

## Read Me for suppliers

Status: December 2020/ MU EK 018

by clicking on this link, you confirm your interest in becoming a supplier of the WEPA Group. Thank you!

As a company that is active throughout Europe in the hygiene paper industry with a high level of certification, we not only place high requirements on ourselves, but also on our sub-contractors. In order to make these standards transparent upfront would you please complete the questionnaire according to the following ranking:

- A** Requirement fully met (100%)
- B** Requirement met with particular deviations (75%)
- C** Requirement partially met (25%)
- D** Requirement not met (0%)

Your self-assessment significantly helps your company and ours, the WEPA group, to establish a cooperative partnership for future business relations.

Please send the completed file by email to the following contacts:

André Büsse  
Packaging  
[andre.buesse@wepa.eu](mailto:andre.buesse@wepa.eu)

We will be in contact with you at the latest two weeks following receipt.

Thank you!  
Your WEPA Hygieneprodukte GmbH

P.S.: Alternatively, you can also return the questionnaire by post to the following address:  
WEPA Hygieneprodukte GmbH  
Einkauf  
Rönkhauser Straße 26  
59757 Arnsberg  
Deutschland

## General info + quality

### General information about your company

Company	
Plant / department	
Address	
Phone	
Fax	
Email	
http://www.	
	Yes No
Member of a group / holding	<input type="checkbox"/> <input type="checkbox"/>
If yes, name and adress	
Number of plants	
Number of employees at this plant	
Number of employees in Research and Development	
Number of employees in Quality Assurance	
Name(s) of the Board members	
Name of the Sales Manager	
Name of the Production Manager	
Name of the Quality Manager	

1.0	Are you a company certified according to ISO 9000?	A	D	Percent		
	If you are a waste disposal company, are you a certified waste management company?					
	If yes:					
	Registration no.					
	Dated					
1.1	Are you a company certified according to ISO 14000?	A	D	Percent		
	If yes:					
	Registration no.					
	Dated					
1.2	Is the quality assurance system documented in a quality assurance manual?	A	B	C	D	Percent
1.3	Does the head of the quality control department have full powers with regard to quality assurance?	A	B	C	D	Percent
1.4	Does the head of the quality control department report to the board?	A	B	C	D	Percent
1.5	Is the quality system checked regularly for effectiveness?	A	B	C	D	Percent
1.6	Are there definitions or job descriptions for quality control employees, particularly with regard to	A	B	C	D	Percent
	- quality control?					
	- quality engineering?					
	- quality promotion?					

## 2. Contract audit

2.1 Are customer contracts / order documents audited?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2.2 Is material procurement ensured prior to the start of production?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2.3 Is production performed using suitable facilities and trained personnel?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2.4 Is an initial sample authorised before production starts?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3. Recording documents

3.1 Do you have  
 - archiving and storage regulations  
 - a distribution system  
 - a change management system  
 for contractual documents, drawings, work instructions and standards?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.2 In the case of technical changes, are the drawings, specifications, recipes, etc. withdrawn immediately and replaced by the most up-to-date versions?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.2 Do you archive contractual documents and other documentation?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.3 Do you document tests, test equipment and results?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.4 Are the test results archived for at least two years?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 4. Purchasing and goods received

4.1 Are raw material specifications available?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.2 Do you inspect the goods?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.3 Are supplier visits or audits carried out?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.4 Do you evaluate suppliers?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 5. Production control and labelling

5.1 Are there written production documents and work instructions which define the manufacturing and processing procedures and the required production equipment?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5.2 Are all documents required for production available at the workstations?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5.3 Are the machine staff trained on measures resulting from process deviations and their corrections?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 6. Tests, measurements and monitoring

6.1 Are written test instructions available, and are they kept up to date with regard to:

- revision status
- test method
- scope of testing
- test equipment
- test criteria (acceptance / rejection)

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6.2 Has a test mode been established?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6.3 Do you train the personnel responsible for carrying out the tests with regard to:

- application of the test plans
- measures and corrections to be taken in the event of deviations from test plans and specifications
- proper use of test equipment

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 7. Factory standards, supplier product specifications

- 7.1 Are there quality parameters which describe the product without having exact specifications from the customer?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 8. Test equipment

- 8.1 Are all the necessary test equipment and facilities available in order to be able to carry out the requirements specified in the test plan?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 8.2 Is sufficient test equipment available?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 8.3 Is all of the test equipment regularly monitored and inspected, and are the results documented?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 8.4 Do you disclose your own test equipment / procedures insofar as no other written agreements exist with the customer?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 9. Process control

- 9.1 Are the production facilities capable of manufacturing within the specified tolerance limits?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 9.2 Is the production process monitored and measured?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 9.3 Is a maintenance plan for the machines and other production facilities, and its maintenance work carried out according to this plan?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 10. Process management and control

