*Thank you for your interest in our services. Please provide us with the following information, which we will use to prepare an individual and binding quotation*.

**Return by Fax to 021-78837336; by email to tety@tuv-nord.com**

Terima kasih atas ketertarikan Anda pada layanan kami. Mohon dilengkapi daftar pertanyaan dibawah ini, yang akan kami gunakan untuk menyiapkan penawaran yang mengikat.

***General information*** *(Only main location / Company headquarters)*

Informasi umum (Hanya lokasi utama / kantor pusat Perusahaan)

|  |  |
| --- | --- |
| *Company:with legal form* Perusahaan:Berbentuk hukum |  |
| *Address:*Alamat : |  |
| *Postcode, Town:*Kodepos, Kota |  | *Country:*Negara |
| *Contact:*Kontrak: | *Mr/Mrs (First name/Second name)* Bapak/Ibu (nama depan/nama kedua) |
| *Function:*Fungsi | [ ]  *Quality Representative*; [ ]  *Other:*  Wakil Manajemen (MR) Lain-lain |
| *Telephone:*Nomor Telepon |  | *Internet:*Internet | www. |
| *Telefax:*Nomor Fax |  | *E-Mail:*Email |  |
| *Sector:*Sektor |  |

1. ***No. of employees at the location*** *(if appropriate, total employees in companies employed in companies for combined audit)*

Jumlah karyawan di lokasi (jika sesuai, jumlah karyawan di perusahaan yang dipekerjakan di perusahaan untuk gabungan audit)

|  |  |  |  |
| --- | --- | --- | --- |
| *Total no. of employees (full time/part time worker):*Total karyawan (pekerja penuh waktu / paruh waktu) |  | *In terms of full-time employees* karyawan penuh waktu |  |
| *of which no. of employees in shift working*:karyawan shift kerja |  |  |  |
| *[[1]](#footnote-1)no. of temporary employees*:karyawan kontrak |  |  |  |
| *Number of Shifts:*Jumlah Shifts |  |  |  |

1. **Which certification do you require?**

Sertifikasi apa yang anda butuhkan?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | ISO 9001:2015 | [ ]  | ISO 14001:2015 | [ ]  | ISO 45001:2018 | [ ]  | OHSAS | [ ]  | ISO 37001:2016 |
|  |  |  | (Please fill in annex I) |  | (Please fill in annex III) |  |  |  | (Please fill in annex II) |
| [ ]  | *Further standards and services are shown Point 6* Standar dan layanan ditunjukkan pada Poin 6 | [ ]  | Your own request:  |  |
|  | *Certificates with regard to ISO 9001:2008 and ISO 14001:2004 are valid until until 14th September 2018. If you want still a certification with regard to ISO 9001:2008 and/or ISO 14001:2004, please mark* Sertifikat yang berkaitan dengan ISO 9001:2008 dan ISO 14001:2004 berlaku sampai dengan 14 September 2018. Jika masih menginginkan sertifikasi berkenaan dengan ISO 9001:2008 dan/atau ISO 14001:2004, mohon ditandai | [ ]  | ISO 9001:2008 | [ ]  ISO 14001:2004 |
|  |  | [ ]  | Others |  |
|  |

