



## Verksamhetsstyrning HP Tronic

08. Inköp

Dokumentnamn

### Self-audit for subcontractor and supplier

Dokument nr

**QF0806b**

Sida (av)

**1(5)**

Fastställt av <b>Platschef</b>	Ägs av <b>Inköpschef</b>	Datum <b>2022-08-22</b>	Rev <b>7</b>
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## SELF AUDIT FOR SUBCONTRACTOR AND SUPPLIER

Company name  Address   
Telephone  E-mail

### PERSONNEL REFERENCE

Name	Position	Telephone	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### REFERENCED CUSTOMERS

Customer	Product	Volume or Part of volume*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* State total number of units per years, buying volume per year, percentage or similar

### FINANCE - Share capital, Financial, result and Turnover

Year	Result *	Turnover	Solvency (own capital/ Total capital x 100%)	Number of Employees
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Present	<input type="text"/>	Budget	Present	Present

\* Normally the result for balance-sheet allocations

### NATURE OF COMPANY POLICY

Business idea   
Strategy or Vision   
Product area   
Any planned large changes or Investments?

Other information regarding the company?

## QUALITY SYSTEMS

Quality systems <input type="checkbox"/> Yes <input type="checkbox"/>	Which ones?	Certification date	Expiry date	Classification society
<b>Please attach the certificate</b>				
Example of Quality systems: ISO 9001, AQAP (2110, 2120, 2130, 2131, 2210) or other.				

  

Quality systems <input type="checkbox"/> No <input type="checkbox"/>	Is there a certificate plan?	Planned date of certification	Classification society
	<input type="checkbox"/> Yes <input type="checkbox"/> <b>Please attach the certificate plan</b>		
	<input type="checkbox"/> No <input type="checkbox"/> <b>Please describe why there is no certification plan</b>		

  

Is there a quality policy?	<input type="checkbox"/> Yes <input type="checkbox"/> <b>Please attach the policy</b>	<input type="checkbox"/> No <input type="checkbox"/>
Is there an internal audit plan?	<input type="checkbox"/> Yes <input type="checkbox"/> <b>Please attach the internal audit plan</b>	<input type="checkbox"/> No <input type="checkbox"/>
Date of last internal audit?		

Other information regarding quality systems?

## ENVIRONMENT SYSTEMS

Environment systems <input type="checkbox"/> Yes <input type="checkbox"/>	Which ones?	Certification date	Expiry date	Classification society
<b>Please attach the certificate</b>				
Example of environment systems: ISO 14001. ISO 14005, EMAS or other.				

  

Environment systems <input type="checkbox"/> No <input type="checkbox"/>	Is there a certificate plan?	Planned date of certification	Classification society
	<input type="checkbox"/> Yes <input type="checkbox"/> <b>Please attach the certificate plan</b>		
	<input type="checkbox"/> No <input type="checkbox"/> <b>Describe why there is no certification plan</b>		

  

Is there an environment policy?	<input type="checkbox"/> Yes <input type="checkbox"/> <b>Please attach the policy</b>	<input type="checkbox"/> No <input type="checkbox"/>
Is the environmental policy available to all employees, customers, and suppliers?	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>
Is there a sustainability report?	<input type="checkbox"/> Yes <input type="checkbox"/> <b>Please attach the report</b>	<input type="checkbox"/> No <input type="checkbox"/>
Does the company need any permits to operate (According to the environmental code or equivalent national legislation)?	<input type="checkbox"/> Yes <input type="checkbox"/> <b>Please attach the permit</b>	<input type="checkbox"/> No <input type="checkbox"/>
Is there a document describing the handling of residues (And what is being done to ensure minimum environmental impact of these products)?	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>
Have you documented what laws and requirements you are affected by in the environmental area?	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>
Is there a routine for integrating environmental considerations into product development?	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>

  

Issuing authority?	
How are the terms formulated?	

Can the company specify the content of material in the delivered products?

Yes  No

Other information regarding environment systems?

## HEALTH & SAFETY

Health & Safety systems

Yes

Please attach the certificate

Example of Health & Safety system:  
ISO 45001/ OHSAS 18000, SA  
8000, BSCI, ETI or other.

