



Fragenkatalog

QS infrastructure

Prozesselement: A - management-system

Frage 1:	Does a certified QM system exist?
Beschreibung:	<ul style="list-style-type: none"> * <i>Does the scope correspond to the product being audited?</i> <p><i>Evidence is e.g. a certificate specific QMS or other certificates - IMS A5</i></p>

Frage 2:	Are the customers and their requirements known in the company?
Beschreibung:	<ul style="list-style-type: none"> * <i>Contractual content of individual contracts/framework agreements</i> * <i>Identification, procurement and communication of information sources</i> <p><i>Evidence is e.g. Contract with publisher (e.g., standards) DB Kommunikation or DB Netz AG (distributor TM)</i></p> <ul style="list-style-type: none"> * <i>Control of information such as standards, guidelines, DBS, etc.</i> * <i>Obligation of suppliers to the DB AG Code of conduct or own, adequate rules (Responsibilities and information requirements) Evidences are e.g. Process description, Current Ril 120.0381, Current EVB quality assurance</i>

Frage 3:	Are methods, processes of improvement established / deployed?
Beschreibung:	<ul style="list-style-type: none"> * <i>KVP, KAIZEN, suggestion schemes, idea management are existing and effective</i> * <i>Cause-and-effect analyzes (Ishikawa, 8 D, 5 Why) are used for errors, problems</i> * <i>FMEA process / product are implemented Evidence is e.g. 8 D template / example, process FMEA (active or planning)</i> * <i>Tracking of measures from past internal or external audits</i>

Frage 4:	Is the leadership actively involved in the implementation of the management system?
Beschreibung:	<ul style="list-style-type: none"> * <i>Management evaluation and alignment of the system to meet customer requirements are documented and communicated</i> <p><i>Evidence is e.g. Management review (evaluation/ report), evaluation of effectiveness of measures</i></p> <ul style="list-style-type: none"> * <i>Appropriate performance indicators for quality data such as Complaint rate, error rate (FPY), delivery times, etc. are fixed and updated continuously</i>

	<i>Evidence is e.g. Determination of customer satisfaction (DB), determined complaint rate/ actions/ effectiveness check</i>
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Frage 5:	Are legal requirements such as an occupational safety, environmental protection etc. integrated into the management system and documented?
Beschreibung:	<ul style="list-style-type: none"> * <i>Identification and control of requirements</i> * <i>Is there an integrated management system</i> * <i>Additional certifications</i> * <i>Integration into the QM documentation</i> * <i>Regular inspection Evidences are e.g. Risk assessment with regular updating, protocol plant inspection / action plan and effectiveness check, proof of disposal</i> * <i>Revision control of standards, laws, etc.</i>

Frage 6:	Is a process for the customer satisfaction assessment implemented?
Beschreibung:	<ul style="list-style-type: none"> * <i>Process description</i> * <i>Customer satisfaction assessment categories</i> * <i>Assessment criteria</i> * <i>Continual improvements/ actions from the customer satisfaction assessment</i>

Frage 7:	What elements are anchored in the company's Code of Conduct?
Beschreibung:	<p><i>Is there a code of conduct or what does the company's Code of Conduct include?</i></p> <p>
</p> <ul style="list-style-type: none"> * <i>Corruption in kind of gifts / invitations?</i> * <i>Child labor</i> * <i>forced labor</i> * <i>Non-discrimination / anti-discrimination</i> * <i>Union releases visible</i> * <i>Mutual respectful treatment</i> * <i>Systems for recording working time and breaks</i>

Prozesselement: B - staff/qualification

Frage 1:	Is the suitability and availability of the employees, which are necessary for the realization of internal and external customer requirements, ensured and maintained?
Beschreibung:	<ul style="list-style-type: none"> * <i>Required qualification</i> * <i>Qualification matrix, with development potential</i> * <i>Training: work safety, environmental protection, hazardous materials, quality (methods, objectives, tasks) -> effectiveness check</i> * <i>Eyesight (e.g., ISO 9712 or DIN EN 13018)</i> * <i>Driving license for vehicles and means of transport</i>

