**This Application Form is intended as a self-description of your company. The questionnaire helps us to estimate the scope of and resulting effort involved in the performance of a certification.**

**General Questions:**

|  |
| --- |
| **General Details** |
| Organisation Name |  |
| Corporate/ Legal Entity |  |
| Address (H.O.) |  |
| Phone |  | Fax | NA |
| Company Website | NA |  |  |
|  |
| **Contact Person Details** |
| Name |  |
| Designation |  |
| Phone No./Mobile |  |
| E-mail |  |
|  |
| Seeking Accreditation For\*(For ISO 9001, ISO 14001, ISO 22000 & OHSMS 45001 OR ANY Other only) |
| **[x]**  | **DUV Acc.** | **[ ]**  | **Non Accredited** | **[ ]**  | **Others -------** |
|  |
| **Scope of Certification** |
|  |
| List out the complete process carrying out: |

**Additional Information:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Application** | New | [x]  | Renew | [ ]  | Transfer | [ ]  |
|  | Any Changes in Certificate(s)(i.e.*Extensions to scope, Address change or addition, others*) | [ ]  |
| **Applicable Certification Programme** | ISO 9001:2015 | [ ]  | ISO 14001:2015 | [ ]  | OHSAS 18001:2007 | [ ]  |
|  | ISO 45001:2018 | [ ]  | ISO 27001:2013 | [ ]  | ISO 20000-1:2018 | [ ]  |
|  | ISO 22000:2018 | [ ]  | ISO 37001:2018 | [x]  | ISO 22301:2019 | [ ]  |
|  | Other(s) – Please SpecificNA |
| **In the case of several certification programmes, would you like the audits to be combined or carried out separately?** | **Combined** | **[ ]**  | **Separate** | **[ ]**  |
| **If combined, specify the combination required** | NA |
| **Have You A Specific Programme/Time schedule for Achieving Certification?** | NA |
| Have you called on the services of a consultant? | **[x]**  | **No** | **[ ]**  | **Yes** |
| If yes, please specify Name & Contact No. | NA |
| **Name of Business Associate** | NA |
| Except Marketing, Does the Business Associate have any other involvement?  | **[x]**  | **No** | **[ ]**  | **Yes** |
| If Yes, how Business Associate involved other than marketing? | NA |
| Are you already certified ?If yes, please provide certificate number and certification body name |  |

**Organisation Details:**

|  |
| --- |
| **Manpower Details** |
| **No. of employees (at all locations) engaged in** | **Full Time** | **Part Time** | **Number of Employees engaged in identical or similar activities** |
| Management & Administrative Activities |  |  |  |
| Design & Development Activities |  |  |  |
| Sales/Marketing |  |  |  |
| Purchase |  |  |  |
| Production & QC/QA |  |  |  |
| Stores, Warehouse & Transport Activities |  |  |  |
| Other Activities( please specify) |  |  |  |
| People working away from premises |  |  |  |
| **No. of Employees in** |
| General Shift | Shift-1 | Shift-2 | Total No. of Employees |
|  |  |  |  |
|  |
| **Details of the Sites to be covered under Certification** |
| Number of Location | NA |
| Is there any temporary site ? |  |
| **Please list all Sites:** | **Main Activities at each Site: Food Processing** |
| NA |  |
| Brief about Rework Process, if any |  |
| **Applicable Regulatory & Statutory Requirements to the products/Services/Processes: attached** |
| If Audit remotely performed described way and share link |