1. ***Factors which can influence the time needed for the audit and the cost***

Faktor yang dapat mempengaruhi waktu yang dibutuhkan untuk audit dan biaya

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | *No in-house development*Tidak ada pembinaan in-house | [ ]  | *Low process risk*Proses rendah risiko | [ ]  | *Mature Management System* Sistem Manajemen Matang | [ ]  | *Family-owned company or simple processes*Perusahaan milik keluarga atau proses sederhana |
| [ ]  | *Large variety of regulations*Berbagai peraturan | [ ]  | *High process risk*Proses tinggi risiko | [ ]  | *Large location with small no. of employees* Lokasi yang besar dengan sedikit karyawan | [ ]  | *Small location with large no. of employees* Lokasi kecil dengan banyak karyawan |
| *Is combined certification required?* Gabungan sertifikasi yang dibutuhkan? | [ ]  | No | [ ]  | Yes: Please fill in Page 3  |
| *Does an integrated management system already exist in the company?* Apakah sistem manajemen terpadu sudah ada di perusahaan? | [ ]  | No | [ ]  | Yes, according to:  |  |
| *Is an integrated certification audit (IMS Audit) required?* Audit terpadu (IMS Audit) diperlukan? | [ ]  | No | [ ]  | Yes, according to the standards: |
|  |  | [ ]  | ISO 9001 | [ ]  | ISO 14001 |
|  |  |  | [ ]  |  | [ ]  |  |
| *Were you supported by a consultant?* Apakah Anda didukung oleh konsultan? | [ ]  | No | [ ]  | Yes; by: |  |
|  |  |  |

1. ***Scope / Business operation to be certified***

Lingkup / operasi bisnis yang akan disertifikasi

*(for example: "Development, manufacture and sale of...", "Trade with..." etc.;
Special feature with ISO TS 16949: activities adding value and product development, if applicable)*

(contoh: "Pengembangan, pembuatan dan penjualan ...", "Perdagangan dengan ..." dll;

Fitur khusus dengan ISO TS 16949: aktivitas menambahkan nilai dan pengembangan produk, jika berlaku)

|  |
| --- |
|  |

1. ***Is your company already certified? (existing certifications?)***

Apakah perusahaan Anda sudah memiliki sertifikasi? (sertifikasi yang ada?)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Certificate No.*No. Sertifikat | *Standard /* *Directive etc.*Standar | *Certification Company*Perusahaan Sertifikasi | *Date of certification audit* Tanggal Audit Sertifikasi | *Certificate valid until*Sertifikat berlaku sampai |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | No | [ ]  | Yes  |

1. ***Is this a transfer audit?***

*If yes, for which standard*

|  |  |  |  |
| --- | --- | --- | --- |
| *Certificate No.*No. Sertifikat | *Standard /* *Directive etc.*Standar | *Certification Company*Perusahaan Sertifikasi | *Transfer in which audit cycle (SA1/SA2/RC)*Transfer di cycle audit (SA1/SA2/RC) |
|  |  |  |  |
|  |  |  |  |

1. ***Further required certifications and possible annexes***

Sertifikasi yang diperlukan lebih lanjut dan kemungkinan lampiran

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | ISO 14001 |  | [ ]  | HACCP (Codex Alimentarius) |  |
| [ ]  | ISO 27001 |  | [ ]  | ISO 22000 |  |
| [ ]  | OHSAS |  | [ ]  | GMP \_\_\_ |  |
| [ ]  | TS16949 |  | [ ]  | ISO 37001  |  |

1. ***Are you a member of an industry, professional or trade association/federation?
(Please name)***

Apakah anda anggota asosiasi industri, profesi atau perdagangan / federasi?(Mohon nama)

|  |
| --- |
|  |

1. ***Any further information you think may be important for us?***

Informasi lebih lanjut yang menurut Anda penting bagi kami

*Example: language differences, safety conditions issue at your site, threats to impartiality, etc.*

Contoh: perbedaan bahasa, kondisi keamanan yang terjadi di situs Anda, ancaman terhadap ketidakberpihakan, dll.

|  |
| --- |
|  |

*We agree that this information may be stored for the purposes of drafting an offer and processing any resulting order or transactions.*

Kami setuju bahwa informasi ini dapat disimpan untuk tujuan merancang penawaran dan memproses pesanan atau transaksi.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Place/Date |  | Name |  | Signature\*) |

\*)*If sending by email, the sender's address will be accepted*

\*)Jika dikirim melalui email, cukup membubuhkan alamat email pengirim pada bagian “*signature”*

***Locations multisites, temporary locations and outsourced processes***

***Please add other location in seperate sheet (if any)***

Lokasi multisites, lokasi sementara dan proses alih daya

Mohon tambahkan lokasi lain dalam lembaran terpisah (jika ada)