	<ul style="list-style-type: none"> * <i>Handling of testing and measuring equipment</i> * <i>Fire protection, data protection officers, first responders, eviction workers, etc. are named, clear powers are defined</i>
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Frage 2:	Is the transfer of responsibilities and powers for the product and process quality as well as for the production facilities regulated?
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Beschreibung:	<ul style="list-style-type: none"> * <i>Signature regulation are existing and effective</i> * <i>Required designations and assignments are available</i> * <i>Authorizations for blocking, release and special releases are regulated</i> * <i>Notification and reporting channels are defined and effective</i> * <i>Adequate job descriptions, functional descriptions are existing and effective</i> * <i>Order and tidiness in all areas determinable</i> * <i>Quality notification / recording is managed</i>
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Frage 3:	Are tools for continuous improvement of motivation of the employees effective used?
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Beschreibung:	<ul style="list-style-type: none"> * <i>Effectiveness and conformity of the organization of KVP (continual improvement process, indicator of employee motivation) and suggestion schema</i> * <i>Information about quality(target / actual values) is available and understood</i> * <i>Quality islands are effective</i> * <i>Influence of quality is understood locally, implementation of the 4-eye principle (not an indicator of employee motivation)</i> * <i>Self-assessment</i> * <i>Regular appraisal interview</i> * <i>360 degree Feedback</i>
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Frage 4:	Is a suggestion system / complaints management available to promote employee motivation?
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Beschreibung:	<ul style="list-style-type: none"> * <i>Suggestion System (including suggestion box)</i> * <i>Idea Management (including suggestion box)</i>
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Frage 5:	Is a complaint management available?
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Beschreibung:	<p><i>Complaint management (including complaint box):</i></p> <ul style="list-style-type: none"> * <i>Requirement 3 clicks away from the Main Intranet Page up to message = 10 points</i>
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Frage 6:	Are there sufficient personnel with the necessary qualifications to carry out the necessary quality audit?
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Beschreibung:	<ul style="list-style-type: none"> * <i>For example: Quality Officer Certificate, VDA 6.3-Certificate, EOQ-Auditor, Specialist welding engineer, etc.</i> <p><i>Alternative employees with many years of professional experience in quality management</i></p>
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Prozesselement: C1 - purchasing/procurement

Frage 1:	Is it ensured that only released and qualified suppliers/ sub contractors are appointed?
Beschreibung:	<ul style="list-style-type: none"> * <i>Obligation of suppliers to the Code of Conduct of DB AG or their own, adequate rules</i> * <i>Supplier selection on the basis of references, prototypes, initial samples, operating trial contracts, etc.</i> * <i>Conclusion and supervision of quality assurance agreements (QAA)</i> * <i>Dependencies and substitution options are appropriate</i> * <i>Supplier audits to assess Q capability are systematically planned and executed</i> * <i>Supplier talks conducted and documented</i>
Frage 2:	Are there sub contractors which deliver products from the LgP/ HPQ overview?
Beschreibung:	<ul style="list-style-type: none"> * <i>If NO, the question is not evaluated and rated with nb -> the next question is C2.</i> * <i>If YES, then the next question is C1.2 on worksheet PE C1.2.</i>
Frage 3:	Is the agreed quality of the procured products ensured and measures taken in the event of nonconformities?
Beschreibung:	* <i>Is the agreed quality of the procured products ensured and measures taken in the event of nonconformities?</i>
Frage 4:	Is it ensured that the test specifications are suitable for verifying product specifications?
Beschreibung:	<p><i>Principle:</i></p> <ul style="list-style-type: none"> * <i>Test the right and important adequate and effective</i> * <i>Test schemas and test criteria are transmitted and known</i> * <i>Drawings / schemas are available and understood</i> * <i>Standards / specifications are known and available in the company</i> * <i>Order specifications and order clarification are documented</i> * <i>Test / acceptance criteria are accepted</i> * <i>Good / bad pictures are available, understood</i>
Frage 5:	Is the quality performance of the supplier assessed and are receivables / measures initiated in case of deviations?
Beschreibung:	<ul style="list-style-type: none"> * <i>Are there records of discussions about quality</i> * <i>agreement of analysis of cause and action to be taken (8 D, FMEA, etc.)</i> * <i>evaluation of failure hot spots/challenging suppliers</i> * <i>evaluation is carried out on a comprehensible and transparent schema/ procedure</i>
Frage 6:	Does the goods receipt (incoming goods department) have a suitable

