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# FBP SECTOR

## ENQUIRY - AUDIT



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## 1. PERSONAL AND COMPANY PROFILE

### 1.1. GENERAL INFORMATION

#### 1.1.1

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Person(s) interviewed: \_\_\_\_\_

Role(s) in company: \_\_\_\_\_

#### 1.1.2

Company history:

Date of establishment: \_\_\_\_\_

#### 1.1.3

Date of establishment \_\_\_\_\_

A.

Joint-stock company

LLC

Other limited company

Association

Cooperative

Other

B.

Independent, Managed by independent owner

Managed by an establishment

Production unit

Management company or holding company

C.

Majority State ownership

Majority foreign ownership

## 1. 2. MAJORITY FOREIGN OWNERSHIP

### 1.2.1

Sectors of principle activity

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### 1.2.2

Number of employees

Total employees in group:

• World: \_\_\_\_

• Italy: \_\_\_\_

Total employees in company: \_\_\_\_ of which (%):

• Production/Processes: \_\_\_\_

• Technicians: \_\_\_\_

• Technicians: \_\_\_\_

### 1.2.3

Does the company use coded models for organisation and management?

- Total Quality Management
- Statistical Process Controls
- Just in time
- Benchmarking
- Group Technology Production
- Working team

Other: \_\_\_\_\_

### 1.2.4

What qualifications does the company possess (or aim to possess)?

	Current	Expected
1. ISO9001 (quality system)	<input type="checkbox"/>	<input type="checkbox"/>
2. Other international standards	<input type="checkbox"/>	<input type="checkbox"/>
3. ISO 14001 — EMAS (environmental management)	<input type="checkbox"/>	<input type="checkbox"/>
4. Eco-label (environment)	<input type="checkbox"/>	<input type="checkbox"/>
5. Other (EPD/PCF/..)	<input type="checkbox"/>	<input type="checkbox"/>

## 2. PRODUCT

### 2.1 COMPANY ACTIVITY

#### 2.1.1

Type of activity

- By single project
- By single project
- Catalogue/Mass-production
- Continuous production
- Subcontractor
- Service
- Other: \_\_\_\_\_

#### 2.1.2

Breakdown of business (product/process)

	(% of turnover)
1. Products designed internally and directly commercialised	<input type="checkbox"/> _____
2. Products designed internally and modified to client needs	<input type="checkbox"/> _____
3. Products manufactured according to client specifications	<input type="checkbox"/> _____
4. Products manufactured according to market standards	<input type="checkbox"/> _____
5. Technical and product support services	<input type="checkbox"/> _____
6. Other: _____	<input type="checkbox"/> _____

#### 2.1.3

Three highest selling products (% of turnover)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### 2.1.4

THREE MOST RECENT PRODUCTS	YEAR OF INTRODUCTION	% OF TURNOVER

## 2.2 PRODUCT(FAMILY)/ MARKET

(to be completed by product, considering the main product and/or the product that is considered most important for the company in the future)

### 2.2.1

Product: \_\_\_\_\_

Description/product function \_\_\_\_\_

### 2.2.2

Year of introduction to the market \_\_\_\_\_

### 2.2.3

When was the product last updated? \_\_\_\_\_

Reason for updating

- Improved performance
- Cost reduction
- Risk reduction / improved safety
- Environmental impact reduction
- Adaptation to norms
- Other (specify): \_\_\_\_\_

What did the last updating consist in?

- Design
- Structure/composition
- Improvement of technological content and of services
- Packaging
- Price
- Range
- Commercial formulas
- Other: \_\_\_\_\_

### 2.2.4

Origin of product, source of the idea:

- Company idea
- Result of R&D (company or service providers)
- Result of market analysis
- Suggestion from clients/service providers
- Under license
- Under license
- Other: \_\_\_\_\_

## 3. THE INNOVATION PROCESS

### 3.1 DESIGNING ONE'S OWN BRAND:

#### 3.1.1

What means are used to carry out the identification of new market needs and trends?

- Visits to trade fairs to monitor the activities of competitors
- Surveys on final customers
- Surveys on clients
- Monitoring trends in different sectors, such as fashion, technology, etc.
- Visiting distribution channels in Italy and abroad to gather new materials
- Information on market trends
- Other

**3.1.2**

Who defines the theme / brief for the ideation of new products?

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**3.1.3**

Who designs new products?

- Designer within the company
- Designers outside the company

**3.1.4**

How is the theme conveyed to designers of a new product?