Which ones?

Certification date

Expiry date

Classification society

Health & Safety systems

No

Is there a certificate plan?

Yes

Please attach the certificate plan

No

Is there a Health & Safety policy?

Yes

Please attach the policy

No

Does the company work with risk analyses?

Yes

No

Is there a system in place for incidents and accidents?

Yes

No

Other information regarding Health & Safety systems?

## SUPPLIERS CODE OF CONDUCT

Does the company have a Code of Conduct?

Yes

Please attach the Code of Conduct

No

Is there a routine in place for identifying, maintaining and legislating labor rights?

Yes

No

Is there a routine for training personnel in health and security (Noise, air quality, chemicals personal protective equipment etc.)?

Yes

No

Are you working actively against all kinds of discrimination?

Yes

No

All possible forms of corruption, extortion and fraud are strictly forbidden in all our relationships. No form of bribes may under no circumstances be given or taken. Does the company live by these rules?

Yes

No

Are all company employees older than legislated minimum age?

Yes

No

Other information regarding the company's Code of Conduct?

## REACH, RoHS and CONFLICT MINERALS

Does the company comply with the Chemical regulation REACH (EC1907/2006)?

Yes

No

Does the company comply with RoHS (2011/65/EU).

Yes

No

Are conflict minerals in any way included in any of your products (Minerals originating from within a conflict area)?

Yes

No

Do your products include chemical substances of concern (SOC)?

Yes

No

If yes, describe how you communicate this with HP Tronic as it is your responsibility to notify.

Describe how you communicate with your sub suppliers about information concerning REACH, RoHS, POP and Conflict minerals.

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## LIFE CYCLE PERSPECTIVE and other

Do you have any reports on Life Cycle Assessments, Environmental Product Declarations etc?

Yes

Please attach any assessments and declarations

No

Are there plans or activities to improve existing products or production processes with regards to environmental impact (taken the whole Life Cycle into consideration)?

Yes

No

Are there any requirements on sub suppliers to be certified according to ISO 14001, 14005, EMAS or other?

Yes

No

The supplier is aware of the requirement to supply spare parts for 10 years?

Yes

No

## PURCHASING

Are there documented procedures to ensure that the purchase products meet specified requirements?

Yes

No

Are purchased products verified either upon receipt or at the sub-tiers facility prior to shipment?

Yes

No

Is there a process for evaluating, approving and maintaining a list of approved sources for special processing or fabrication?

Yes

No

Are there provisions in place to distinguish when customers require approved sources for special processing or fabrication?

Yes

No

Is there a documented review of sub-tier quality performance on a regular basis?

Yes

No

## PRODUCT IDENTIFICATION AND TRACEABILITY

Are there documented procedures for uniquely identifying and tracking product and / or lot during all stages of production?

Yes

No

## INTERNAL ROUTINES

### Changes and Deviation

Does the company have a procedure for handling larger changes?

Yes

No

Does the company have a procedure for reporting larger changes?

Yes

No

Does the company have a procedure for handling deviations or waivers?

Yes

No

### IT

Do systems for online ordering exist (Odette, EDI or alike)?

Yes

No

Are all items in company products equipped with bar or QR-code?

Yes

No

### Terms of delivery/Incoterms

Normal for the company?

Others possible?

### Distribution

How does the company normally do its packaging (Euro pallet, etc.)?

How is marking provided (Order no, HP Tronic article no, number of parcels)?

Yes

No

Which?

What is the normal mode of transport (Truck, railway, boat, other)?

Which?

## PRODUCTION RESOURCE/-SYSTEM

Is there a in place to provide way of inspection (Acceptance inspection, process control, final acceptance testing)?

Yes

No

Is there a system used for calibration of measuring instrument and measuring equipment?

Yes

No

Is there a system for corrective actions (8D)?

Yes

No

Is there a system for handling of non-conforming material (marking, keeping separate, stopping etc.)?

Yes

No

What is the company's PPM (deviations)?

What is the company's delivery performance (%)?

Other information worth providing?

Date

Job title

Signature

Name in Block Letters