



New Supplier - Initial Survey

5.1 Company Address

Name	
Address	<p>.....</p> <p>.....</p> <p>.....</p>
Tel No	Fax No

5.2 Affiliated Groups and companies, divisions and / or subsidiaries.

5.3 Management Tree

(Please attach organization chart)

5.4 Supplier Main Contacts

Department	Contact name	Contact phone number	Languages spoken
Sales			
Quality			
Delivery			
R & D			
Management			
HSE			



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5.5 Special Contact for delivery support outside of normal business hours:

Primary: Name	
Primary: Telephone/ Fax	
Secondary: Name	
Secondary: Telephone/ Fax	

5.6 Product Lines / Processes

Product type – provide description of product and market that product is consumed in (e.g. automotive, aerospace, medical, industrial, etc)	% of turnover (sales)
1.	
2.	
3.	
4.	
Does supplier currently make similar parts? If yes, please attach dimensional capability studies for those features with similar tolerances.	
Does Supplier provide materials or services to Customers who might be considered competitors of FRAMGroup	
What other type of services does the Supplier provide? (list all that apply)	
1.	
2.	
3.	

5.7 Customer Base of the Supplier

Customer	% of turnover (sales)
1.	
2.	
3.	
4.	
5.	



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5.8 Quality and HSE Approvals (Attach copies of certification)

Current Approvals	Organization	Rating & Date
1.		
2.		
3.		

5.9 Financial

Financial Affiliation Name (If applicable)	
Address
VAT Registration Number or equivalent (If applicable)	

Can supplier provide financial reporting agency information (e.g. Dunn & Bradstreet) indicating financial strength or credit rating (Yes or No)	
Will Supplier provide a copy of the most recent financial statement, and if so, is it audited by an outside 3 rd party (No, Yes – Non-Audited, Yes, Audited)	
What is the current Supplier's Debt Ratio (record the percentage)	
Does the Supplier Lease any production related equipment/ facilities	
Is this business a Minority Owned business If yes, describe the nature of the minority ownership	

	Currency	Previous Year	Current Year	Planned Next Year
Total Sales Turnover				
Planned Investments in Capital Equipment, New Technology or Facility Expansion				
% of Sales to Exports				



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5.10 Standard of Business Conduct

Has company filed for bankruptcy in a court of law?	
Has company been convicted of illegal action related to business practice?	
Is company undergoing restructuring or liquidation?	
Are there any pending or upcoming legal actions/proceedings against the company?	
If yes, please explain:	

5.11 Workforce

Total Number of Employees	
Total Number of Indirect Employees	
Trade Unions on Site	

5.12 Production Facilities

Standard working week - given in hours	
Number of Shifts currently working (1, 2 or 3)	
Number of shifts available (0, 1 or 2)	
What is the current available capacity (free capacity)?	

Please attach two separate lists giving main items of production equipment and test equipment.

Please list the manufacturing processes that are or may be contracted outside of your facilities
1)
2)
3)
4)



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5.13 Competitive Strengths

Supplier to detail capabilities/ strengths in comparison to other similar product Suppliers	
Does the Supplier have a stated mission for how it will capitalize on its own strengths, and how it will differentiate itself from its competitors	
Does the Supplier routinely seek feedback from Customers regarding strengths, weaknesses, and opportunities for improvement	

5.14 Health, Safety + Environmental

	Yes	No
1. Do you have a Health, Safety + Environmental policy?		
2. Do you have an HSE manual?		
3. Is relevant environmental information available on the material or product to be supplied (Including packaging)?		
4. Is relevant environmental information available on your processes, raw materials, and waste products?		
5. Are you in compliance with the ingredients present in your material supply (Country specific and international Regulation)		
6. Please notify the Substances of very high hazard concern (SVHC) if present in your product		
7. Are you supplying to European sites? if so have you worked on REACH regulation ?Is there any chemical falling under the REACH conditions? Please provide details		

Please provide the Lost Workday Case Incident Rate (LWCIR) and Total Recordable Case Incident Rate (TRCIR) for the three most recent full years of incident information for your company		
YEAR	LWCIR	TRCIR



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5.15 Security

Does the Supplier belong to the C-TPAT, PIP, AEO or other WCO accredited security program	
If the Supplier DOES NOT belong to a recognized security program, does the Supplier ship to FRAMGroup locations from origins outside the United States If Yes list origins	
If the Supplier DOES NOT belong to a recognized security program and ships to FRAMGroup locations from origins outside the United States would the Supplier agree to implement the C-TPAT minimum security criteria set forth by US Customs and Border Protection	

5.16 EDI – Electronic Data Interchange

Please provide a Description of your System and Working Parameters:

5.17 Logistics

Please describe the Current Method of Logistics Used:



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5.18 Design

Number of employees working with engineering?			
Engineering:	Design:	Process:	Site production:
Testing:	Other:	Note:	
Investments in R&D:	USD	% of turnover	
Current Year plan			
Last Year			
Year -2			
Year -3			
List all your significant Software (CAD, CAE, CAM), Hardware or Testing Labs:			

5.19 Other

Please provide other relevant information:

Questionnaire completed by:

Name

Signature

Title or position

Date