|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Certification is requested for the following standard(s):** | | | | | | | |
| **(ISO 9001)** | | | | | | | |
| **SECTION 1: CLIENT INFORMATION** | | | | | | | |
| Client organization name |  | | | | Contact person: | |  |
| Number of sites/offices |  | | | | Position in organization | |  |
| Main address: |  | | | | Contact No: | |  |
| Addresses if more than one |  | | | | Email: | |  |
| Website: |  | | | | | | |
| Total # of Employees \* | | Language(s) used | | # Shifts and pattern | | | # Of Emp./shift \* |
| SECTION 2: MANAGEMENT SYSTEM INFORMATION | | | | | | | |
| Project Type: A.  Initial Certification B.  Change in Scope – Addition of Products/Services  C.  Re-Certification D.  Change in Scope – Addition of Sites or Decrease of Scope | | | | | | | |
| **Which of the following industries best describe your organization?**   |  |  |  | | --- | --- | --- | | □ Food / Beverage Products | □ Health Services | □ Automotive / Vehicle | | □ Medical Products | □ Hotels / Restaurants | □ Chemical | | □ Petrochemical | □ Business / Engineering Service | □ Computer Software | | □ Construction / Civil Engineering | □ Finance / Insurance / Real Estate | □ Drugs / Cosmetics | | □ Other Processes (e.g. Glass) | □ Machinery / Metal Products | □ Paper Products | | □ Electrical/ Electronic / Computer | □ Printing / Publishing | □ Oil / Gas Extraction | | □ Telecommunication | □ Public Administration | □ Distribution | | □ Transportation Services | □ Agriculture | □ Other: | | | | | | | | |
| If others, | | | | | | | |
| **SECTION 3: CERTIFICATION SCOPE AND OUTSOURCED PROCESSES** | | | | | | | |
| **Scope of Certification:** *(Describe the specific processes, products, or services covered under this certification request, including any limitations or exclusions)* *Example: Quality management for manufacturing, distribution, and customer support.* | | | | | | | |
| **Identification of Outsourced Processes Affecting Conformity to Requirements:** *(List any outsourced processes or services that could impact the organization’s compliance with ISO 9001 standards, and outline how these are managed)*  *Example: Outsourced logistics and warehousing services are monitored through regular audits and performance reviews.* | | | | | | | |
| **SECTION 4: CNSULTANCY INFORMATION** | | | | | | | |
| **Has consultancy relating to the management system been provided?** Yes / No  **If Yes, provide consultant's name and organization:**  Consultant Name: \_\_\_\_\_\_\_\_\_\_\_\_  Organization: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **GENERAL 5: GENERAL** | | | | | | | |
| How did you hear about?  Another Company   Consultant  Magazine  Seminar/Webinar  Direct Mail  Website/Search Engine  Trade Show  Sales Call  Other (please specify): | | | | | | | |
| Form Completed By: | | | Date: | | | Signature | |
|  | | |  | | |  | |