**Standard(s) Specific Information:**

|  |  |  |
| --- | --- | --- |
| **Quality Management System** | **ISO 9001:2015** | **[ ]**  |
| Is there any process outsourced that affects product conformity? | No | **[ ]**  | Yes - Describe | [ ]   |
| If yes, give the name of the outsourced process |  |
| Exclusions, if any? | No | **[ ]**  | Yes - Describe |  |
| Is the documented system (Procedures, W.I., Forms/Formats etc.) has been implemented for a period of at least three months followed by at least one internal audit and a management review? | No | **[ ]**  | Yes - Describe | [ ]   |
| If yes, give the dates of Internal Audit and Management Review. |  |
|  |
| **Environmental Management Systems** | **ISO 14001:2015** |  **[ ]**  |
| Type of Industry |  |
| What is the total surface area? |  |
| Is a Register of Significant Environment aspect available? | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Are Environmental Management Manual/ Procedure etc. available? | **No** | **[ ]**  | **Yes** | **[ ]**  |
| An Internal Environmental Audit Programme? | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Has the Internal Environmental Audit Programme been implemented? | **No** | **[ ]**  | **Yes** | **[ ]**  |
| What are the Environmental Laws/Acts applicable to your organization? Please list them. | **NA** |
|  |
| **Occupational Health & Safety Management System** | **OHSAS 18001:2007** | **[ ]**  | **ISO 45001:2018** |  **[ ]**  |
| Detail processes and detail any licences,authorisations and consents held | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Do you have any OH & S risks which require regulatory requirements? | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Are Site Plans (including drainage system) available for the site? | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Details of Waste Management activities for the site | NA |
| Details of outsourced processes significant to the OH & S Management | NA |
| Detail significant utilities used in the site/facility (Gas, Electric, Water, Oil….) | NA |
| List of chemicals/materials in the site/facility | NA |
| Sensitivity of audit site(Interest groups, high regulations, populations…) | NA |
|  |
| **ISMS/ITSMS** | **ISO 27001:2013** | **[ ]**  | **ISO 20000-1:2018** | **[ ]**  |
| **Additional Information Required (Tick one in each box)**Critical business sectors are sector that may affect critical public services that will cause risk to health, security, economy, image and governmental ability to function that may have a very large negative impact to country |
| **Types of Business and regulatory Requirement** |
| Organisation work in non critical business sector and non regulated sector | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Organisation has customer in critical business sector | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Organisationworks in critical business sector | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Process and Task |
| Standard Process with standard and repetitive task i.e lots of persons doing work under the organization’s control carrying out the same tasks, few product or services | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Standard but not repetitive process with high number of products or services | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Complex Process, High number of products and services, many business units included in scope of certification | **No** | **[ ]**  | **Yes** | **[ ]**  |
| **Level of establishment of the Management System** |
| ISMS is already well established and/or other management system are in place | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Some elements of other Management system are implemented, others not  | **No** | **[ ]**  | **Yes** | **[ ]**  |
| No other Management system implemented at all, ISMS is new and not established | **No** | **[ ]**  | **Yes** | **[ ]**  |
| **IT Environment / IT Infrastructure Complexity** |
| Few or highly standardized IT platforms, servers, operating system, database, networks etc | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Several different IT platforms, servers, operating system, database, networks etc | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Many different IT platforms, servers, operating system, database, networks etc | **No** | **[ ]**  | **Yes** | **[ ]**  |
| **Dependency on outsourcing and suppliers including cloud services** |
| Little or no dependency on outsourcing  | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Some dependency on outsourcing or suppliers, related to some but not all important business activities | **No** | **[ ]**  | **Yes** | **[ ]**  |
| High dependencies on outsourcing or supplier, large impact on important business activities. | **No** | **[ ]**  | **Yes** | **[ ]**  |
| **Information System Development** |
| Non or very limited in house system/application development | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Some in house or outsourced system/application development for some important business purpose | **No** | **[ ]**  | **Yes** | **[ ]**  |
| Extension in house or outsourced system/application development for important business purpose | **No** | **[ ]**  | **Yes** | **[ ]**  |

|  |
| --- |
|  |
| **FSMS****ISO 22000:2018 [ ]**  | HACCP Implementation or Study Conducted :[ ]  Yes [ ]  NoNo of HACCP Studies : Food Product category/Sub category: Seasonality factor: NANo of Sites: NANo of Process Lines : Processing is Seasonal [ ]  Continuous [ ]  |

|  |
| --- |
|  |
| Anti-Bribery Management Systems | ISO 37001:2016 | [x]  |
| Are Anti - Bribery Management Manual/ Procedure etc. available? | No | [ ]  | Yes | [x]  |
| Is Internal Anti - Bribery Audit Programme available and conducted? | No | [ ]  | Yes | [x]  |
| Has the Internal anti - bribery Audit Programme been implemented? | No | [ ]  | Yes | [x]  |
| What are the anti - bribery Laws/Acts applicable to your organization? Please list them. | No | [ ]  | Yes | [x]  |
| Is undertaking from personnel and business associates in place? | No | [ ]  | Yes | [x]  |
| Any legal cases or Statuary issues in last 5 Years | No | [x]  | Yes | [ ]  |
| Head office as well as all Sites countries CPI Index Rank as per https://www.transparency.org/en/cpi/2022/index | Below 30 | **[ ]**  |
| Between 31 to 59 | **[ ]**  |
| Above 60 | **[x]**  |
| Business Sector | Public works contracts and construction  | **[ ]**  |
| Utilities  | **[ ]**  |
| Real estate, property, legal and business services  | **[ ]**  |
| Oil and gas  | **[ ]**  |
| Mining  | **[ ]**  |
| Power generation and transmission  | **[ ]**  |
| Pharmaceutical and healthcare  | **[ ]**  |
| Heavy manufacturing  | **[ ]**  |
| Fisheries  | **[ ]**  |
| Arms, defence and military  | **[ ]**  |
| Organisations either fully or partially under government control.  | **[ ]**  |
| Political parties and trade unions | **[ ]**  |
| Transportation and storage  | **[ ]**  |
| Telecommunications  | **[ ]**  |
| Consumer services  | **[ ]**  |
| Forestry  | **[ ]**  |
| Banking and finance  | **[ ]**  |
| Information technology  | **[ ]**  |
| Civilian aerospace  | **[ ]**  |
| Trading, intermediation and commercial companies not classifiable as SMEs.  | **[ ]**  |
| Associations, foundations, national boards, NGOs, Not-for-Profit entities (e.g. voluntary organizations, bodies for cooperative activities)  | **[ ]**  |
| Light manufacturing  | **[x]**  |
| Agriculture  | **[ ]**  |
| SMEs  | **[ ]**  |
| Organisations not listed within the high & medium categories | **[ ]**  |

**Declaration:** We accept the terms and conditions of certification process and agree to abide by the Certification requirements as provided by SISTEMA CERTS.

|  |  |  |  |
| --- | --- | --- | --- |
| **Client’s Name** | **Designation** | **Client’s Signature** | **Date** |
| Mr. Karthick | Proprietor  |  |  |

|  |
| --- |
| **(FOR QUALITY SISTEMA CERTIFICATIONS & INSPECTIONS PVT. LTD. USE ONLY)** |
| **Can the application be further processed?** | **[ ]**  | **No** | **[x]**  | **Yes**  |
| (If Yes) Reason for Non-processing: NA |
| **Reviewed By: Aman Gupta** | **Date:**  |
| **Signature:**  |