	infrastructure and logistics?
Beschreibung:	<ul style="list-style-type: none"> * <i>Storage and transport areas are appropriate</i> * <i>Lighting and workplace space are sufficient</i> * <i>Lock camp (marking) is clearly demarcated and protected</i> * <i>Requirements for purity, climate, humidity, etc. are known and fulfilled</i> * <i>suitable means of transport</i> * <i>access permissions</i> * <i>Specifications for delivery with vehicles and load securing are complied</i>

Frage 7:	Is the delivery and storage of the materials appropriate?
Beschreibung:	<ul style="list-style-type: none"> * <i>Maybe separation delivery and storage?</i> * <i>Requirements for packaging and storage are known and implemented</i> * <i>Packaging, delivery takes place acc. the requirements</i> * <i>Warehouse management system is set up and effective</i> * <i>Stock principles such as FIFO (first in / first out) are implemented</i> <p>\-> <i>internal information flow</i></p> <ul style="list-style-type: none"> * <i>Order and cleanness are implemented sustainably</i> * <i>Climatic conditions during transport are monitored and maintained</i> * <i>Protection against damage, pollution ensured</i> * <i>Labeling of all products as required</i> * <i>Traceability, test status possible at any time (if required)</i> * <i>Mixing security given</i> * <i>Lock camp (furnished, marked and used)</i> * <i>Localization of materials in the system</i> * <i>External footprint/ external storage</i>

Prozesselement: C1.2 - Purchasing/ Subcontractor

Frage 1:	Were all required monitoring audits planned and done within the fiscal year?
Beschreibung:	* <i>Usage of the DB AG Questionnaire, naudit schedule/ audit program is available</i>

Frage 2:	Are audit reports and notes of corrective actions/ deviations incl. dead lines and effectiveness checks available?
Beschreibung:	<i>Documentation</i>

Frage 3:	"Were the audit assessments above than 90 % points (Q1 level similar to the DB AG Q1 rating)?"
Beschreibung:	<ul style="list-style-type: none"> * <i>If the answer is "Yes", the question is not assessed -> continue with question 16 from process element C1.</i> * <i>If the answer is "No", continue with question 24 from process element C1.2.</i>

Frage 4:	Are product approvals regulated according to EVB?
Beschreibung:	<ul style="list-style-type: none"> * <i>Q2-Decreases, Sorting out, SFI, etc.</i> <p>
</p> <ul style="list-style-type: none"> * <i>Otherwise long-standing professional experience in Quality Management</i>

Prozesselement: D1 - Product/ process planning

Frage 1:	Are the customer requirements known and how are they conveyed? Also to subcontractors?
Beschreibung:	<ul style="list-style-type: none"> * <i>Implementation of the contract contents in the company</i> * <i>Rule Drawings</i> * <i>Standards</i> * <i>Specifications</i> * <i>Specification books</i> * <i>Technical Delivery Conditions (eg. Deutsche Bahn Standards (DBS), TL, Railway Standards (BN))</i> * <i>Techn. Messages (TM)</i> * <i>Access, Storages and steering</i>

Frage 2:	Are the required qualifications / approvals known and attained?
Beschreibung:	

