



## Questionnaire for suppliers

**Please fill out the questionnaire for suppliers so that we can contribute to the achievement of common goals together.**

The collected data is confidential and will be used exclusively for the purposes of improving business standards in the supply chain. The accuracy of the collected data will be checked during external checks of the supplier.

- I confirm that all the filled data is correct and reliable.
- I agree that the data collected by this questionnaire is used for evaluation of the supplier and that they can be verified during the external verification of the supplier.
- I agree that, if the prices of our goods are linked to the EUR exchange rate, goods shall be invoiced exclusively at the middle exchange rate of the National Bank of Serbia.
- I agree that the operator ("EP-BELT" DOO LOZNICA.) processes my data individuals for the purposes described in the Notice on the processing of personal data.

### General information about the supplier

Company Name \*

Address \*

Postal code

City

Telephone \*

Email \*

Website

### Person responsible for filling out the questionnaire

Name and surname

Function

Contact phone

### Responsible person in your sales department

Name and surname

Function

Contact phone

### Responsible person in your quality department

Name and surname

Function

Contact phone

## General product / service questions

What products would you supply "EP-BELT" DOO LOZNICA?

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## Quality management and quality management in the middle

Which management systems of your company are certified and until when are the certificates valid:

- ISO 9001  ISO 14001  ISO 45001  HACCP  FSC  ISO 22000  Smeta/Sedex  
 Some other certificate

Are your employees trained according to the standards by which you are certified or the rules of good practice?

- Yes  No

If your company does not have certified management systems, indicate which manufacturer you represent and whether it has certified quality and environmental systems?

Would you allow the competent persons of the company "EP-BELT" DOO LOZNICA to perform external checks in your facilities?

- Yes  No

Do you carry out regular internal checks in your facilities?

- Yes  No

Is there a valid contract with the company "EP-BELT" DOO LOZNICA.?

- Yes  No

Does the product have a technical sheet in Serbian (TDS)?

- Yes  No

Does the product have a safety data sheet in Serbian (MSDS)?

- Yes  No

Does the product have any other specific certifications?

- Yes  No

## Resolving complaints

Are you determining the cause of the complaint or non-conformity?

- Yes  No

Do you take corrective action in the event of a complaint?

- Yes  No

Do you do product testing?

- Yes  No

Do you regularly calibrate your test equipment?

Yes  No

Do you document the tests performed?

Yes  No

Does the customer get a test confirmation/certificate?

Yes  No

## Production declaration

Are there written procedures and instructions for individual steps in production?

Yes  No

Are there instructions for safe operation?

Yes  No

Are traceability requirements ensured?

Yes  No

## Environmental protection

Does your company operate in compliance with state and local environmental regulations?

No  Partially  Mostly  Completely

Are proceedings against your company currently being conducted, or were they being conducted in the past, for non-compliance with environmental protection regulations?

Yes  No

Is there an employee in your company who is responsible for harmonizing the company's work with legal regulations?

Yes  No

Is an incident analysis performed?

No  Yes  Does

your company have a Waste Management Plan?

No  Yes

Does your company generate hazardous waste?

No  Yes

Is hazardous waste managed in accordance with regulations?

No  Yes

# Safety and health at work

Does your company operate in accordance with occupational health and safety regulations?

No  Partially  Mostly  Completely

Are proceedings against your company currently being conducted, or have they been conducted in the past, due to non-compliance with regulations in the field of safety and health at work?

Yes  No

Is there an employee in your company who is responsible for harmonizing the company's work with legal provisions?

Yes  No

Are there trainings to increase safety in the workplace?

Yes  No

Is there an OSH Committee?

Yes  No

Do the employees in your company wear the necessary personal protective equipment (safety shoes, safety glasses, protective headphones, gloves, etc.)?

Yes  No  Partially

To what extent does your company care about the correctness and safety of machines and equipment so that employees are protected from dangerous situations and injuries?

Partially  Mostly  Completely  Not applicable

How much does your company consider ergonomics in the protection of its employees when it comes to business premises and equipment that is subject to periodic inspections?

Partially  Mostly  Completely  Not applicable

Does your company have a fire protection plan?

Yes  No

Does your company have a basic fire safety training program?

Yes  No

Are employees trained in the field of fire protection?

Yes  No

What fire protection and fire fighting equipment is represented in your company?

internal fire department  local fire department regular drills for responding in emergency situations  fire alarms  functional system for fire alarm (smoke detectors) and hydrants  a sufficient number of easily accessible fire extinguishers

Are the evacuation routes clearly marked in your company?

No  Partially  mostly  Completely

Does your company have the prescribed number of first aid boxes?

Yes  No  Partially

Does your company check and renew the contents of the first aid box at certain time intervals?

Yes  No  Partially

Does your company conduct emergency response drills?

Yes  No

## Working conditions

How old is your youngest employee?

Do your employees receive regular wages?

Yes  No

Do you have employees who receive wages below the minimum wage prescribed by the state?

Yes  No

How many hours per day do full-time employees work?

> 11 hours  10-11 hours  < 8 hours  8-9 hours

Are all your employees registered and do you pay their dues regularly?

Yes  No

Are there mechanisms by which the company prevents discrimination in the workplace?

Yes  No

Are your employees protected in the workplace from harassment (including sexual)?

Yes  No

Do factors such as race, color, age, gender, sexual orientation, ethnic and religious affiliation, disability, union membership or political views influence your hiring decision when recruiting candidates?

Yes  No  Partially

Do factors such as race, color, age, gender, sexual orientation, ethnicity and religion, disability, union membership or political views affect your decision to reward employees?

Yes  No  Partially

Are there temporary employees who were not allowed to terminate their contract before it expired?

Yes  No

Do your employees have the possibility of membership in a trade union?

Yes  No

Is there a secure, reliable and anonymous reporting mechanism that can be used at any time, even outside business hours?

Yes  No

Is your company currently or previously prosecuted by official authorities for non-compliance with the law in any of the above areas?

Yes  No