

SUPPLIER QUESTIONNAIRES – Cover Sheet and Instructions for Completion

Version 01

IMPORTANT: PLEASE READ THE INSTRUCTIONS BELOW BEFORE COMPLETING THE ENCLOSED QUESTIONNAIRES

- These questionnaires should be completed by a representative of the company and approved by the company's **Quality Assurance** (or equivalent) department from the site of manufacture/supply. It is not to be completed by a representative from the marketing facility or general headquarters.
- Please take the time to fill out these questionnaires with as much detail as possible. The information will facilitate the evaluation and potential approval/qualification of your company as a supplier.
- Please answer all questions (if a question is not applicable, please mark as N/A).
- The general questionnaires (section A and B) are mandatory for every supplier / service provider. The more specific questionnaires are selected below, if required.
- If additional space or evidence (e.g. ISO certificates) is needed to fully complete any section of this evaluation, please attach this additional information or evidence, as applicable, and list in the reference list.
- If you are a broker/trader/distributor or agent selling product(s) manufactured by other companies, please provide the filled questionnaires indicated below for each of the manufacturing companies supplying products.

Required Questionnaires (as indicated by checked box(es)):

(Please complete the following applicable Questionnaires based on the type of the supplied material or service)

- ☒ **Section A: General Quality Questionnaire**
- ☐ **Section B: Corporate, Social and Responsible Care Questionnaire***
- ☐ **Section C: Questionnaire for Manufacturers of Critical Raw Materials**
- ☐ **Section D: Questionnaire for Traders (Distributor/Broker/Agent) of Critical Raw Materials**
- ☐ **Section E: Questionnaire for Engineering Service Providers***
- ☐ **Section F: Questionnaire for Laboratory Service Providers***
- ☐ **Section G: Questionnaire for IT Service Providers***
- ☐ **Section H: Questionnaire for Pest Control Service Providers***
- ☐ **Section I: Questionnaire for Distribution and Warehousing Service Providers***
- ☐ **Section J: Questionnaire for 3rd Party Auditing Service Providers***

At the time of publication of this Cover Sheet, Questionnaires marked with an * are not published yet.

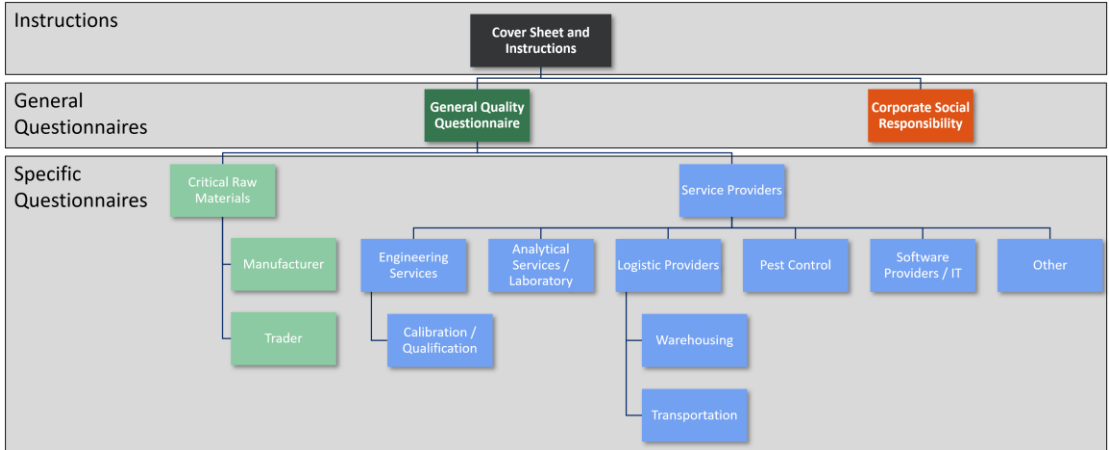
Completed questionnaires to be returned to:

References for the Supplier Questionnaires

The **APIC Supplier Management Guide** explains background and purpose of these questionnaires. You can find the document on the APIC website:
<https://apic.cefic.org/publication/best-practices-guide-for-managing-suppliers-of-api-manufacturers/>

The Structure of Questionnaires

This set of questionnaires is structured as follows:



The top-level document is this "Cover Sheet and Instructions".
The General Questionnaires need to be filled out by every supplier or service provider.
The Specific Questionnaires that need to be filled have been selected according to the product or service you are providing.

Version History

01	Initial release with reference to questionnaires which are not published yet (B, E-J).