

**Supplier Self-Assessment Questionnaire (SAQ)**

**A supplier self-assessment questionnaire providing information for supplier assessment and selection.**

**Supplier Management**

TOMRA Recycling & Mining

# Summary

TOMRA, as a technology leader, manufactures and delivers high-performance sorting and analytical solutions to our customers in Recycling and Mining Business. In order to support our growth, we are looking for the very best and innovative suppliers, which offer best in class service, high quality materials/parts/services and on time delivery.

Please complete the below supplier self-assessment questionnaire to provide us all core information required by suppliers of parts and services to supply TOMRA.

Information and data contained in this document are strictly confidential and are provided on the condition that they are treated CONFIDENTIAL and are not disclosed.

We look forward to learning more about your company.

For general information about TOMRA Sorting please visit our website www.tomra.com

**Supplier Self-Assessment Questionnaire**

|  |  |
| --- | --- |
| ***Address*** | |
| *Company name*: |  |
| *Street*: |  |
| *Postal code, city*: |  |
| *Country*: |  |
| *Phone*: |  |
| *Fax*: |  |
| *Internet address*: |  |
| *E-Mail*: |  |

|  |  |
| --- | --- |
| ***Company Profile*** |  |
| *Industrial sector*: |  |
| *Company type*: |  |
| *Scope of supply and services*: |  |

|  |  |
| --- | --- |
| ***General Information*** | |
| *Legal status*: |  |
| *Privat corporation (main shareholder / owner)*: |  |
| *Group affiliation (Name and head office of the parent company)*: |  |
| *Date company established (MM/YY)*: |  |
| *Negotiating language*: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Key Personnel*** |  |  |  |
| *Job Function* | *Name* | *Phone* | E-*Mail* |
| *Primary Business Contact:* |  |  |  |
| *Management*: |  |  |  |
| *Sales Manager*: |  |  |  |
| *Project Manager*: |  |  |  |
| *R&D*: |  |  |  |
| *Engineering*: |  |  |  |
| *Quality Manager:* |  |  |  |

|  |  |
| --- | --- |
| ***Company Size*** | |
| *Total number employed* |  |
| *Employees in Sales & Admin* |  |
| *Employees in R&D and Engineering* |  |
| *Employees in Quality* |  |
| *Employees in Manufacturing and Supply Chain* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Financials*** | **previous year** | **Year -2** | **Year -3** |
| *Corporate Turnover (EUR):* |  |  |  |
| *Turnover of the company sector involved in commercial partnership with us (EUR)*: |  |  |  |
| *Equity Capital (EUR)*: |  |  |  |
| *Revenue with TOMRA (EUR)*: |  |  |  |
| *Proportion of TOMRA‘s revenue in the total sales volume (%)*: |  |  |  |
| *Investment volume of the company sector involved in commercial partnership with us (EUR)*: |  |  |  |

|  |  |
| --- | --- |
| ***How do you assess your market position?*** | ***previous year*** |
| *Main products/product groups in the market (based on turnover)*: | 1. |
| 2. |
| 3. |
| *Main competitors (based on turnover)*: | 1. |
| 2. |
| 3. |
| *Main customers (based on turnover):* | 1. |
| 2. |
| 3. |

|  |  |
| --- | --- |
| ***Do you have customers in the field of sorting or product inspection?*** | **references** |
|  |  |

|  |  |
| --- | --- |
| ***What are your core competencies / key technologies?*:** |  |
| 1. | |
| 2. | |
| 3. | |

|  |  |  |
| --- | --- | --- |
| ***Primary Functions*** |  |  |
|  | ☐ *Distribution* | ☐ *Stockist* |
|  | ☐ *Manufacturing* | ☐ *Importer* |
|  | ☐ *Manufacturing & Design* | ☐ *Exporter* |
|  | ☐ *Service* | ☐ *Other:* |
|  | ☐ *Agent* |  |

|  |  |  |
| --- | --- | --- |
| ***Delivery*** |  |  |
| *Terms of delivery*  *Incoterms for any destination except harbors* | ☐ *FCA (Free Carrier)* | ☐ CPT *(Carriage paid to)* |
| ☐ *CIP (Carriage, Insurance Paid)* | ☐ *DAP (Delivery at Place)* |
| *Terms of delivery*  *Incoterms for delivery to harbors only* | ☐ *FOB (Free on Board)* | ☐ *CFR (Cost and Freight)* |
| ☐ *CIF (Cost, Insurance and Freight)* |  |
| *Do you currently service export customers?* | ☐ *Yes* | ☐ *No* |
| *Closest port* | *Air:* | *Sea:* |

|  |  |
| --- | --- |
| ***Manufacturing*** |  |
| Factory size sq. m² |  |
| *Core product lines manufactured / services* |  |
| *Areas subcontracting used (extended work-bench)?* |  |
| *Main manufacturing technologies?* |  |
| *Number of shifts / shift plan?* |  |
| *Please specify your countries of manufacturing locations:* |  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| ***Design Capability*** |  |  |
| *Do you develop product design and provide development services for customers?* | ☐ *Yes* | ☐ *No* |
| *Is your design in house or outsourced?* | ☐ *In house* | ☐ *Outsourced* |

|  |  |  |
| --- | --- | --- |
| ***What methods and instruments of supplier management are you using?*:** |  |  |
| *Supplier audit* | ☐ *Yes* | ☐ *No* |
| *Supplier evaluation* | ☐ *Yes* | ☐ *No* |
| *Supplier classification* | ☐ *Yes* | ☐ *No* |
| *Supplier development* | ☐ *Yes* | ☐ *No* |
| *Regular supplier meetings* | ☐ *Yes* | ☐ *No* |
| *Checking financial data* (e.g. Creditreform, D&B) | ☐ *Yes* | ☐ *No* |
| *Analyzing supply risks* | ☐ *Yes* | ☐ *No* |