Frage 3:	If a process FMEA has been created, will it be updated in case of changes and are the measures implemented?
Beschreibung:	<p><i>Consider transitional period:</i></p> <ul style="list-style-type: none"> * <i>Update on changes</i> <p><i>To consider are:</i></p> <ul style="list-style-type: none"> * <i>Customer requirements</i> * <i>all production stages, even from suppliers (outsourced processes)</i> * <i>important parameters / characteristics, legal requirements</i> * <i>material</i> * <i>Traceability, environmental aspects</i>

Frage 4:	Are the necessary plans for dimensional, material and functional tests (QM plans) available and are suitable production and test documents prepared?
Beschreibung:	<ul style="list-style-type: none"> * <i>For significant features labelling and identification is carried out</i> * <i>Adequate test schema is available</i> * <i>tests at convenient points of the product realization are planned, implemented, documented</i> * <i>Test instructions are available, applied</i>

	<ul style="list-style-type: none"> * Clarification of acceptance criteria * Defined, known, documented, process parameters (e.g., pressures, temperatures, times, speeds) * Data on machines / tools / tools known and documented * Test specifications (important characteristics, test equipment, methods, test frequencies) available * Intervention limits defined in process control charts - machine and process capability certificates, known, documented * Operating instructions and work instructions available, understood
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Frage 5:	Is a short-term reaction ensured in the event of complaints and are measures planned to supply the customer with products?
Beschreibung:	<ul style="list-style-type: none"> * Contingency plans exist and risks are known and evaluated * Measures to reduce risks are implemented * Capacities and response times are known and planned * Modifications to the systems, special equipment and tools are documented and taken into account in the emergency plan * Use of external capacity is planned * Responsibilities and powers are clearly defined in the emergency plan

Frage 6:	How are the requirements for occupational health and safety fulfilled?
Beschreibung:	<ul style="list-style-type: none"> * DB guidelines * Regulation on hazardous substances (operating instructions, substitution checks) * Risk assessment (GuB) are available and kept up to date * Tests of means of transport, electr. Equipment, shelves, ladders, PPE, cranes, gates, load means are currently performed * Operating instructions available, understood * Evacuation plans (including identification of the current location) are defined and escape routes are identified * Fire protection measures have been implemented and maintained * Evacuation exercises currently performed * Occupational safety instructions (for internal and external) and workplace inspections * Are personal protective equipment available to employees? * Are first aid kits available?

Prozesselement: D2 - Equipment/ Facilities

Frage 1:	Are the production facilities / tools suitable to meet the product-specific quality requirements?
Beschreibung:	<ul style="list-style-type: none"> * Machines and process capability certificates for important characteristics / process-determining parameters are available and maintained * Forced control/ Regulation important parameter is defined and understood * Warnings in case of deviation from target specifications (for example,

	<p><i>lamp, horn, shutdown) are available</i></p> <ul style="list-style-type: none"> * <i>Maintenance, maintenance status of tools / systems / machines (including preventive, planned maintenance) is monitored</i> * <i>Requirements for particle freedom, electrostatics, etc. are known, monitored and adhered to</i> * <i>Structural condition of the building</i>
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Frage 2:	Can the quality requirements during production be effectively monitored with the measuring and testing equipment used?
Beschreibung:	<ul style="list-style-type: none"> * <i>Required test equipment has been determined and needs are monitored</i> * <i>Reliability and functional tests are carried out and documented (intervals)</i> * <i>Measuring accuracy / test equipment capabilities are determined</i> * <i>Data collection and readability are proven</i> * <i>Calibration of the test equipment is planned</i>

Frage 3:	Are the work and test stations adequate to the requirements?
Beschreibung:	<ul style="list-style-type: none"> * <i>Ergonomics</i> * <i>Lighting, ventilation, air conditioning</i> * <i>Order and Cleanness</i> * <i>Environmental Protection</i> * <i>Environment/ Handling of components</i> * <i>Marking of hazardous areas</i>

Frage 4:	Are the requirements for production and test documents met?
Beschreibung:	<ul style="list-style-type: none"> * <i>Completeness of the Manufacturing- / test steps</i> * <i>Tools and test Equipment Used</i> * <i>Marking of the Production / test status</i> * <i>Documentation of Results</i>

