01 / Company profile

Company & contacts

Supplier self-assessment for KILIC Gruppe. Complete the information about your company and services. Information marked * is required for the initial assessment. Mark items that do not apply as “Not applicable”. Where evidence is unavailable, state “Not available” and explain any matters requiring clarification.

Download the PDF, complete it in a PDF application and save it. Then attach it to the existing supplier application. For longer answers, use a numbered attachment. This PDF does not send any data automatically.

1.1 Legal company details

Full company name, including legal form *

Business address: street / building number

Postal code / city *

Country *

Website

Register court / registration number

VAT ID / equivalent business identification number

Year established

Company type: manufacturer / distributor / service provider

Group affiliation / parent company / significant corporate shareholdings

1.2 Contact for this application

First and last name *

Position / department

Business email *

Telephone

Quality contact: name / email

Technical contact: name / email

Please provide only necessary business contact details. Do not attach copies of identity documents, bank details or personal information about private financial circumstances.

02 / Business profile

Company size & stability

2.1 Figures for the most recent completed financial years (employees at year-end)

Financial year	Turnover / turnover range	Currency	Employees

Reporting scope: company / group / site

Main customer industries and delivery regions; export share, if known

Employees in production / service delivery

Employees in quality / inspection

2.2 Insurance and business risks

Public / product liability insurance: type and insurer

Coverage limit and currency

Expiry / evidence of insurance available

Known significant financial circumstances that could affect the planned ability to supply; intended measures

Significant dependencies on individual customers, suppliers or sites (anonymised); mitigation

Investments, expansion or ownership changes relevant to a potential business relationship

Customer names, confidential contracts and complete annual financial statements are not required for the initial application. Confidential supporting documents may be requested by agreement using a suitable transfer method.

03 / Technical suitability

Services & production capacity

3.1 Offering and applications

Main service / product category *

Products, processes and services offered *

Industry and project experience

Materials / material grades

3.2 Technical capabilities

Process / equipment	Part dimensions / weight	Tolerances / special features

Production / service sites, including country

Capacity, unit and usual batch sizes

Currently available capacity / lead time

Shift pattern / working days

Design / development / CAD systems

3.3 In-house production and subcontractors

Outsourced processes, countries, share of in-house production and subcontractor oversight; no names without authorisation

Technical limitations, special approvals or conditions; identify relevant attachments

Please state verifiable capabilities. Industry-specific approvals, inspections or initial sampling will be agreed separately for the relevant order.

04 / Quality and process control

Quality management & evidence

List certifications with the standard, scope, certification body and validity. If you are not certified, describe your quality management and inspection procedures.

Standard / evidence	Scope / site	Certification body / expiry

Quality management: certified / documented / being developed / none

4.1 Organisation and inspection

Answer: Yes / Partly / No / Not applicable / To be clarified. Reference the relevant question in explanations.

Incoming, in-process and final inspections are defined.	Please select
Measuring equipment is suitable, monitored and regularly calibrated.	Please select
Materials, batches and inspections are traceable; suspect or counterfeit parts are identified and quarantined.	Please select
Current drawing revisions and approved specifications are controlled; obsolete documents are withdrawn from use.	Please select
Nonconforming products are quarantined; root causes and corrective actions are addressed (e.g. 8D).	Please select
Changes to processes, sites, materials or subcontractors are agreed in advance where required.	Please select
Special processes and personnel qualifications are approved in accordance with the relevant requirements.	Please select
Subcontractors are selected for suitability and monitored.	Please select

Explanations / evidence / non-applicable items: e.g. material certificates, inspection reports, welding qualifications, initial samples, APQP/PPAP as needed

Performance indicators and reporting period: complaints, scrap, on-time delivery

05 / Logistics and continuity

Delivery & continuity of supply

5.1 Delivery arrangements and planning

Usual lead time, including unit

Options for short-notice / urgent requirements

Minimum quantity / economic batch size

Packaging / corrosion protection / marking

Countries / regions supplied

Preferred Incoterms® with named place / edition

Call-offs, forecasts, EDI / data formats

Storage / safety-stock options

5.2 Risks and alternatives

Answer: Yes / Partly / No / Not applicable / To be clarified. Reference the relevant question in explanations.

An emergency / recovery plan exists for significant business interruptions.	Please select
Alternative sources, equipment or sites are known or can be qualified.	Please select
Foreseeable delivery delays are communicated early.	Please select
Critical materials and long procurement lead times are monitored.	Please select
Goods and transport are appropriately protected against damage, loss and tampering.	Please select

Significant risks, measures and realistic recovery times; alternative sites / processes

Commercial arrangements and points to clarify (non-binding; this form does not constitute acceptance of terms)

06 / Supply chain responsibility

Environment, people & integrity

Answer in relation to your own activities and the specifically relevant supply chain. Evidence and obligations depend on applicable law, the services and subsequent agreement. Please briefly explain items marked not applicable.

Answer: Yes / Partly / No / Not applicable / To be clarified. Reference the relevant question in explanations.

