**Important:** For preparation of a written quotation, we need information about your organization. Kindly submit your Management System Documentation i.e. MS Manual, Latest Internal Audit and MRM Report, All information supplied by you will be treated in strict confidential. Please complete this questionnaire. Use extra sheets wherever required.

Fields marked with “\* “are mandatory for filling.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPANY DETAILS** | | | | | | | | | | | | | | |
| \*Company Name: | | | | | | | | | | | | | | |
| \* Corporate Address:  \*Site Address: (Temporary) | | | | | | | | | | | | | | |
| Phone: Fax: | | | | | | | | | | | | | | |
| \*E-mail: Website: | | | | | | | | | | | | | | |
| ~~\*Chief Executive/~~MD: Mobile: | | | | | | | | | | | | | | |
| \*Contact Person Name: Position: Mobile: | | | | | | | | | | | | | | |
| Company Status (Please Tick): Public Limited Private Limited Partnership Proprietary   * Limited Liability Partnership Other Please Specify | | | | | | | | | | | | | | |
| Please list the number of employees in each area/site  (please use additional sheets if | Full  Time | Part  Time | Contract  Employees | | |  | Full  Time (Site 2) | | | Part  Time (Site 2) | Contract  Employees (Site 2) | | Shifts  (Site 2) | Personnel  working away from the premises |
|  |  |
| required) |  |  |
| Manufacturing/Service area |  |  |  | | |  |  | | |  |  | |  |  |
| Quality Control/Technical |  |  |  | | |  |  | | |  |  | |  |  |
| Administration |  |  |  | | |  |  | | |  |  | |  |  |
| Storage/Warehouse |  |  |  | | |  |  | | |  |  | |  |  |
| Other |  |  |  | | |  |  | | |  |  | |  |  |
| Management |  |  |  | | |  |  | | |  |  | |  |  |
| Total Employees  (Full time equivalent) |  |  |  | | |  |  | | |  |  | |  |  |
| Approx. number of sub- contractors used on average (if applicable). | |  | | | | | | Describe the type of work subcontracted (if applicable). | | | |  | | |
| **Audit Mode** | | Physical/ Onsite Virtual/Remote | | | | | | | | | | | | |
| Total no of employees doing repetitive jobs No. of subcontractor's employee on site (if | | | |  | | | | |  | | | | | |
| any): | | | | |
| Employees directly involved in scope of management system: QMS: …., EMS: …., OH&SMS: …., EnMS:…, ISMS…., FSMS ….,  Note: If more than one site, please give address/details on back of this page. | | | | | | | | | | | | | | |
| No of Temporary Sites (In operation at present) | | | | |  | | | | | | | | | |
| CERTIFICATION/S REQUESTED | | | | | | | | | | | | | | |
| Certification Required (Please Tick): ISO 9001:2015 ISO 14001:2015 ISO 45001:2018 ISO 22000:2018 ISO27001 ISO 50001:2018 HACCP GMP Other  Type of Audit Certification Re- Certification Transfer Certification from other CAB Combination Audit Yes No Combination …………………….+ …………………………. | | | | | | | | | | | | | | |
| **Quality Management System ISO 9001:2015**  Number of Sites to be Audited? Single Multiple  Is there any process that affects the product conformity and is outsourced? Yes No Other Exclusions, If any:  Legal Obligations if any  Whether company is responsible for demonstration of product/service performance: YesNo Is the Clause” Design & Development” included in the Scope of Organization? Yes No | | | | | | | | | | | | | | |
| **Environmental Management System ISO 14001:2015**  Number of Sites to be Audited? Single Multiple  Whether Initial Environmental Review (IER) available? Yes No Whether Register of Significant Aspects / Impacts available? Yes No Whether Legal Register available? Yes No  Whether Environmental Management Program (EMP) available? Yes No Has EMP been implemented? Yes No | | | | | | | | | | | | | | |

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# Occupational Health & Safety Management System ISO 45001:2018