- 10.1 Is a process control and monitoring system in place to ensure that the process requirements are met?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 11. Product-related in-process inspection

- 11.1 Is the product quality monitored during production?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 12. Inspections and spot checks

	A	B	C	D	Percent
12.1 Are inspections carried out on a spot check basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	A	B	C	D	Percent
12.2 Is the data statistically analysed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

## 13. Final inspection

	A	B	C	D	Percent
13.1 Is a final inspection carried out and are the products approved by a member of the quality inspection team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

## 14. Measures for dealing with production errors

	A	B	C	D	Percent
14.1 Are defective products identified and stored separately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	A	B	C	D	Percent
14.2 Are defective products checked again after correction or rework to ensure that they meet the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	A	B	C	D	Percent
14.3 Are measures taken to ensure that the cause of the defect will not occur again in the future?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	A	B	C	D	Percent
14.4 Is the customer informed of any minor error which will not affect the function of the product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

## 15. Traceability

	A	B	C	D	Percent
15.1 Is it possible to trace each batch in terms of when and to where it has been delivered (forward traceability)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	A	B	C	D	Percent
15.2 Are all production batches identified with a unique product specification code and/or is it possible to guarantee full traceability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

## 16. Packaging, storage and shipping

	A	B	C	D	Percent
16.1 Are the shipping units checked for proper packaging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	A	B	C	D	Percent
16.2 Do the temporary and final storage locations work on the "first in, first out" principle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	A	B	C	D	Percent
16.3 Are production units handled and stored in a manner which prevents unintentional confusion with other orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	A	B	C	D	Percent
16.4 Are packaged units labelled in such a way as to allow clear identification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

## 17. Training

- 17.1 Are employees trained with regard to quality assurance and production-specific matters?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 18. Corrective actions

- 18.1 Are there instructions for corrective actions if  
- the products do not meet the specifications?  
- prescribed manufacturing processes cannot be complied with?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 18.2 Is it possible to guarantee the permanent effect of corrective actions?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 19. External audits

- 19.1 Do our QA employees have access to the production equipment and inspection documents?

A	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>

- 19.2 Do you accept an audit of your quality assurance system and products with regard to compliance with the specifications?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 19.3 Do you provide product samples at the customer's request?

A	B	C	D	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Percentage achieved (average of all questions):



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Location, date

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Company stamp, signature



## Product safety & hygiene

### For finished products, semi-finished products and manufacturing supplies items with product contact

Company

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Plant / department

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- |    |   |                          |                          |                          |                          |                      |
|----|---|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| 1. | Does the product comply with the statutory requirements and is this verified through external audits?                                 | A                        | B                        | C                        | D                        | Percent              |
|    |   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| 2. | Do the manufacturing supplies used comply with the statutory requirements? Is an approval and quality assurance system in place?      | A                        | B                        | C                        | D                        | Percent              |
|    |   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| 3. | Are the manufacturing supplies used suitable for contact with food products?<br>Is an approval and quality assurance system in place? | A                        | B                        | C                        | D                        | Percent              |
|    |   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| 4. | Have you introduced measures to guarantee hygiene levels?   | A                        | B                        | C                        | D                        | Percent              |
|    |   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| 5. | Is the system externally certified?   | A                        |                          |                          | D                        | Percent              |
|    |   | <input type="checkbox"/> |                          |                          | <input type="checkbox"/> | <input type="text"/> |

If yes, please specify according to which specifications/standards:

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Registration no.:

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Dated:

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6.	Are there hygiene regulations in place for	A	B	C	D	Percent
	a) staff members?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	b) contractors?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	Is training on hygiene carried out and documented?	A	B	C	D	Percent
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	Has an effective pest control system been set up for	A	B	C	D	Percent
	a) winged insects?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	b) rats and mice?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	Has it been ensured that no foreign objects can enter the product?	A	B	C	D	Percent
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	Are there regulations governing broken glass/hard plastic?	A	B	C	D	Percent
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	Are there rules governing knives and blades?	A	B	C	D	Percent
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Percentage achieved (average of all questions):**



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**Location, date**

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**Company stamp, signature**

# Suppliers Selfdeclaration

Firma /Company:	
Adresse/adress:	
Ansprechpartner/people in charge:	
Bereich/area:	
Telefon/phone:	
Fax/fax:	
e-Mail/mail:	

<b>Produktspektrum</b> products	
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<b>Geschäftsentwicklung</b> business development				
Umsatz pro Kalenderjahr / Turnover per year:	20__	20__	20__	20__
in €:				

<b>Referenzkunden</b> reference customers	
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<b>Qualitätsmanagement (Zertifikate etc.)</b> Quality management (certificates etc.)	
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<b>Standorte</b> plants	
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