes, which last inspection |
| 6 | Are measurements related to occupational safety made? | <input type="checkbox"/> no <input type="checkbox"/> if yes, which |
| 7 | Is electrical equipment inspected regularly? (e.g. in accordance with DGUV [German Statutory Accident Insurance Code] V3) | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 8 | Are cranes and lifting equipment inspected regularly? (e.g. in accordance with UVV [German Accident Prevention Regulations]) | <input type="checkbox"/> yes <input type="checkbox"/> no |

| Supplier approval (to be completed by Hanomag Lohnhärtereier Gruppe) | | | |
|--|---|-----------|------------------------------|
| Establish the relevance in accordance with the Purchasing Procedural Instruction | <input type="checkbox"/> Quality <input type="checkbox"/> Environment <input type="checkbox"/> Energy | | |
| Specialist licences are available | <input type="checkbox"/> yes <input type="checkbox"/> no | | |
| Subcontractors | <input type="checkbox"/> yes <input type="checkbox"/> no | | |
| Perform a supplier audit | <input type="checkbox"/> yes <input type="checkbox"/> no | | |
| Supplier number | | | |
| Comments | | | |
| Decision according to the Purchasing Procedural Instruction | <input type="checkbox"/> Approval given <input type="checkbox"/> No approval | | |
| Approval by: (Date/Signature) | | | |
| | Purchasing | QM | Specialist Department |

3 Accompanying documents

The following documents also apply to Hanomag Lohnhärtereier Group suppliers:

- Terms and conditions of purchase
- QUE – Directive
- Working rules for contractors
- Code of Conduct

4 Approval and version tracking

| Index | Date | Description of amendments | Initial issue/ Amended by |
|-------|------------|--|------------------------------|
| 07 | 31/01/2018 | HHC/Lambracht: New layout, purpose, accompanying documents and version tracking inserted, tables covering the risk assessment and approval headings added. | HHC/Lambracht |

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| 08 | 06/07/2020 | Transfer to the new layout (header and footer), Company Group amendment in group, BGV [German Consumer Association] A2 updated in DGUV V3. | HHC/Sonnenfeld |
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