Measures against child labour, forced labour and discrimination are in place.	Please select
Working conditions, pay and working hours are governed in accordance with applicable requirements.	Please select
Occupational safety, training and necessary personal protective equipment are organised.	Please select
Permits and the management of waste, hazardous substances and emissions are monitored.	Please select
Corruption prevention, gifts and conflicts of interest are addressed.	Please select
Complaints and concerns about misconduct can be reported and addressed.	Please select
Relevant requirements are communicated to sub-suppliers and reviewed according to risk.	Please select
Compliance with relevant substance requirements (e.g. REACH / RoHS, where applicable) can be evidenced.	Please select

6.1 Environmental and energy data

Environmental, energy or occupational safety management / certificates

Available energy / CO2 data with reporting year, scope and calculation method; identify any estimates

Evidence, improvement measures, open issues and reasons for answers marked not applicable

07 / Additional supply chain information

Reporting channels & material origin

Answer with reference to your company and the products offered. State “Not applicable”, “Not available” or “To clarify” where appropriate. Do not attach allegations, the names of reporting persons or confidential case details.

7.1 Responsibility and protected reporting channel

Responsible function / business contact for compliance, environmental protection and occupational health and safety

Answer: Yes / Partly / No / Not applicable / To be clarified. Reference the relevant question in explanations.

Employees can raise concerns through an accessible, confidential reporting channel without retaliation. Please select

Reporting channel / URL or contact function; briefly explain employee access and protection against retaliation

7.2 Product-related raw materials and origin

Assess the materials and coatings actually offered. Depending on the product, tin, tantalum, tungsten, gold, cobalt or mica, for example, may be relevant. Detailed origin and due diligence records are requested only for affected supplies and specific requirements.

Answer: Yes / Partly / No / Not applicable / To be clarified. Reference the relevant question in explanations.

Specific raw-material origin or due diligence records are relevant to products offered. Please select

Affected product groups, raw materials / coatings and known points requiring clarification

Available origin / processing information and review status; identify missing information

Available evidence: type / reporting template, date / version and products covered; no blanket certificate required

Responsible function / business contact for raw-material origin and due diligence records

08 / Protection and international requirements

Information, rights & exports

Only where relevant to the order: e.g. drawings, CAD data, development, IT access or cross-border deliveries. Do not attach access credentials, security details, controlled technical documents or confidential customer data.

Answer: Yes / Partly / No / Not applicable / To be clarified. Reference the relevant question in explanations.

Access to confidential customer information is restricted to authorised persons.	Please select
Accounts are appropriately protected; multifactor authentication is used where provided for.	Please select
Data backup, recovery and security updates are defined.	Please select
Confidential documents are exchanged through agreed, protected transfer methods.	Please select
Security incidents with a potential customer impact are recorded and reported under the agreed procedure.	Please select
Rights in drawings, designs, software and manufacturing know-how are protected; third-party use is governed.	Please select
Applicable export controls, sanctions and authorisation requirements are checked.	Please select
Origin, customs tariff and, where relevant, export classification can be clarified for relevant products.	Please select

Information security / data protection contact (role or email)

Available evidence / certificates with scope (e.g. ISO 27001, TISAX)

Relevant countries, supply restrictions, third-party rights, unresolved classifications or required non-disclosure agreements

Responsibility / contact for export and customs matters

This form does not replace a non-disclosure agreement, export approval, transfer of rights or separate development contract. Requirements will be expressly agreed before the relevant order.

09 / Completing the self-assessment

Attachments & final information

9.1 Supporting documents

- ☐ Company profile / services overview
- ☐ Certificates with scope and validity
- ☐ Insurance confirmation (by agreement)
- ☐ Equipment, process or site overview
- ☐ Anonymised inspection / material records
- ☐ Other relevant evidence / explanations

List of attachments: filename, version / date and relevant questions

Additional information, deviations or points to clarify regarding the Supplier Code of Conduct / this form

9.2 Statements concerning submission

- ☐ I am authorised to submit this information for the company. To the best of my knowledge, the information is correct; required information is complete and relevant open points are identified. *
- ☐ I have read Supplier Code of Conduct COC-2026-10-27-R4; any points requiring clarification are stated above. This does not incorporate the Code or its annexes into a contract. *
- ☐ I have read the privacy notice for supplier applications. *

Name / position of the person making these statements *

Place / date *

The information is used to assess suitability and risk and to prepare a possible business relationship. Completing this form does not constitute supplier approval, an order, exclusivity or a minimum purchase commitment. Contractual terms will be agreed separately.

Privacy: The controller is F&K Maschinenbau GmbH & Co. KG, Bunsenstraße 9-11, 51145 Köln, info@fk-mb.de. Supplementary information on corporate structure, turnover, personnel, insurance and risks is used to assess suppliers. Where personal data is involved: Article 6(1)(f) GDPR (selection of suitable business partners), or Article 6(1)(b) when a sole trader personally takes steps towards a contract. Recipients, retention periods and rights are described in the linked privacy notice.

Privacy notice **Supplier Code of Conduct**

Attach the completed PDF to your supplier application