

Cover Sheet for Supplier Information of Broetje-Automation Group

Within the scope of DIN EN 9100, we as **Broetje-Automation Group** are required to check the performance of our suppliers and to evaluate them on a regular basis.

You have applied to be a supplier for **Broetje-Automation Group**.

So that we may include you on our list of qualified suppliers, we first ask you to answer the questions in the following questionnaire. The following documents are included in the package:

1. Cover Sheet
2. General
3. Security Declaration
4. Suppliers - Compliance - Declaration

Please fill out the "2. General" questionnaire completely.

Documents that require a legally binding signature should be printed out and sent along with other documents, such as copies of your certificates, to the buyer in charge (note addressee on your letter).

(corresponding subsidiary)

Attn: Responsible Buyer

Registered office

Please keep in mind that all information is given voluntarily.

Failure to answer certain questions, however, can result in our being unable to consider you as a supplier for **Broetje-Automation Group**.

The approval is valid for the entire Broetje Automation Group. This includes the following locations:

Broetje-Automation GmbH, Germany
BA Services GmbH, Germany
Broetje-Automation UK Ltd., UK
Broetje-Automation USA, Inc., USA
Compose 2 Compete GmbH, Germany
BA France S.A.S., France
Shanghai Broetje-Automation Equipment and Trading Co. Ltd., China
BA Japan K.K., Japan
Broetje-Automation RUS, Russia

Supplier Information

I Unternehmensdaten

Company Name	
Street	
City, State, Zip Code	
Telephone	
Fax	
Homepage	
E-Mail	
Tax Number	
BIC, SWIFT and IBAN-Number.:	

II Certifications

Is your company certified in accordance with: (enclose certificated)

DIN ISO 9000 cont.	Yes		No		
DIN EN 9100	Yes		No		
DIN ISO 14001	Yes		No		
DIN ISO 45001	Yes		No		
DIN ISO 5001	Yes		No		
DIN ISO 27001	Yes		No		
Other (please name)	Yes		No		

We confirm the right of access of regulating authorities and customers of Broetje-Automation to us and our sub-suppliers after prior notification and agreement.
 Yes No (leads to exclusion in the suppliers intake)

Please answer the following questions if there is no certified quality management documentation:

Does a quality management handbook or a similar instrument for quality assurance exist?
 Yes No

If so, with what status?

Is the contract checked in connection with the technical/commercial documents
 Yes No

How are production and quality testing steps documented?

Which special processes (e.g. soldering, welding, complex manufacturing processes) do you use and how do you guarantee that they meet current state of technology

How are defective parts marked and stored?

Do you systematically inspect and/or calibrate the test equipment?
 Yes No

How long is the documentation stored, which are providing the proof of product quality?

Is there a notification to the customer in the case of component damage?
 Yes No

III Environment (not required if the DIN ISO 14001 certificate is provided)

Please answer only those questions which apply to your spectrum of delivered goods!

Do you use environmentally-friendly packaging materials?	yes		no	
What is your partial delivery quota?	%			
Do you use certified forwards or CAP service providers?	yes		no	
Do you use water soluble paints?	yes		no	
Do you use environmentally-friendly cutting oils?	yes		no	
Do you assess your suppliers with regard to your environmental requirements?	yes		no	

IV Sustainability			
Do you publish a sustainability report or an integrated report as part of the management report?		yes	no
Have you established a supplier code for your suppliers that regulates, among other things, necessary social and environmental requirements?		yes	no
Do you measure your carbon footprint?		yes	no
How important is sustainability in your company?			
Very high (strategic anchoring)	High (Measures in place)	Rather low (Measured in planning)	Very low (No activities)

V Engineering Guidelines (for Engineering only)
<p>Are you able to meet all requirements in the CATIA V5 Performance Guidelines and the HW/SW-Requirements? Performance Guidelines and Requirements on BA-Homepage: http://www.broetje-automation.de/en/downloads/ Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Which requirements cannot be met?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>Please suggest alternatives? <u>Please describe briefly:</u></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

V Declaration of Security AEO	
We are meeting all requirements in the Declaration of Security AOE (will be send!)	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Which requirements cannot be met?	<input type="text"/>
Can you make alternative suggestions for this?	
<u>Please describe briefly:</u>	
<input type="text"/>	
<input type="text"/>	

date, stamp and legally binding signature

Security Declaration for approved traders AEO

Name of company _____

Street _____

City _____

Country _____

Zip _____

Telephone _____

E-Mail _____

Herewith, I declare that:

- Goods, which were produced, stored or transferred by order of approved traders (AOE) will also be shipped to or taken over by them,,
 - will be produced, stored, processed or treated and loaded on assured manufacturing facilities or assured reloading sites.
 - will be protected from unauthorized access during production, storage, processing, treatment, loading and shipment.
- Personnel, which is deployed for production, processing, treatment, loading, shipment and taking over of goods, is trustworthy.
- Business partner, which deal in my authority, are informed that they need to make sure to protect the supply chain.

Name of authorized signatory¹ _____ Company stamp
(if necessary)

Position _____

Signature _____

Date if issue _____

This declaration was issued for:

Name (company) _____

Street _____

City _____

Country _____

Zip _____

¹ Signatory according to excerpt from the commercial register

Suppliers - Compliance - Declaration

Our company is committed to sustainability, high ethical standards and integrity. We expect all suppliers to be equally committed to sustainability and to maintain good working conditions and ethical business practices. Suppliers are expected to comply with the rules listed below and to confirm their compliance.

CODE OF CONDUCT FOR SUBCONTRACTORS AND SUPPLIERS

Laws and regulations

The supplier is obliged to comply with existing laws and regulations of the countries in which he does business.

Corruption and Bribery

Any form of corruption or bribery is prohibited. Employees are prohibited from offering, giving or accepting any form of gift or payment that could be construed as a bribe.

Forced labour, child labour

All forms of forced labour and child labour are prohibited. This also includes wage slavery. The personal dignity, privacy and personal rights of everyone must be respected. Any form of physical punishment against employees is prohibited, as is psychological, sexual and verbal harassment or abuse.

Compensation

Wages, overtime pay and benefits in kind in our suppliers' companies should be at or above the level required by law.

Working hours

Suppliers must comply with the applicable laws and usual standards regarding working hours.

No discrimination

All employees of the supplier, regardless of their race, nationality, social background, possible disabilities, sexual orientation, political or religious beliefs, age or gender, may be judged solely on the basis of their abilities and qualifications. This includes hiring, promotion, additional benefits, dismissals and layoffs, and must also be applied in all other areas.

Health and safety

The supplier is obliged to create a safe and healthy working environment to prevent accidents and injuries.

Environment

The supplier shall comply with the environmental regulations and standards relating to its business activities and act sustainably in all areas.

Supply Chain

The supplier must ensure that all suppliers know and respect the contents of this Code of Conduct.

Date / Stamp / legally valid signature