Dear Sir or Madam,

The following questions and information should give us an overview of your company. The existence of this completed self-disclosure is a prerequisite for a possible further cooperation. Only then can your company be included in the list of suppliers approved for Testo Industrial Services GmbH (hereinafter referred to as TIS). Therefore, please complete this document within 14 days and return it to us. All data will be treated confidentially.

*The form is preferably designed for electronic processing.*

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| **Company** | | |
| Company name |  | |
| Address (head office) |  | |
| Billing address (if different) |  | |
| homepage |  | |
| Type of company | Dealer  Agency  Manufacturer  *Other:* | |
| Service portfolio |  | |
| Core competencies |  | |
| Affiliation to group / corporate group |  | |
| VAT ID No. |  | |
| Commercial register | Location:       Number: | Please enclose excerpt |
| Our debtor/customer number with you (if available) |  | |
| Vendor/supplier number at TIS (if available) |  | |

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| **Company specific data** | | | | | | | | | |
| **Contact person** | | | | | | | | | |
| Department | | Surname, first name | | | Telephone | | | | E-Mail |
| Managing Director | |  | | |  | | | |  |
| Technical management | |  | | |  | | | |  |
| Sales Manager | |  | | |  | | | |  |
| Resp. sales representative | |  | | |  | | | |  |
| Quality Officer | |  | | |  | | | |  |
| Minimum wage | | | | | | | | | |
| Do all employees of the company receive at least the legally prescribed minimum wage according to the regulations of their respective countries? (if regulated by law in your country) | | | | | | Yes  No | | | |
| **Number of employees** | | | | | | | | | |
| Total | |  | | Customer Service | | | |  | |
| Quality Management | |  | | Production / Service Execution | | | |  | |
| Research / Development | |  | |
| **Corporate Development** | | | | | | | | | |
| Company foundation (year) | |  | | Type of company | | | |  | |
| Previous company name  (if applicable) | |  | | | | | | | |
| **Locations (if more than three locations, please attach a list)** | | | | | | | | | |
| Address and country | | Type (production, repair, etc.) | | | | | | Number of employees | |
|  | |  | | | | | |  | |
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| Payment and delivery | | | | | | | | | |
| Bank details of your company | | | IBAN:       ; BIC/SWIFT:       / Fedwire-Code | | | | | | |
| Terms of payment | | |  | | | | | | |
| Terms of delivery | | |  | | | | | | |
| Fixed freight and packaging costs | | | Yes  No | | | | If yes, amount:       € | | |
| Separate reporting of freight / packaging costs | | | Yes  No | | | | | | |
| If yes, on which documents: | | | | | | |
| Reference customers | | | | | | | | | |
| Name | | Industry sector | | | | | | Services provided | |
| 1 |  |  | | | | | |  | |
| 2 |  |  | | | | | |  | |
| 3 |  |  | | | | | |  | |

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| **Commercial information** | | |
| **Turnover (in million €)** | | |
| Previous year | Current fiscal year | Next fiscal year (planned) |
|  |  |  |
| **Sales development by markets (in %)** | | |
| Germany | Europe | Outside Europe |
| % | % | % |

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| **Quality assurance / Management** | | | |
| Do you have an accreditation for calibration  (DAkkS, UKAS, ÖKD or similar)? | Yes  No | |
| If yes, which organization: | |
| Your accreditation-number: | |
| Are you planning a (further) certification, if so which one? |  | If so, by when: | |
| Do you agree that TIS can carry out an audit on your premises if necessary? | Yes  No | | |

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| **Supplier Management** | |
| Are responsibilities / services assigned to subcontractors / partners? | Yes  No |
| How do you handle the evaluation and approval of subcontractors and suppliers? | Supplier Audits  Supplier monitoring & evaluation  *Other:* |
| How is the quality of your subcontracting ensured? |  |

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| **Complaints Management** | |
| Is there a traceability of the products / services?  If so, how? | Yes  No  If so, how:  Serial number  Batch number  Order number  Date code  Others |
| In which form does the statement with measures for complaint take place? | 8D Report  Report, comparable with 8D  Others |
| Is your company secured against claims from warranty and product liability? | Yes, insured amount:        No |

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| **Sustainability & Environment** | | | |
| Certification for energy and / or environmental management system available | No | | Certificate attached: |
| Energy mgmt.:ISO 50001,  since | | Yes |
| Environmental mgmt.: ISO 14001, since  EMAS, since | | Yes  Yes |
| Are you planning a (further) certification in this segment? | No | | If yes, by when: |
| Energy mgmt.:ISO 50001 | |  |
| Environmental mgmt.: ISO 14001  EMAS | |  |
| How is environmental protection and resource conservation further handled in your company? |  | | |
| The materials, parts, products or services offered by you do not contain conflict minerals.  *Explanation: The term "conflict minerals" refers to critical raw materials that are mined in the Democratic Republic of Congo (DRC) or the nine bordering countries under conditions of violent conflict. This concerns materials such as coltan (columbite-tantalite), gold, tungsten (tungsten) and tin (cassiterite).* | Yes | No, it contains conflict minerals | |
| If, despite careful selection on your part, substitution in the supply chain is not possible, active and complete communication to TIS must take place. No delivery to TIS may be made without the approval of TIS. | | |

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| **Information on emergency plans** | | |
| Are contingency plans in place to ensure operation and delivery in an emergency? | Fire? Engine failure? Interruption of transport? Failure of EDP systems? Personnel bottlenecks? | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No |

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| **Cooperation Partner section**  (only relevant if you are a calibration or repair service provider) | | |
| **General information** | | |
| Information to TIS in case of delays | Yes  No | |
| Advance information to TIS in case of subcontracting | Yes  No | |
| Reaction time until order confirmation |  | |
| Which services are offered? | Performing calibrations | |
| Performing repairs | |
| dealer | |
| **Calibration** (if checked) | | |
| Listing of offered calibration services according to measured variables  *alternatively DAkkS/UKAS number (if available)* |  | |
| Standard lead time for calibrations | Yes  No | If yes, duration: |
| Statement of conformity according to manufacturer's specification/ special tolerance possible | Yes  No | |
| Statement of conformity under consideration of the measurement uncertainty | Yes  No | |
| Statement of conformity according to ISO14253-1 | Yes  No | |
| Advance information to TIS, if device not OK | Yes  No | |
| Certificates available in pdf format? | Yes  No | |
| **Repair** (if checked) | | |
| Cost estimate before the service is provided | Yes  No | |
| Are cost estimates subject to charges | Yes  No | If yes, costs:       € |
| Reaction time until cost estimate |  | |
| Lead time from release of the cost estimate |  | |

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| **Signature** | |
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| Location, Date | Responsible contact person  *(Surname, first name)* |
|  | |
| Signature and company stamp | |

The team of Testo Industrial Services thanks you for the complete processing of this supplier self-disclosure.

Unless otherwise agreed, please return it to the following address: [einkauf@testotis.de](mailto:einkauf@testotis.de)

All information received in this document and any further documents will be treated confidentially.

**If you have any questions, please contact the Purchasing Department or the Supplier Management.**

Kind regards from Kirchzarten,

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| **department of purchasing Testo Industrial Services GmbH** Gewerbestraße 3 · 79199 Kirchzarten · Germany Fon: +49 7661 90901-0 Fax: +49 7661 90903-8000 Mail: [einkauf@testotis.de](mailto:einkauf@testotis.de) |  |  |

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 **Testo Industrial Services – more service, more security.**  
Discover more at [www.testotis.de](http://www.testotis.de/) and stay up to date: [subscribe our newsletter](http://www.testotis.de/newsletteranmeldung/)