Number of Sites to be Audited? Single Multiple Have you identified Hazards? Yes No

Detail all identified Critical occupational health and safety risks Whether Incident/ Accident Register available?Yes No

Imp: Please furnish form 03 QRF Annexure- OH&SMS and attach with Quotation request Form

Attached as above Yes No

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**Energy Management System ISO 50001:2018**

Number of Sites to be Audited?  Single Multiple

Does the organization have ENERGY POLICY? Yes No

Does the Organization have Energy Planning Process? If Yes No

(If yes enclose the process concept diagram)

Has organization identified Legal Requirements and Other Requirements Yes No Has Organization conducted its Energy Review? Yes No (If yes enclose the Energy Review)

Annual energy consumption =

Number of energy sources =

Number of significant energy users =

What is the organization’s Energy Performance Indicators (EnPI’s)?

Has organization identified opportunities for improving its Energy Performance? Yes No

# Information Security Management System ISO 27001:2022

Number of Sites to be Audited? Single Multiple Has a Statement of Applicability been compiled? Yes No

No. of user = No. of sites -

No. of servers = No. of Workstations (PC + Laptops) =

Any Prior Audits Conducted Yes No

If Yes , attach audit findings: ------------------------------------------------

# Food Safety Management System ISO 22000:2018

Number of Sites to be Audited? Single Multiple

Have you implemented HACCP Principles? Yes No

Any seasonality issues? Yes No

Total No of HACCP Studies ( As per ISO/TS 22003:2013) How many process lines are there in production

Any Prior Audits Conducted Yes No

If Yes , attach audit findings

# Other Factors(Kindly Confirm No’s):-

Product Types= ; Product Lines= ; Product Development= ; CCP= ; OPRP= ; Building Area= ; Infrastructure= ; In House Lab Testing= ; Translator Requirements=

# In Case of Integrated Management Systems, Kindly define level of Integration

1. An integrated documentation set, including WIs to a good level of development, as appropriate; 

Yes No

1. Management Reviews that consider the overall business strategy and plan Yes No

**If Yes then Level of Integration in**

**%**

1. An integrated approach to internal audits Yes No
2. An integrated approach to policy and objectives Yes No
3. An integrated approach to systems processes Yes No
4. An integrated approach to improvement mechanisms, (Corrective and preventive action, measurement and continual improvement); and, Yes No
5. Integrated management support and responsibilities. Yes No

# Other Certification Program Requested ( )

Number of Sites to be Audited? Single Multiple Any Prior Audits Conducted Yes No

If Yes , attach auditfindings

Accreditation: ACCREDITATED NON ACCREDITATED

# Scope for Certification:

BUSINESS DETAILS

**Identify products / services of your company:**

**Activities being performed outside the main site:**

(i.e. activities at temporary sites e.g. construction, collection of samples, service delivery etc.)

Outsourcing if any: N/A

Name of the Consulting Organization:

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**Identify key processes in manufacturing or provision of services: (e.g. Design, Operations, Quality Control, Purchasing, Marketing/Sales, Maintenance, Stores, HRD etc.)**

|  |  |
| --- | --- |
| **Any statutory & regulatory requirements related to Products/services:**  GSTIN: TIN No\_ IEC Code: PAN No.:  CIN No. : | |
| **Main Customers:** | **Main Suppliers:** |

**Declaration**: The information provided above is true to the best of our knowledge and behalf. Quotation Requested by Name:

Designation: Sign: Date:

**FOR THE USE OF SQAPL ONLY**

Reviewed By: Date:

Can the Application Be Further Progressed ■YES NO

Please send it on below address or Email:

**SQNET ASSESSMENTS PVT. LTD.**

# BMS Business Centre, 2, Gujrat Vihar, Vikas Marg, NEW DELHI-110096, INDIA

**Ph: +91 9870285149, Email:** [**info@sqnetassessments.com,**](mailto:info@intactsystemcert.com) **Web:** [**www.**](http://www/)**sqnetassessments.com**

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