

1. General information:

1.1 Company information:

Company name:

Legal form:

Street name & number:

Postcode & place:

Country:

Telephone:

Email:

Website address:

Bank key:

Bank account:

Country code:

Account holder:

IBAN:

BIC:

Order address (if it deviates):

Group affiliation:

Subsidiaries/Locations:

Production sites:

VAT Identification Number:

Tax ID No.:

Year of founding:

Total number of employees:

Holdings in other companies (e.g. joint ventures):

The product groups/services which you offer:

1.2 Procurement information:

Order currency:

Payment terms:

Incoterms/Place of fulfilment:

1.3 Automotive supplier:

☐ Yes

Share of total turnover:

☐ Yes (OEM)

Share of total turnover:

☐ Yes (1st level)

Share of total turnover:

1.4 Main customers (State your "A" customers):

1. _____
2. _____
3. _____

1.5 Main suppliers (State your main suppliers):

1. _____
2. _____
3. _____

1.6 Competitors (State your key competitors):

1. _____
2. _____
3. _____

1.7 Audit findings for top customers (OEM/1st tier):

- | | <u>Finding:</u> | <u>Year:</u> |
|----------|-----------------|--------------|
| 1. _____ | | |
| 2. _____ | | |
| 3. _____ | | |

1.8 Contact person:

<u>Department:</u>	<u>Name:</u>	<u>Telephone:</u>	<u>Email:</u>
Executive management:	_____	_____	_____
Sales:	_____	_____	_____
Procurement:	_____	_____	_____
Development:	_____	_____	_____
Production:	_____	_____	_____
Quality:	_____	_____	_____
IMDS Officer:	_____	_____	_____
Information Security Officer:	_____	_____	_____
Product Safety Officer	_____	_____	_____
Occupational Health and Safety Officer	_____	_____	_____

1.9 Financial data:

Annual turnover in the last 3 years (in EUR):

Year	Turnover
Year	Turnover
Year	Turnover

Investment volume in the last 3 years (in EUR):

Year	Volume
Year	Volume
Year	Volume

1.10 Product liability:

How much insurance cover does your company have against liability claims?

Maximum coverage:

Consequential damages:

Types of recall:

Business liability insurance:

How much cover do you have?

(Please include a corresponding copy of the insurance company's certificate!)

1.11 Warranty:

- In addition to the mandatory legal warranty we demand a warranty assurance (warranty agreement) of 48 months from the date on which the product is installed on the premises of the KRAH Group customer. Will we receive this warranty assurance from you?

☐ Yes ☐ No

If you have answered no, please confirm the warranty period:

1.12 Safety and emergency plan:

- Has your company compiled a safety plan for internal production?
(Please include a copy of your safety plan!)

☐ Yes ☐ No

- Does this plan take events covered by force majeure declarations and acts of God, such as: wars, riots, explosions, fires, lightning strikes, flooding, earthquakes, typhoons, epidemics, industrial action, official actions or failures to act, raw materials or energy shortages into consideration?

☐ Yes ☐ No

1.13 Supply:

- Are you prepared to undertake to provide products for at least 15 years – from the date of discontinuing serial production?

☐ Yes ☐ No

1.14 Code of conduct:

- We confirm receipt and implementation of the standardised rules described in the "Code of conduct for suppliers".

☐ Yes ☐ No

2. Questions regarding specific areas:

2.1 Quality:

Which standard is your QM system based on?

Valid until:

- ☐ IATF 16949 in the relevant valid edition
- ☐ Not existent but planned for next year
- ☐ DIN 9001 in the relevant valid edition
- ☐ Not existent but planned for next year
- ☐ Other certification:

(Please include a corresponding copy of the certification!)

If you do not have any of these certifications, please answer the following questions:

- Is the feasibility of incoming enquiries/ drawings and orders reviewed (technology, deadline, price, etc.)?
☐ Yes ☐ No
- Do you ensure that we will be informed in good time and in writing regarding any deadline or price deviations?
☐ Yes ☐ No
- Do you ensure that the valid specification and/or drawing will always be used for manufacturing?
☐ Yes ☐ No
- Will we be informed in good time regarding changes in catalogue products or product discontinuations and will alternatives be suggested?
☐ Yes ☐ No
- Will a final inspection report be compiled?
☐ Yes ☐ No
- What quality certifications will you provide to us?
☐ Yes ☐ No
- Do you have a monitoring system for inspection equipment?
☐ Yes ☐ No
- Is your inspection equipment calibrated on a regular basis?
☐ Yes ☐ No