- Through a design brief accompanied by a presentation done by the marketing office (or person in charge)  
COLLECT A DESIGN BRIEF FORM
- Attraverso una riunione dove vengono esposti verbalmente i temi senza scheda Brief allegata
- Altro

**3.1.5**

In the design of a new product, do you normally establish implementation and improvement objectives concerning environmental impact?

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**3.1.6**

In assigning the theme, who deals with how the product will be packaged, stored and shipped?

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**3.1.7**

After the designer has received the theme, does the person in charge of the product verify progress in some way?

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**3.1.8**

Is there a creative phase within the design process for research into new ideas for the creation of the new product?

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**3.1.9**

In this phase, how many and which people participate in research for new product ideas?

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### 3.2 DESIGN FOR THIRD PARTIES:

#### 3.2.1

How does client-to-company communication take place in regards to the production of a new product?

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#### 3.2.2

Is the company asked to carry out projects that have already been developed by the client or are the design responsibilities decided upon in the agreements made between the two?

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#### 3.2.3

In the production process, the client company:

- Supervises all the stages of the production cycle
- Carries out an acceptance check of the final product

## ENVIRONMENT

### 4.1 GENERAL

#### 4.1.1

Do your clients express interest in environmental performances for their products?

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#### 4.1.2

Do environmental excellence and sustainability exercise a strong influence on the reputation and image of your company?

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#### 4.1.3

Have you ever heard of eco-design, LCA, or product energy balance?

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#### 4.1.4

Are you able to provide LCA values on your products through a dedicated structure in order to verify costs and benefits?

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#### 4.1.5

Is there an environment manager on the production site level?  Yes  No

#### 4.1.6

Do you use materials with a low environmental impact in your production cycle? (ecocompatible or by recycling?)  Si  No

### 4.2 ENERGY

#### 4.2.1

Do you use materials with a low environmental impact in your production cycle? (ecocompatible or by recycling?)

Yes  No

#### 4.2.2

Do you know the quantity of energy utilised in its various forms during the different phases of the production process?

Yes  No

#### 4.2.3

If yes, fill out the following table

### FUEL CONSUMPTION

	GLOBAL CONSUMPTION	FOR AIR CONDITIONING	FOR PRODUCTION CYCLE
Electrical energy (kWh/year)		%	%
Natural gas (mc/year)		%	%
other		%	%

### 4.3 INPUT

#### 4.3.1

Does the production site use raw materials?  Si  No

#### 4.3.2

If yes, which raw materials are used by the company? Indicate the type and quantity in the table below

#### 4.3.3

Does the production site use semi-finished products?  Si  No

#### 4.3.4

If yes, which semi-finished products are used at the production site? Specify the type and annual quantity in the table below

### INPUT

Raw material type		(ton./year)
		(ton./year)
		(ton./year)
		(ton./year)
Semi-finished pro		(ton./year)
		(ton./year)
		(ton./year)
		(ton./year)
Other		(ton./year)
		(ton./year)
		(ton./year)
		(ton./year)

## 4.4 OUTPUT

### 4.4.1

Indicate the commodity-related categories of the finished products and their quantities on an annual basis or by production cycle in the table below

### 4.4.2

Indicate the types of semi-finished products and their quantities on an annual basis or by production cycle in the table below

### 4.4.3

In manufacturing your main products do you produce discard material?  Yes  No

### 4.4.4

If yes, how is it disposed of/reused?

- landfill
- incinerator
- recycling
- reused

### 4.4.5

Are the company's reference standards for the disposal of waste known?  Yes  No

### 4.4.6

Indicate the types of waste generated by the company in the table below

## OUTPUT

Finished product		(ton./year)
		(ton./year)
		(ton./year)
		(ton./year)
Semi-finished product		(ton./year)
		(ton./year)
		(ton./year)
Waste		
Other		(ton./year)
		(ton./year)
		(ton./year)
		(ton./year)



## 5. TRANSPORT

### 5.1

What means of transport are used for the input and output previously identified and how frequently are they used? (fill out the table below)

#### TRANSPORT - INPUT

Average distance from origin of raw materials / semi-finished	
Means of transport	
Frequency	
Average distance to destination of finished product	
Means of transport	
Frequency	

#### TRANSPORT - OUTPUT

Average delivery distance of finished product/semi-finished	
Means of transport	
Frequency	
Average distance to destination of finished product	
Means of transport	
Frequency	



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