

# Questionnaire

For Offer Preparation and Preparation for a Certification Procedure  
in the field of the chain of custody



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.

## General information (only main location / Company headquarter)

Company:  
with legal form \_\_\_\_\_

Address: \_\_\_\_\_

Postcode,town: \_\_\_\_\_ Country: \_\_\_\_\_

Contact: \_\_\_\_\_  
Mr. / Mrs. (Given name, Family name)

Telephone: \_\_\_\_\_ Internet: www. \_\_\_\_\_

Telefax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Sector: \_\_\_\_\_

VAT-No. \_\_\_\_\_

### 1. No. Of employees at the location (for combined audits for each site)

Total no. Of employees (full time/part time): \_\_\_\_\_

### 2. Which certification do you require ?

- FSC®       PEFC       RAL (Forestry)       Blauer Engel

### 3. Faktoren, die Einfluss auf den Auditaufwand haben können

- Only trading activities (with physical possession)       Only trading activities (with drop shipping)
- You purchase uncertified material (recovered paper, wood waste, controlled wood)
- Some processes are done by external service provider(Outsourcing)      If so, what : \_\_\_\_\_

Is combined certification required?       No       Yes, please fill in page 3 accordingly

Were you supported by a consultant?       No       Yes, by: \_\_\_\_\_

Do you need a professional consultation?       No       Yes

When do you plan the certification audit?      / 20..

- Very short dated = 1-3 weeks (for additional charge)
- Standard = 1-2 month after signing the contract
- Medium term =in more than two month

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## 4. Scope / product groups that are covered by FSC-certification

(for example: „Development, manufacture and sale of...“, „Trade with...“ etc.)

## 5. Is your company already certified ? (please list also all FSC certifications and applications or certifications and applications to other forestry certification schemes over the past 5 years)

Certificate No.	Standard / Directive etc.	Certification Company	Date of certification audit, or application date	Certificate valid until

## 6. Further required certifications and possible annexes

<input type="checkbox"/> ISO 14001	<input type="checkbox"/> ISO 9001
<input type="checkbox"/> SCC*/**/SCCP; SCP	<input type="checkbox"/> ISO 50001
<input type="checkbox"/> OHSAS 18001	<input type="checkbox"/> Carbon Footprint
<input type="checkbox"/> Blauer Engel – 100% waste paper	<input type="checkbox"/> EMAS
<input type="checkbox"/> Certified proof of origin „Made in Germany“	<input type="checkbox"/> Spitzenausgleich-Effizienzsystemverordnung - SpaEfV
<input type="checkbox"/> RAL - forestry technical quality assurance	<input type="checkbox"/> Monitoring for EUTR
<input type="checkbox"/> Other _____	<input type="checkbox"/>

## 7. Do you want to transfer an existing FSC certificate to TÜV Nord Cert?

No  Yes

## 8. Any further information you think may be important for us?

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

\_\_\_\_\_  
Place/Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature \*)

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

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## Locations (including temporary locations and outsourced processes)

Location No. \_\_\_\_\_

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with legal form

\_\_\_\_\_

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\_\_\_\_\_

Postcode, Town:

Country:

\_\_\_\_\_

Contact:

Mr. / Mrs. (Given name, Family name)

\_\_\_\_\_

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Internet:

www.

\_\_\_\_\_

Telefax:

E-Mail:

\_\_\_\_\_

Sector:

\_\_\_\_\_

VAT No.

\_\_\_\_\_

No. of employees (full time/part time: \_\_\_\_\_)

### Scope / business operation to be certified

Location No. \_\_\_\_\_

Company:  
with legal form

\_\_\_\_\_

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\_\_\_\_\_

Postcode, Town:

Country:

\_\_\_\_\_

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### Scope / business operation to be certified

If further locations are to be included, please copy this page and complete.