- Do you ensure that adequate parts packaging and/or outer packaging is used? ☐ Yes ☐ No
- Do you ensure that the mandatory form of dispatch is used? ☐ Yes ☐ No
- Do you ensure that parts which do not correspond to specifications are labelled and cannot be mixed with, or mistaken for, OK parts? ☐ Yes ☐ No
- Is there an established amendment procedure which is defined in writing? ☐ Yes ☐ No
- Are faulty parts labelled and stored separately? ☐ Yes ☐ No
- Do written work instructions exist and are they implemented? ☐ Yes ☐ No
- Is there a systematic complaints processing system? ☐ Yes ☐ No
- Are causes of errors investigated and eliminated (e.g. customer complaint)? ☐ Yes ☐ No
- Does your company have an assured and documented traceability process which covers the entire supply and production chain? ☐ Yes ☐ No

If no, up to which stage of the supply chain is traceability ensured?

- What is your company's current quality status?

	Current year:	Last year:
Ppm rate:		
Number of complaints:		
- What are your company's quality targets?

	Current year:	Last year:
Ppm rate:		
Number of complaints:		
- Are measures required to meet the following Krah Group requirements?

- Error rate:	0%
- Delivery reliability:	100%
- Quantity reliability:	100%

☐ Yes ☐ No
- If yes, please describe measures.

2.2 Subcontractor management:

- Are your suppliers at minimum ISO 9001 certified?
☐ Yes ☐ No
- Do you agree key performance indicators with your suppliers and are these KPIs checked on a regular basis?
☐ Yes ☐ No
- Do you audit your suppliers on a regular basis?
☐ Yes ☐ No
- Do you have an escalation management system for your suppliers?
☐ Yes ☐ No
- Are supply chain risks identified and assessed and do you have suitable measures in place to reduce these risks?
☐ Yes ☐ No
- Do you have quality assurance agreements with your suppliers?
☐ Yes ☐ No
- Are all departments (Development, Quality, Procurement, Logistics) involved in the supplier selection process?
☐ Yes ☐ No
- Do you have copies of your suppliers' safety plans?
☐ Yes ☐ No

2.3 Environmental management:

2.3.1 Environmental management system:

Which standard is your EM system based on?

Valid until:

- ☐ EMAS in the relevant valid edition
- ☐ ISO 14001 in the relevant valid edition
- ☐ Internal system, based on:
- ☐ Not existent but planned for next year

If you do not have any of these certifications, please answer the following questions:

- Have you set goals to improve your environmental protection activities?
☐ Yes ☐ No
- Is the achievement of these goals systematically monitored and do you document their fulfilment?
☐ Yes ☐ No
- Are your employees given regular environmental protection briefings?
☐ Yes ☐ No

- Can you ensure compliance with legal regulations?
☐ Yes ☐ No
- Is your company working to improve your contractual partners' environmental protection activities?
☐ Yes ☐ No
- Do you use internal plants and facilities which require licences and/or authorisations?
☐ Yes ☐ No
- In the last 5 years, have there been any disruptions which resulted in harmful substances/ emissions being discharged into the sewer system, surface waters, the ground or the air?
☐ Yes ☐ No
- Are environmental aspects an element of your product and service design?
☐ Yes ☐ No
- Do you inspect both production processes and also supply and disposal processes on a regular basis to identify their environmental impact?
☐ Yes ☐ No

2.3.2 IMDS database:

- Do you have access to the IMDS database?
☐ Yes ☐ No
- If yes, please state your ID number:
- If no, are you prepared to register with the system?
☐ Yes ☐ No

2.3.3 REACH / ROHS:

- Is your company familiar with REACH/ROHS and the associated obligations?
☐ Yes ☐ No
- Can you ensure full compliance with these requirements?
☐ Yes ☐ No
- Can you ensure that we receive all relevant safety datasheets?
☐ Yes ☐ No
- Do you have a REACH certificate of compliance for your customers?
(Please include a corresponding copy of the certificate if you have one!)
☐ Yes ☐ No
- Based on the REACH regulation, do you foresee any future supply problems for the products which you supply to us?
☐ Yes ☐ No

2.4 Occupational health and safety management:

Do you have an occupational health and safety management certificate?

Valid until:

- ☐ DIN ISO 45001 occupational health and safety in the relevant valid edition
- ☐ Not existent but planned for next year
- ☐ Other certification:

If you do not have any of these certifications, please answer the following questions:

- Have you set goals to improve your occupational health and safety activities?

☐ Yes ☐ No
- Is the achievement of these goals systematically monitored and do you document their fulfilment?

☐ Yes ☐ No
- Are your employees given regular occupational health and safety briefings?

☐ Yes ☐ No
- Has there been any serious accident at work in recent years?

☐ Yes ☐ No
- Is your company working to improve your contractual partners' occupational health and safety activities?