Frage 5:	Are the release of production starts and the recording of setting data as well as the deviations regulated?
Beschreibung:	<ul style="list-style-type: none"> * <i>Completeness of the manufacturing / test steps</i> * <i>New/ changed products are monitored separately</i> * <i>Standstill of the facility/ process interruptions are documented or planned</i> * <i>Repair, tool change, material change (e.g. batch change) are documented or planned too</i> * <i>Changed manufacturing parameters are communicated, verified and monitored</i> * <i>First-time inspection with documentation</i> * <i>Production parameters are up to date</i> * <i>Release / change status of tools and test equipment are up to date</i> * <i>Implementation of correction and improvment action provable, effective and scheduled</i>

Frage 6:	Are the quantities/ production lot sizes production quantities matched to the
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	requirements and is the forwarding between the operations regulated?
Beschreibung:	<ul style="list-style-type: none"> * <i>Are Sufficiently suitable means of transport available</i> * <i>Defined storage bins</i> * <i>No or small Intermediate storage</i> * <i>KANBAN principle implemented</i> * <i>Is "just in time" in time realized</i> * <i>First in/ first out implemented</i> * <i>Change status communicated, documented</i> * <i>Quantity acquisition/ evaluation</i> * <i>Communication, Information planned and effective</i>

Frage 7:	Are rejects, rework and good parts as well as internal residual quantities separated, marked and secured against mixing/ confusion?
Beschreibung:	<ul style="list-style-type: none"> * <i>Blocked storage; Restricted areas established and secured</i> * <i>Marked containers are set up and secured for scrap or rework</i> * <i>Defective products are marked</i> * <i>Error characteristics are recorded, evaluated</i> * <i>Defined rework stations in production are set up, monitored</i> * <i>Reworking is planned</i> * <i>Defined, effective procedures for handling special releases</i>

Frage 8:	Are tools, equipment and test equipment properly used?
Beschreibung:	<ul style="list-style-type: none"> * <i>Protection against damage</i> * <i>Order and cleanness (5 S)</i> * <i>Defined repository (computer traceability)</i> * <i>Environmental influences</i> * <i>Labeling</i> * <i>Defined release and change status</i> * <i>Check before each use</i>

Frage 9:	Is handling of expiration (date of expiry) controlled in production?
Beschreibung:	<ul style="list-style-type: none"> * <i>Documented control</i> * <i>Labeling/ marking, e.g. no use!</i> * <i>Separation/ Disposal</i>

Frage 10:	What are the working conditions?
Beschreibung:	<ul style="list-style-type: none"> * <i>Hygienic conditions: sanitary, canteen, etc.</i> * <i>Separate dorms from the goods receipt/ production</i>

Prozesselement: D3 - Error analysis/ error correction

Frage 1:	Are product and process data recorded completely and evaluable?
Beschreibung:	<ul style="list-style-type: none"> * <i>Demonstrate how the company controls its processes, which data is collected and evaluated</i> * <i>Value cards</i>

