



SWAROVSKI

OPTIK

SUPPLIER ASSESSMENT - QUESTIONNAIRE

Firm:		Sector:	
Street:		Telephone:	
Province/Postcode:	Place:	Fax:	

Name of Contact:	Tel/Ext	Job:
		General Management
		Commercial Management
		Technical Specialist
		Sales Specialist
		Production Management
		Quality Management

Details of the Company

Year of Foundation:		Form of Company	<input type="checkbox"/> GmbH
Total number of employees:			<input type="checkbox"/> KG
Number of employees with Quality Management tasks			<input type="checkbox"/> AG
			<input type="checkbox"/> Unincorporation firm
			<input type="checkbox"/> GmbH & Co KG
			<input type="checkbox"/>

Manufacturer	
Trader	
100 % own manufacture	
..... % merchandise held for resale	
100 % merchandise held for resale	

Group Membership:
Further Production Locations:

The following information would be interesting for us (details optional):

Sales:	Per Annum	Increasing	Steady	Falling
	Current Year			
	Previous Year			
	Year Before That			

SWAROVSKI OPTIK K.G.

A-6067 ABSAM/TIROL, AUSTRIA, POSTFACH/BOX 75

TELEFON/PHONE 00 43 / 0 52 23 / 511-0, TELEFAX 00 43 / 0 52 23 / 41 8 60, E-MAIL: info@swarovskioptik.at, Internet: www.swarovskioptik.com

BANKVERBINDUNG/BANKERS: CREDITANSTALT-BANKVEREIN, FILIALE INNSBRUCK, KONTO 89-5758100

No.	Element of Quality Management System	Observations	Yes	No
1.	Have you a certificated Quality Management System			
2.	What Quality Assurance standards (certificate level) can you therefore fulfil? (Please attach copy of the certificate)		Valid until?	

If the replay to the above is „no“:

	Element of Quality Management System	Observation	Vorhanden Dokumentiert	Vorhanden	Nicht Vorhanden
1.	Is a responsible person nominated for the area of ensuring quality and are his/her tasks and authorities laid down?				
2.	Do you check your suppliers over for Quality capability?				
3.	Incoming Goods Control				
4.	Do the necessary manufacturing documents, working and testing instructions lie at all important points?				
5.	Are appropriate records available for tests carried out on arrival of goods and in manufacture?				
6.	Are suitable means of testing for the control of process and products made available and are these checked over periodically?				
7.	Is it established for certain that defective products/goods do not inadvertently get to be despatched?				
8.	Are methods of packing and delivery suitable, such that the quality of materials/productions remains unblemished through to the time the customer makes use of them?				
9.	In the case of complaints, are immediate corrective measures carried out and is the information necessary for avoiding damage passed on to the customer?				
10.	Have you already had external audits carried out (officials, customers etc.)? If yes, please attach copy.				

We would appreciate it if we might if applicable inspect the documents concerned..

Responsible for the accuracy of the information: Name:

Dept/Job:.....

.....
Date

.....
Signature