

[Shiptec AG, Postfach, CH-6002 Luzern](#)

## To all Suppliers

E-Mail [einkauf@shiptec.ch](mailto:einkauf@shiptec.ch)

### Request for Supplier Self-Disclosure

Dear Sir or Madam,

As part of the periodic review of our suppliers, we are sending you our Supplier Self-Disclosure form and kindly ask you to complete it with your current information.

Due to legal obligations concerning the Ordinance on Due Diligence and Transparency in relation to Minerals and Metals from Conflict-Affected Areas and Child Labour [DDTrO] (SR 221.433)<sup>1</sup>, we have amended our Supplier Self-Disclosure with the «Code of Ethics, Environmental, and Social Standards».

We are legally required to inform our key suppliers about the required standards and to have their compliance confirmed.

You will find the corresponding questionnaire, **1724 Supplier Self-Disclosure**, attached.

Please complete the questionnaire in full, sign it legally, and return it to [einkauf@shiptec.ch](mailto:einkauf@shiptec.ch).

Should you have any questions, please do not hesitate to contact us.

Yours faithfully,

Department Procurement

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<sup>1</sup> <https://www.fedlex.admin.ch/eli/cc/2021/847/en>

## Supplier Self-Disclosure

Supplier questionnaire

Assessment type

Initial assessment from \_\_\_\_\_

Reassessment from \_\_\_\_\_

Company Name

Street

Postcode / Place

Country

Value added tax identification number

Bank Details (IBAN or Account Number)

SWIFT or BIC

Telephone

E-Mail

Internet address

Number of employees

Sales of the previous year

Planned turnover for the current year

Year of foundation

Group affiliation

Subsidiaries

Production sites

Investments in other companies:  
(e.g. joint venture)

Who are your most important customers

Who are your main suppliers

Your delivery conditions

Your terms of payment

Please name a contact person (Name, Telephone, E-Mail) for

Management

Technical management

Commercial management

Purchase

Production Management

Quality Assurance

Distribution

**1. INFORMATION ON QUALITY MANAGEMENT IN YOUR COMPANY**

1.1. Product liability

To what extent is your company insured against liability claims:

	Amount	Currency
Maximum coverage		
Consequential damages		
Recall types		

1.2. Public liability insurance

	Amount	Currency
Coverage		

**Please enclose an appropriate copy of the certificate of the insurance company!**

**2. QM system**

2.1. Is your company certified?

- Yes → Please provide us with a copy of this certificate
- No

2.2. Please answer the questions below:

**(independent of any existing certificate)** Describe your process or attach processes

2.2.1. How are incoming enquiries/drawings and orders checked for realisability (technology, deadline, price)?

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2.2.2. How is it ensured that we are informed in writing in good time of any deviations from deadlines and prices?

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2.2.3. Do you have a documented procedure for the incoming goods inspection?

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2.2.4. How is it ensured that the valid specification or drawing is always used in production?

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2.2.5. Is a final test carried out?

- Yes, which: \_\_\_\_\_
- No

2.2.6. What quality certificates do you provide us with?

- Yes, which: \_\_\_\_\_
- No

2.2.7. Are test equipment regularly monitored?

- Yes  No

2.2.8. Is it ensured that a protective packaging for parts or outer packaging is used?

- Yes
- No

2.2.9. How are deviations recorded and corrective measures tracked?

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### 3. Environment

3.1. Have you established an environmental management system?

According to which regulation:

ISO 14001

(EMAS)

Other:

None → **Please fill 3.2 out**

Is the environmental management system validated or certified, is there a valid environmental statement or certificate?

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If you have selected «None» in 3.1, please answer the following questions:

3.2. Have you defined goals for improving environmental protection in your company?  
What goals do you strive for? What is the degree of fulfilment?

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3.3. How do you ensure that work is carried out in accordance with legal requirements?  
What proof is there?

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### 4. Industrial safety

4.1. Have you set up an occupational health and safety system, e.g. ISO 45001 or another system?

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### 5. References

How many references to similar projects are available? \_\_\_\_\_

Please fill in the form "Reference projects" for the number of reference projects you have specified. And submit it with this information. Do you agree that Shiptec may contact individual contact persons from the reference list?

Yes

If not, why:

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## 6. Warranty

6.1.1. What are your standard warranty periods \_\_\_\_\_

6.1.2. Under what conditions is an extension of the warranty possible?  
\_\_\_\_\_  
\_\_\_\_\_

6.1.3. Are installation and removal costs of defective components/systems, which have already been installed by Shiptec and covered by you?

Yes

No

6.1.4. If yes, is there an insurance policy for this?

Yes

No

6.1.5. If not, would you take out insurance for this?

Yes

No

6.1.6. Are these conditions negotiable?

Yes

No

## 7. Interfaces

Who are your direct contacts for:  
Commercial concerns in the project:

\_\_\_\_\_

Technical issues in the project:

\_\_\_\_\_

\_\_\_\_\_

## 8. Code of Ethics, Environmental, and Social Standards

We confirm that we have received and comply with the Code of Ethics, Environmental, and Social Standards of Shiptec AG (DokNr. 1805 / Version 1.1).

## 9. Confirmation of the Supplier Self-Disclosure

The supplier assures that this supplier self-disclosure has been completed with legally valid signatures.

\_\_\_\_\_  
Company stamp

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place

\_\_\_\_\_  
Name and Last name

\_\_\_\_\_  
Name and Last name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

### Review by Procurement (please leave blank)

\_\_\_\_\_  
Lieferantenummer

\_\_\_\_\_  
Einkäufercode

\_\_\_\_\_  
Datum

\_\_\_\_\_  
Visum