|  |  |
| --- | --- |
| ***Willingness to what kind of contracts?*:** |  |
| *Standard purchase orders* | ☐ |
| *Frame work agreement* |  |
| *Quantity or value contracts* | ☐ |
| *Scheduling agreements* | ☐ |
| *Quality assurance agreement* | ☐ |
| *Consignment stock* | ☐ |
| *Kanban* | ☐ |
| *Just-in-time* | ☐ |
| *Open Book calculations* | ☐ |

|  |  |  |
| --- | --- | --- |
| **Quality Management** |  |  |
| *Which Management System do you use?* |  | |
| *ISO 9001* | ☐ | |
| *ISO 14001* | ☐ | |
| *ISO 45001* | ☐ | |
| *Other certificates:* |  | |
| *Do you have a dedicated quality station for checking parts (if applicable)?* | ☐ *Yes* | ☐ *No* |
| *Is the traceability of products ensured?* | ☐ *Yes* | ☐ *No* |

|  |  |  |
| --- | --- | --- |
| ***Risk management*** |  | |
| *Do you a have business and product liability insurance?* | ☐ *Yes* | ☐ *No* |
| *What insurance amounts are agreed by contract?* |  | |
| *Personal injuries (EUR/year)* |  | |
| *Financial damages (EUR/year)* |  | |
| *Property damages (EUR/year)* |  | |

|  |  |  |
| --- | --- | --- |
| ***Sustainability (Corporate Social Responsibility)*** |  | |
| *Are you working according to ISO 26000 Guidance on social responsibility?* | ☐ *Yes* | ☐ *No* |
| *Does your company have any responsible person for Sustainability?* | ☐ *Yes* | ☐ *No* |
| *Do you track any of these actions to reduce your environmental footprint:* |  | |
| *Energy and water consumption* | ☐ *Yes* | ☐ *No* |
| *Waste generation, sorting and recycling* | ☐ *Yes* | ☐ *No* |
| *Carbon dioxide emission* | ☐ *Yes* | ☐ *No* |
| *Others:* |  | |
| *Does your company publish an independent Corporate Social Responsibility (CSR) Report / Sustainability Report?* | ☐ *Yes* | ☐ *No* |
| *Does your company organize trainings to increase the awareness of Sustainability?* | ☐ *Yes* | ☐ *No* |
| *Does your company have a CSR / Sustainability policy for suppliers?* | ☐ *Yes* | ☐ *No* |

|  |  |  |
| --- | --- | --- |
| ***Compliance*** |  | |
| *Do you agree with TOMRA’s Supplier Business Principles* | ☐ *Yes* | ☐ *No* |
| *Do you agree with TOMRA’s Code of Conduct?* | ☐ *Yes* | ☐ *No* |
| *Do you have a similar Code of Conduct in place?* | ☐ *Yes* | ☐ *No* |
| *Do you have an anti-corruption policy/procedures in place, also covering gifts & hospitality?? (Back-Ground checks)* | ☐ *Yes* | ☐ *No* |
| *Do you regularly obtain information on the subject of corruption and do you follow up on analyses and surveys? (e.g.* [*www.transparency.org*](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.transparency.org%2F&data=02%7C01%7CMichelle.Saal%40tomra.com%7Cf2e7c733e6174368b70a08d7e5087aff%7C4308d118edd143008a37cfeba8ad5898%7C0%7C0%7C637229696902851709&sdata=ZgX5otCH%2FHg2FSQaN9KO%2Fdt%2BkNihyhc9MH66CpGHBM4%3D&reserved=0)*)* | ☐ *Yes* | ☐ *No* |
| *Do you follow the analysis of your country-specific corruption index and do you take preventive measures or improvement actions?* | ☐ *Yes* | ☐ *No* |
| *Do you have a Human Rights policy/procedures in place (forced labor, child labor, human trafficking, conditions of employment, harassment & discrimination)?* | ☐ *Yes* | ☐ *No* |
| *Does your company organize trainings/communication to ensure that all its employees, agents, subcontractors or any other entity or person working or acting on its behalf in relation to this Agreement comply with the ethical behavior expected?* | ☐ *Yes* | ☐ *No* |
| *Do you comply with all relevant laws and regulations applicable to the performance of your obligations, including but not limited to: anti-corruption legislation, conflict of interest, international trade, sanction lists, anti-money laundering, data protection, confidentiality & privacy, intellectual property, trade secrets, direct and indirect taxes, anti-trust and competition laws?* | ☐ *Yes* | ☐ *No* |
| *Do you have an internal channel to report concerns related to integrity?* | ☐ *Yes* | ☐ *No* |

|  |
| --- |
| ***Supplementary Information*** |
| Please supply the following additional information:  - Company profile / Company presentation  - Quality Management Plan  - Samples of supplier performance management e.g. DIFOT, inwards goods inspection sheet,  Non-Conformance Report (NCR)  - If manufacturing, the process for monitoring variation in your production. |

**Any changes to this questionnaire shall be submitted to TOMRA**

**for approval immediately.**

|  |  |
| --- | --- |
| ***Company*** |  |
| *Name* |  |
| *Title* |  |
| *Date* |  |
| *Place* |  |
| *Signature +*  *Company stamp* |  |

