



INDUSTRIAL MAINTENANCE CONTRACTING LLC Supplier Questionnaire

Please fill out and send only electronically – not handwritten!

1. General Data									
Address									
Company					Phone no.				
Street					Fax no.				
ZIP code, city					E-mail				
Country					Internet				
DUNS-No.									
Company profile									
Legal form (e.g. Pte. Ltd.)		Year of foundation							
Ownership	Public	☐	Private	☐					
	Foreign	☐	JV	☐					
	State-owned	☐	Others	☐					
The main shareholders									
Subsidiaries									
Contact Persons									
Function	Name		Direct phone		E-Mail		Languages		
Managing director									
Sales manager									
Contact person for RFQ's									
Contact person for R&D									
2. Company data (Please add year									
Sales trend company	Currency ☐ EUR ☐ US\$		Sales trend group		Currency ☐ EUR ☐ US\$				
Year			Year						
Year			Year						
Forecast current year			Forecast current year						
By markets (in %)	Domestic <i>Inland</i>		Europe		Asia		America		
Our own market shares/	Branch				Market Shares in %				



Main competitors (name min. 3 comp.)		

3. Product range, production plants and R&D

Product survey (with part in % of the whole volume of sales)

Production plants

Product	Manufacturing Plant	Location for R&D

Capacity

	Relevant location of deliveries	Total at whole group
Size of facilities (ft ² or m ²)		
What percent capacity is currently utilized		
What is this based on?	People/ ☐ Space/ ☐ Equipment/ ☐ Other/ ☐	People/ ☐ Space/ ☐ <i>Equipment/</i> ☐ Other / ☐
What is the production bottleneck?	People/ ☐ Space/ ☐ <i>Equipment/</i> ☐ Other/ ☐	People/ ☐ Space/ ☐ <i>Equipment/</i> ☐ Other / ☐
Work schedule	Shifts / Day	
	Days / Week	
	Overtime per week /	

		Relevant location of deliveries	Total at whole group
Number of employees (for this facility)/	Total/		
	Direct Production/		
	R&D/Technical /		
	Quality/		
	Management/		



	Sales/				
	Toolroom/				
	Others/				
Are management staff capable of communication in		English ☐	English ☐		
Plan for Expansion/Setting up new sites? (If Yes, please specify location and capacity)		Yes ☐ No ☐	Yes ☐ No ☐		
Capacity stock per product range in mt or pcs.					
Which kind of manufacturing do you have?	Large batch ☐	Small Batch production ☐	Piece production ☐		
Are you qualified in the following scopes?					
Construction	Yes ☐	No ☐			
Mechanical production	Yes ☐	No ☐			
Electrical assembly	Yes ☐	No ☐			
Mechanical assembly	Yes ☐	No ☐			
Pneumatical assembly	Yes ☐	No ☐			
Hydraulic assembly	Yes ☐	No ☐			
Documentation					
Production equipment					
List of machines including make and age on separate sheet	Yes ☐	No ☐			
4. Information Security					
Information Security Management System Please tick if applicable					
Information Security Policy.....			☐		
Information Security Manager.....			☐		
Data Protection Officer.....			☐		
Information Security Certifications /					
Please tick if and copy of certificate.					
Certificate	Issued	Planned	Date of certification	Certifying institute	Certificate No.
ISO 27001:2017or 2013					
VDA Information Security Assessment					



Organizational Aspects		
Non-Disclosure Agreements of all Employees.....		☐
Prototypes Guidelines for the Handling of sensitive Workpieces.....		☐
Data Classification and Guidelines for Handling.....		☐
Technical Aspects		
Access Control System.....		☐
Firewall and Endpoint Protection (incl. Mobile Devices).....		☐
Encryption of Hard Disks and Mobile Data Storage Devices.....		☐
5. Compliance & Sustainability		
Does your company have an implemented Code of Conduct that ist published to all employees?	Yes ☐	No ☐
Are the criteria and regulations, which are listed in the IMC Code of Conduct for suppliers fulfilled? (Link: https://www.industrialmco.com/ <i>(Link: https://industrialmco.com/terms-and-conditions/ Please contact support for an updated copy at customer.service@industrialmco.com</i>	Yes ☐	No ☐
Does your company process conflict minerals? (Tantalum, tin, gold or tungsten)	Yes/ ☐	No ☐
If yes, Are there any measures implemented in your company to regulate the handling of conflict minerals?	Yes/ ☐	NO ☐
6. General		
Main Customers	Sales Products	Percentage of sales
1)		
2)		
3)		
4)		
5)		
Supplier		



7. Quality					
Quality Assurance			Please tick if applicable		
QA handbook/	☐		<u>F</u> ailure <u>M</u> ode and <u>E</u> ffects <u>A</u> nalysis	☐	
<u>S</u> tatistical <u>P</u> rocess <u>C</u> ontrol	☐		Process capability studies	☐	
Material laboratory	☐				
Quality Management Certifications					
Please tick the appropriate box and enclose a copy of the certificate.					
Certificate	Issued	Planned	Date of certification	Certifying institute	Certificate No.
ISO 9001/9002:1994					
ISO 9001:2000					
VDA 6.1					
QS 9000					
TS 16949					
ISO 14001					
KTA 1401					
Main Suppliers		Purchased Products		Percentage of Purchase Volume	
1)					
2)					
3)					
4)					
5)					
8. Attached documents (please tick)					
Annual report	☐	Audit results	☐	List of machines	☐
Company brochure	☐	QM certificate	☐	List of testing equipment	☐
Organisation chart	☐	List of references	☐		☐
Remarks / explanations					



Environmental, Health and Safety/	
Are all employees of legal working age?	Yes ☐ No ☐
Does your company have an occupational safety management system? Is this System certified? If yes, which?	Yes ☐ No ☐

Documentation & Quality Records	
Is there a document control center to manage all the controlled documents?	Yes ☐ No ☐
Are documents & Records Retention Period clearly <i>identified</i> ?	Yes ☐ No ☐
Inspection and testing/	
Is there a inspection plan for incoming parts?	Yes ☐ No ☐
Is a first piece approval system used?	Yes ☐ No ☐

Date Name

Date DBA Name

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