	<ul style="list-style-type: none"> * <i>Error collecting cards</i> * <i>Control charts</i> * <i>Data collection</i> * <i>Process parameters (e.g., temperature, time, pressure)</i> * <i>Plant shutdown</i> * <i>Parameter change</i> * <i>Availability, downtime, etc.</i>
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Frage 2:	Are quality and process data statistically evaluated and improvement programs derived from it? Does an escalation management exist?
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Beschreibung:	<ul style="list-style-type: none"> * <i>Process capabilities</i> * <i>Types of errors/ error frequencies</i> * <i>Error costs (of nonconformity)</i> * <i>Process parameters</i> * <i>Rework</i> * <i>Blocking messages</i> * <i>Cycle times, throughput times</i> * <i>Reliability/ failure behavior</i>
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Frage 3:	In the case of deviations from product and process requirements, are the causes analyzed and any implemented corrective measures checked for effectiveness?
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Beschreibung:	<ul style="list-style-type: none"> * <i>Supplementary exams</i> * <i>Cause/ effect diagram</i> * <i>5xWhy</i> * <i>Ishikawa</i> * <i>Error analysis</i> * <i>Process capability analysis</i> * <i>Q compass</i> * <i>8D method</i> * <i>Quality Islands/ Quality information points</i>
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Frage 4:	Are processes and products regularly audited internally?
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Beschreibung:	<p><i>Audience events are for example:</i></p> <ul style="list-style-type: none"> * <i>Audit program is implemented</i> * <i>New projects/ processes/ products</i> * <i>Non-compliance with quality requirements (internal/ external)</i> * <i>Proof of compliance with quality requirements</i> * <i>Identification of potential for improvement</i> <p>
</p> <p><i>Deviation reports are to be forwarded to the persons responsible and the improvement measures must be followed. An effectiveness check of the implemented improvement measures has to be carried out</i></p> <p><i>For instance to consider are :</i></p>
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	<ul style="list-style-type: none"> * <i>Customer requirements</i> * <i>Important characteristics</i> * <i>Function</i> * <i>Process parameters/ capabilities</i> * <i>Labeling, packaging</i> * <i>Defined processes and procedures</i>
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Prozesselement: D4 - Packaging/ Shipping/ Storage

Frage 1:	Is it ensured that products and materials are stored according to requirements?
Beschreibung:	<ul style="list-style-type: none"> * <i>Stock quantities and location are defined in relation</i> * <i>Protection against damage</i> * <i>Order, cleanliness, overfilling (storage bins, containers)</i> * <i>Monitoring the storage time</i> * <i>Environmental influences, air conditioning</i>

Frage 2:	Is the handling of the minimum shelf life (including expiration dates) regulated?
Beschreibung:	<ul style="list-style-type: none"> * <i>Regularly documented, scheduled checks</i> * <i>Spatial separation/ labeling of non-compliant material</i> * <i>Disposal concept</i>

Frage 3:	Are confusions of packaged products excluded?
Beschreibung:	<ul style="list-style-type: none"> * <i>Spatial separation</i> * <i>Identification/ marking</i>

Frage 4:	Are the products protected against external influences during transport/ storage?
Beschreibung:	<ul style="list-style-type: none"> * <i>Packaging instructions (pictures)</i> * <i>Suitable material (protection against damage)</i> * <i>Transport packaging</i> * <i>Safety instructions (sticker)</i>

Frage 5:	Will the legally compliant loading and the safe transport of goods be ensured?
Beschreibung:	<ul style="list-style-type: none"> * <i>Loading instructions</i> * <i>Load securing</i> * <i>Dangerous goods marking</i> * <i>Transport damage protection</i> * <i>Distribution logistics (truck, rail)</i> * <i>Fixed logistics companies with contracts</i>

Prozesselement: E - Environmental protection

Frage 1:	Do an environmental management system exist?
Beschreibung:	* <i>Environmental Management System in accordance with the internationally recognised standard ISO 14001</i>

Frage 2:	How is the product life-cycle managed?
Beschreibung:	<p><i>Does a life cycle analysis (resource procurement --> production --> transportation --> usage --> disposal/ recycling) exist?</i></p> <p><i>Is an eco balance (in accordance with ISO-Standards 14040 and 14044) provided:</i></p> <ul style="list-style-type: none"> * <i>The eco balance has four requirements: (1) definition of goals and examination limits, (2) balance, (3) outcome estimation, (4) evaluation</i> * <i>Two fundamentals are considered: inter-media consideration (effect of damage to environmental media) and mass flow integrated consideration (where each mass flow - raw material charge and emissions - is included)</i> * <i>Assessment and criteria are included in management decisions</i> * <i>Evidence/ documentation e.g. ISO 14001 Certification</i>