***Location No.***

**Nomor Lokasi \_\_\_\_**

|  |  |
| --- | --- |
| *Company:with legal form*Perusahaan:Berbentuk hukum |  |
| *Address:*Alamat : |  |
| *Postcode, Town:*Kodepos, Kota |  | *Country:*Negara: |
| Contact:Kontrak | Mr./Mrs. (First name / Second name) Bapak/Ibu (nama depan / nama kedua) |
| Function:Fungsi | [ ]  Quality Representative; [ ]  Other:  Wakil Manajemen (MR) Lain-lain |
| Telephone: |  | E-Mail: |  |
| *No. of employees:*Karyawan  |  | *In terms of full-time employees (not for TS16949)*Karyawan penuh waktu ( bukan untuk TS 16949) |  |
| *No. of employees in shift working:*Karyawan Shift |  |  |  |
| *No. of temporary employees\*:*Karyawan Kontrak |  |   |  |
| Outsourced process | [ ]  Store |  [ ]  Other: |  |
| *Temporary location*Lokasi Sementara | [ ]  Constr.site  |  [ ]  Project: |  |

\*) *temporary employees from employment agencies*

 Pegawai sementara dari agen tenaga kerja

***Evaluation by the Certification Body***

Evaluasi oleh Lembaga Sertifikasi

1. ***Company details complete?***

Rincian perusahaan lengkap?

 *yes* *no* *Remarks / additionally required information:*

 ya tidak keterangan / tambahan informasi yang di butuhkan

1. ***Attached documents complete?***

Dokumen terlampir lengkap?

*document: NPWP, legal document (SUIP, AKTA, TDP, etc.), company policy, procedure, organization structure, business process, etc.*

dokumen: NPWP, dokumen hukum (SUIP, AKTA, TDP, dll), kebijakan perusahaan, prosedur, struktur organisasi, proses bisnis, dll.

 *yes* *no* *Remarks / additionally required information:*

 ya tidak keterangan / tambahan informasi yang di butuhkan

1. ***Implementation and application of the management system sufficient?***

Implementasi dan penerapan sistem manajemen yang memadai?

 *yes* *no* *Remarks / additionally required information:*

 ya tidak keterangan / tambahan informasi yang di butuhkan

1. ***In case of multisite certification (not applicable for ISO 37001)***

Dalam hal sertifikasi multisite (tidak berlaku untuk ISO 37001)

*Number of sample site need to be audited: sites*

Jumlah situs sampel yang perlu diaudit:­­­ \_\_\_\_\_situs

1. ***Is the scope of certificate and mandays audit appropriate?***

Apakah ruang lingkup audit sertifikat dan mandat sesuai?

 *yes* *no* *Remarks / additionally required information:*

 ya tidak keterangan / informasi yang dibutuhkan

1. ***CB has the competence personal (auditor or expert) to perform the audit activity?***

CB memiliki kompetensi pribadi (auditor atau ahli) untuk melakukan kegiatan audit?

 *yes* *no* *Remarks / additionally required information:*

 ya tidak keterangan / informasi yang di butuhkan

1. ***Any other points influencing the certification activity are taken into account? (language, safety conditions, threats to impartiality, etc.)***

Poin lain yang mempengaruhi kegiatan sertifikasi diperhitungkan? (bahasa, kondisi keamanan, ancaman terhadap ketidakberpihakan, dll.)

 *yes* *no* *Remarks / additionally required information:*

 ya tidak keterangan / informasi yang di butuhkan

Jakarta,

 *Place / Date Head of CB / Auditor Signature* Tempat / TanggalTanda Tangan Kepala Badan Sertifikasi/ Auditor

1. Temporary employees including temporary unskilled personnel may be employed in considerable numbers to replace automated processes caused a low level of technology / karyawan kontrak termasuk personil kontrak yang tidak terampil dapat digunakan dalam jumlah besar untuk menggantikan proses otomatis [↑](#footnote-ref-1)