*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)