Frage 3:	How are emissions determined and reduced? (Reference to anthropogenic and natural emissions)
Beschreibung:	<ul style="list-style-type: none"> * <i>Accuracy of key data to detect emissions e.g. CO2 balance</i> * <i>Monitoring of direct emissions</i> * <i>Proceedings are implemented e.g. positioning balance limitation / identification of the origin of emissions/ emissions calculations/ development of reduction goals / reporting</i> * <i>Are actions (such as programmes for employees/ technologies for reduction/ renewable energy/ transportation optimization) in place?</i> * <i>Evidence of EMAS-Certification/ ISO-Certification 14001</i>

Frage 4:	How is unnecessary material usage avoided?
Beschreibung:	<ul style="list-style-type: none"> * <i>Actions/ methods to optimize material usage and reduction of material waste</i> * <i>Recycling system for material waste</i> * <i>Optimization of production methods e.g. use of correct instruments, standardization</i> * <i>Communication with responsible person for material selection</i> * <i>Evidence / existence of training courses for employees</i>

Frage 5:	How is the waste segregation process managed?
Beschreibung:	<p><i>Does a transparent waste management system exist? Guidelines for waste separation:</i></p> <ul style="list-style-type: none"> * <i>Waste separation responsibility</i> * <i>Waste inspector</i> * <i>Goals for reduction of waste</i>

	* Evidence/ documentation e.g. book for employees/ environmental balance/ disposal bills
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Frage 6:	How are chemicals stored and disposed of?
Beschreibung:	<p>Regulations for chemical usage are documented and communicated:</p> <ul style="list-style-type: none"> * Inventory and risk assessment with reference / proof of legally compliant storage; usage and disposal of waste is available: * Risk assessment in accordance with Regulation (EC) No 1272/2008 * Labelling requirements are satisfied * Safety data sheets are completed * Briefing and instruction of employees and proof of expertise (where applicable) * Employment medical duty examination (in the case of working with dangerous substance) is maintained * Storage requirements are fulfilled: * Separate storage for dangerous/ flammable chemicals in accordance with EN 14470-1 * Preventative actions are taken where required * Disposal of dangerous substances * Employee responsible for preventative actions determined and known to all * Evidence and all required documentation in place <p>
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Frage 7:	What is the waste water management process?
Beschreibung:	<ul style="list-style-type: none"> * Applicable legal regulation/ purpose of water and source of sewage water is documented and known * Data relating to type of water (drinking water; industrial water) / annual total consumption of water in litres / costs are known and documented * Explanation of industrial water conditioning (where applicable)

Frage 8:	How is hazardous radiation determined, e.g. radioactive radiation?
Beschreibung:	If applicable, ask how to proceed in the event of a fault.

Prozesselement: F - Sustainability

Frage 1:	Does an energy management system exist?
Beschreibung:	Consider the transposition of the Energy Efficiency Directive 2012/27/EU on energy efficiency into national law!

Frage 2:	How is the energy balance/ energy usage monitored?
Beschreibung:	<ul style="list-style-type: none"> * Is an energy management system (in accordance with ISO 50001/ EN 16247) in place? KPIs are documented and analysed * Is there an overview of energy usage and energy inputs (type and

	<p>quantity)?</p> <ul style="list-style-type: none"> * <i>Tracking of actions / methods for potential energy savings</i> * <i>Evidence e.g. energy flow diagram, energy table</i>
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Frage 3:	How are energy saving goals/actions defined?
Beschreibung:	<ul style="list-style-type: none"> * <i>Goals and actions are based on an energy balance and are transparent for all employees</i> * <i>Incentive system to increase employee awareness</i> * <i>Evidence e.g. documentation of energy saving goals</i>

Frage 4:	How is it ensured that machinery is not used without a load?
Beschreibung:	<p><i>Key data for total investment effectiveness (i.e. the value add of the system) are known and documented:</i></p> <ul style="list-style-type: none"> * <i>Shut off vs. No load</i> * <i>Availability, power and quality of machinery</i>

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