☐ Yes ☐ No

2.5 Energy management:

Do you have an energy management certificate?

Valid until:

- ☐ DIN 50001 energy management in the relevant valid edition
- ☐ Not existent but planned for next year
- ☐ Other certification:

If you do not have any of these certifications, please answer the following questions:

- Do you have energy policies which have been formulated in writing?

☐ Yes ☐ No
- Have you set goals to improve your energy efficiency?

☐ Yes ☐ No
- Is the achievement of these goals systematically monitored and do you document their fulfilment?

☐ Yes ☐ No

- Can you ensure compliance with legal regulations?
☐ Yes ☐ No
- Is your company working to improve your contractual partners' energy efficiency?
☐ Yes ☐ No

2.6 Information security

Have your ISMS been inspected by an independent body or do you have valid ISMS certification?

Valid until

- ☐ ISO 27001 in the relevant valid edition
☐ TISAX
☐ Other

Note: The relevant location must be listed under Scope. The corresponding assessment level (1-3) must also be specified.

If you do not have any of these certifications, please comment on the following statements.

(Note: Statements in bold have increased priority. If the answer to one of these statements or to 4 statements with normal priority is no, then an action plan will be required to enable us to exchange data with you!)

- **We have general guidelines for our employees which define our rules on information security.**
☐ Yes ☐ No
- We have guidelines which cover private use of our company IT.
☐ Yes ☐ No
- We inspect our suppliers to confirm that they have implemented information security measures.
☐ Yes ☐ No
- **All employees have signed a written non-disclosure agreement.**
☐ Yes ☐ No
- We have a strict rule that our IT infrastructure can only be accessed if this is necessary to carry out assigned duties.
☐ Yes ☐ No
- **Normal users are not given administrative access.**
☐ Yes ☐ No
- We review whether administrative access is necessary on a regular basis.
☐ Yes ☐ No
- **We provide our employees with training on information security issues on a regular basis.**
☐ Yes ☐ No

- Procedures for internal handling of confidential information have been defined in writing. ☐ Yes ☐ No
- We inform our users about the specific risks of mobile data carriers (e.g. that they can be lost or stolen or may be infected with malware) and increase their awareness of these risks. ☐ Yes ☐ No
- We have a protection concept to secure our IT systems. ☐ Yes ☐ No
- We have a structured procedure defining how access to our company is given. ☐ Yes ☐ No
- We have structured visitor management which enables us to ensure that unauthorised persons cannot access data. ☐ Yes ☐ No
- We have a data backup system to protect ourselves against the loss of key company data. ☐ Yes ☐ No
- Current virus protection software is installed on our clients and servers. ☐ Yes ☐ No
- We have guidelines which define how security incidents must be handled. ☐ Yes ☐ No
- We keep our operating systems up to date (security updates, etc.). ☐ Yes ☐ No

2.7 Social responsibility

Have you been independently audited for social responsibility or have you a valid SA 8000:2014 certificate?

Valid until

☐ SA 8000

If you do not have these certificate, please address the points below:

- Do we have a general policy defining commitments against child labour, against forced and compulsory labour, against discrimination and corruption, etc.? ☐ Yes ☐ No
- Does your company have another document (e.g. Code of Ethical Conduct) committing against child labour, forced and compulsory labour, discrimination and corruption, etc. ☐ Yes ☐ No

- Are employees aware of their rights under the employment contract ? ☐ Yes ☐ No
- Did employees sign employment contracts voluntarily, without coercion or threats? ☐ Yes ☐ No
- Do you regularly check working conditions in a way that ensures the health and safety of employees? ☐ Yes ☐ No
- Do you provide personal protective equipment free of charge to employees? ☐ Yes ☐ No
- Do you give employees the freedom to organise and bargain collectively? ☐ Yes ☐ No
- Do all employees have the opportunity to make suggestions for improvement? ☐ Yes ☐ No
- Do you have clearly defined working time rules that comply with the applicable legislation? ☐ Yes ☐ No
- Are employees paid a wage equal to or higher than the minimum wage set by local regulations? ☐ Yes ☐ No
- Do you have post-training procedures in place to continuously improve working conditions? ☐ Yes ☐ No
- Do you check that your suppliers meet the same standards of working conditions required by your company? ☐ Yes ☐ No

2.8 Audit rights

Will you grant us the possibility - if required - to carry out subsequent audits in your company?

Product audit

If no, please specify reason:

☐ Yes ☐ No

Process audit

If no, please specify reason:

☐ Yes ☐ No

Information Security Management System Audit:

If no, please specify reason:

☐ Yes ☐ No

This document was completed by:

Name:

Email:

Place, date:

Signature, Company stamp: