



## 1. General company data

**Company address:** ..... Telephone: .....

..... Telefax: .....

..... Email: .....

..... Internet .....

### Contact partner:

Management: ..... Telephone .....

Sales Distribution: ..... Telephone .....

Construction: ..... Telephone .....

Quality Manager: ..... Telephone .....

PSO/PSCR:..... Telephone .....

(certificates, proof of training, address must be provided)

**Number of employees:** Total ..... Production ..... Construction ..... Quality .....

**Main products:** .....

**Main customers:** .....

## 2. Interfaces

**CAD** ..... **Portals** .....

**CAQ system:**..... **Measurement software** .....

### Main measurement/test equipment:

.....

**Note:**  Check the box only if the answer to the question is yes!

## 3. QM system

**Certificates**  IATF 16949  ISO 9001  ISO 14001  ISO 27001/TISAX  ISO 45001

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Validity: .....

Classification of quality capability by third parties: .....

### If the QM system is not certified, the following questions must be answered:

When do you intend to obtain certification? .....

- Is a QM system in place and documented?
- Is there a system of key figures and is an evaluation taking place?
- Are work processes documented?
- Is test equipment monitored and regularly calibrated?
-

Are there inspection plans, test instructions, test specifications which determine the test characteristics and scope of testing?

- Are test results documented and evaluated?
- Are there procedures for handling nonconforming units (identification, blocked stock)?
- Are deviations recorded and corrective measures processed e.g. according to 8-D?
- Are the products labelled in such a way that they can be allocated to documents and traced?
- Are all employees regularly trained?
- Are parts first sampled and released before series production starts?
- Is the process of initial sampling according to VDA/PPAP known?

## 4. Minimum Automotive Quality Management System requirements

- Management responsibility: The supplier must define, document and communicate a policy and objectives for their quality management activities. Top management must support the quality management system and ensure that the requirements are met.
- Customer requirements: The supplier must understand the requirements of their customers and fulfill these requirements to ensure customer satisfaction.
- Product safety: The supplier must ensure that their products are safe and meet all legal and regulatory requirements.
- Design and development: If the supplier carries out design and development activities, these activities must be carried out in accordance with the requirements of IATF 16949.
- Production and service performance: The supplier must ensure that their production and services are carried out in accordance with the requirements of IATF 16949.
- Monitoring and measurement: The supplier must ensure that they monitor and measure their processes to ensure that they are effective and efficient.
- Improvements: The supplier must implement continuous improvements to their processes and products and ensure that these improvements are documented.

Compliance with the MAQMSR is an important step for sub-tier suppliers to ensure that they can supply components and parts suitable for the automotive industry.

## 5. Sustainability requirements

- Prohibition of corruption, bribery, discrimination, child and forced labour
- Respect for human rights and freedom to join a trade union
- Working conditions in accordance with the relevant laws (occupational safety, health), wages and social benefits in accordance with collective agreements
- Intellectual property and data protection
- Environmental policy (energy, water consumption, emissions, waste management)
- Compliance with the ban on RoHS (EU Directive 2011/65/EU) and REACH (Regulation (EC) No 1907/2006)
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Prohibition of 3TG Conflict Minerals (tantalum, gold, tungsten, tin), otherwise the substances are specified in the "Conflict Minerals Reporting Template"

## 6. Insurance

- Is there a business liability insurance?  
Sum insured for personal injury: .....  
Sum insured for property damage: .....  
Sum insured for financial losses : .....
- Is there a product liability insurance?  
Sum insured: .....
- Is there a product recall insurance?  
Sum insured: .....
- Have you voluntarily taken out higher insurance cover than the sums insured calculated by your insurance agent?

## 7. Other

- Can data be entered into the IMDS?
- If necessary, can data safety sheets be provided, e.g. EC safety data sheet according to 91/155/EEC?



**8. Additions supplier:**

Should there be any relevant changes to the information you have provided, please inform us immediately.

.....  
Place, Date

.....  
Signature/Company Stamp Supplier

**9. Annotation Quality dept. HEYCO**

Release:

Release with conditions:

.....  
Place, Date:

.....  
Signature Heyco

**10. Annotation Purchasing HEYCO**

Release:

Release with conditions:

.....  
Place, Date:

.....  
Signature Heyco