SWAROVSKI OPTIK

SUPPLIER ASSESSMENT QUESTIONNAIRE

document: LF-00164-EN
version: 3
change date: 2023-10-25

1. general information

company: _____
adress: _____
ZIP code / city: _____
country: _____
phone: _____
fax: _____
e-mail: _____
homepage: _____

2. contact persons

position:	name:	phone:	e-mail:
managing director			
sales			
order processing			
technical support			
quality management			

3. corporate structure

year of foundation: _____
number of employees _____
number of customers: _____
production options:
Which products are manufactured? _____
What is the core business? _____
production structure:
share of in-house production [%]: _____
share of purchased products [%]: _____
share of trading products [%]: _____
group membership: ☐ yes ☐ no
corporate parent: _____
subsidiaries: _____
production sites: _____

4. business development

period:	turnover:	EBIT:	equity capital:	debt capital:
present year:				
last year:				
year before last:				

5. status of the management systems

	quality-management	environment-management	energy-management	work-safety	material compliance	corporate social responsibility
Is there a documented system?	☐ yes ☐ no ☐ under development	☐ yes ☐ no ☐ under development	☐ yes ☐ no ☐ under development	☐ yes ☐ no ☐ under development	☐ yes ☐ no ☐ under development	☐ yes ☐ no ☐ under development
Is the system certified?	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
Which standard does the system fulfill? (please enclose certificate)	_____	_____	_____	_____	_____	_____
Is there a system manager? (if yes, please enter contact person under point 2 above)	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
Is there a report on this system? (e.g. environmental report, CSR guideline)	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
Have you been audited by an external company? (e.g. customer, certification office)	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no

6. additional questions

Have you read the Swarovski Optik Material Compliance Policy and can you satisfy it? ☐ yes ☐ no
(available at https://supplierplatform.swarovskioptik.com/)

Have you read the Swarovski Optik Supplier Code of Conduct and can you satisfy it? ☐ yes ☐ no
(available at https://supplierplatform.swarovskioptik.com/)

Have you already submitted us a pre-licensing confirmation for your packaging? ☐ yes ☐ no
(related form is available at https://supplierplatform.swarovskioptik.com/)

Is your company currently involved in an environmentally relevant legal process? ☐ yes ☐ no

Does your company have sufficient processes to ensure the material compliance? ☐ yes ☐ no
(especially legal requirements like REACH and ROHS)

Is the material compliance ensured without a request from the customer and proactively communicated to the customer (e.g. to Swarovski Optik)**?** ☐ yes ☐ no

7. optional: detailed questions about quality management

Please only fill out if no certified quality management system is available.

Is there a quality management representative? (if yes, please enter contact person under point 2 above)	☐ yes ☐ no
Do you check your suppliers for quality capability?	☐ yes ☐ no
Is there a quality check on each incoming delivery of goods?	☐ yes ☐ no
Are the required production documents, work instructions and test instructions available at all important points?	☐ yes ☐ no
Are there adequate records of the quality inspections carried out at the received goods and the produced goods?	☐ yes ☐ no
Is suitable test equipment available to check the processes and the products, and is it maintained periodically?	☐ yes ☐ no
Is ensured that defect products / goods are not accidentally delivered?	☐ yes ☐ no
Does the complete inventory get checked when a bad good is detected?	☐ yes ☐ no
Are packing and delivery methods available so that the product quality remains harmless until it is used by the customer?	☐ yes ☐ no
Are corrective actions carried out immediately in case of complaints?	☐ yes ☐ no
Will the corrective actions be promptly communicated to the customer in an appropriate form? (e.g. 8D-report)	☐ yes ☐ no

8. filled out by:

name: _____

position: _____

date: _____

No signature required.
Please return the form by e-mail to your contact at Swarovski Optik.
Thank you!