



**Verksamhetsstyrning HP Tronic**

Dokument nr

08. Inköp

**QF0806**

Dokumentnamn

Sida (av)

**Subcontractor / Supplier Self Audit**

**1(6)**

Fastställt av <b>Platschef</b>	Ägs av <b>Inköpsschef</b>	Datum <b>2020-01-08</b>	Rev <b>6</b>
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**SUBCONTRACTOR/SUPPLIER SELF AUDIT**

Company name	
Adress	
Telephone / Telefax	
E-Mail.address	
www.address	

**PERSONNEL REFERENCE**

Name	Position	Telephone number	E-mail.address

**REFERENCED CUSTOMERS**

Customer	Product	Volume/Part of volume*

\* State e g total number of units/year, buying volume/year, percentage or similar

**FINANCE**

Share capital			
Financial result/Turnover	YEAR	RESULT *	TURNOVER
	Present		
Solvency (Own Capital/ Total capital x 100%)			
Parent company guarantee/ Bank guarantee			
Quantity of Employees			

\* Normally result for balance-sheet allocations

**NATURE OF COMPANY POLICY**

Business idea	
Supplier's strategy / Vision	
Product area	
Main objective	Piece-work
	Manufacture based on design documentation
	Standard products
	Component development
	System development



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Planned large changes/ Investments	
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#### QUALITY SYSTEM

Quality system existing/ Corresponding to	AQAP	ISO		Other
	2110	9001		
	2120			
	2130			
	2131			
	2210			
Certification	To Standard			
	Made by			
	Result			
Plans for certification	To standard			
	Planned date			
Quality handbook existing				
Internal audit	Made			
	Audit plan existing			
	Date of latest audit			

#### HEALTH & SAFETY

Health & Safety guidance system	Yes		No	
	ISO 45001	Other		
Certification (external/accredited)	To Standard			
	Made by			
	Result			
Plans for certification (If certification does not exist)	To standard			
	Planned date			
Other				

#### SUPPLIERS CODE OF CONDUCT

Is there a routine for identify, maintains, legislation regarding to Labours right	
Is there a routine for training in health and security? (Noise, air quality, chemicals personal protective equipment etc)	
Are you working active against all kind of discrimination	
All possible forms of corruption, extortion and fraud are strictly forbidden in all our relationship. No form of bribery may under no circumstances be given or	



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taken. Do you accept these rules?	
Are all employees above legislation minimum age?	

**ENVIRONMENT**

Environmental policy	Yes		No	
Environmental plan	Yes		No	
Environmental guidance system	Yes		No	
	ISO 14001		EMAS	Other
Certification (external/accredited)	To Standard			
	Made by			
	Result			
Plans for certification (If certification does not exist)	To standard			
	Planned date			
Environmental Contact				
Does the Company need permit for the operations? According to the Environmental Code? Or equivalent national legislation?				
Issuing authority				
How are terms formulated?				
Is the environmental policy available to all employees, customers and suppliers?	Yes		No	
Is there a document describing the handling of residues and what is being done to ensure minimum environmental impact of these products?	Yes		No	
Have you documented what laws and requirements you are influenced by in the environmental area?	Yes		No	
How do you ensure that they are followed?				

**CRITICAL CONDITIONS**

Is there a routine for integrating environmental considerations into product development (productions operation decommissions)?	
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Can the company declare the content of material in the delivered products?	
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### REACH, RoHS and CONFLICT MINERALS

Describe how you comply with the Chemical regulation REACH (EC1907/2006)	
Describe how you comply with RoHS (2011/65/EU)	
Do your products include Conflict minerals (minerals originating from within a conflict area)? If yes, please describe how you monitor that these minerals are free from conflict sources	
Do your products include chemical substances of concern (SOC)? If yes, describe how you communicate this with HP Tronic as it is your responsibility to notify us.	
Describe how you communicate with your sub suppliers about information concerning REACH, RoHS, POP and Conflict minerals	

### LIFE CYCLE PERSPECTIVE and others

Do you have any reports on Life Cycle Assessments, Environmental Product Declarations etc? (please attach)	
Are there plans or activities to improve existing products or production processes with regards to environment impact (taken the whole Life Cycle into consideration)?	
Are there any requirements on sub suppliers to be certified	



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according to ISO 14001 or EMAS?	
The supplier is aware of the requirement to supply spare parts for 10 years	

**INTERNAL ROUTINES**

<b>Changes/Deviation</b>	
Does routine for change handling exist?	
Does routine for reporting changes exist?	
Does routine for deviation/waiver handling exist?	
<b>IT</b>	
Point of contact in IT related issues Name, Tel No, E-mail	
Does system for on-line ordering, Odette, EDI etc exist	
Are articles marked with bar code?	
Internet Connection Bandwidth? Upstream, Downstream	
<b>Terms of delivery/Incoterms</b>	
Normal for the company	
Other possible	
<b>Distribution</b>	
Package/Packing	
Normal way of loading (euro pallet, etc)	
Marking (order no, HP Tronic article no, number of parcels, etc)	
Mode of transport (truck, railway, boat, other)	

**PRODUCTION RESOURCE/ -SYSTEM**

System for production control	
System for inspection (acceptance inspection, process control, final acceptance testing)	
Calibration of measuring instrument and measuring equipment	



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System for corrective actions (8D)	
System for handling of Non-conforming material (marking, keeping separate, stopping etc)	
What is your own target regarding claims (PPM)	
What is your own target regarding delivery performance (%)	

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name in Block Letters