

Questionnaire

For Offer Preparation and Preparation for a Certification Procedure

Dear client,

As an accredited certification body for management systems, we require up-to-date information on your company for the preparation of offers and for the planning and preparation of certification, extension and recertification audits. This is required by the German Accreditation Body (DAkkS) at the beginning of each certification period and in case of significant changes in the scope of your certification. Please support us in this matter in order to ensure a smooth certification process for your management system.

We kindly ask you to fill in the questionnaire including standard-specific attachments and to enclose the required evidence as an attachment.

General information (Only main location / company headquarters)				
Company with legal form				
Address				
Postcode		Town/City		Country
Contact (First / Last Name)	☐ Mr ☐ Ms ☐ Mx			
Function	☐ QR ☐ other			
Telephone		Mobile		
Email		Sector		
Comp. Reg. No.		VAT No.		

1. Information on no. of employees at main location / headquarters / parent company			
No. of employees at main location		of which no. of employees in part time	
of which no. of AÜG* employees * (temporary employees from employment agencies)		of which no. of minor employees (450€ basis)	
of which no. of trainees		of which no. of employees in shift working	
of which no. of unskilled employees		number of shifts	
Multi-site organizations: total number of employees within the scope of certification across all sites:			

For further locations please fill in Page 6

2. Which certification do you require?

☐ Certification	☐ Re-Certification	☐ Transfer	☐ Extension	☐ Pre-audit
☐ ISO 9001	☐ ISO 14001*	☐ ISO 50001*	☐ ISO 45001*	☐ ISO 37301*
☐ SCC**/SCCP, SCP*	☐ EMAS*	☐ ISO 27001*	☐ TISAX	☐ ISO 37001*
☐ SCL ¹⁾	☐ MAAS BGW	☐ IATF 16949*	☐ IRIS TS 22163	☐ VDA 6.____
☐ ATEX	☐ IECEx	☐ UKEX	☐ CCC (for Ex)	
☐ BGM ²⁾	☐ EN 9100/9110/9120*	☐ Others:		
Further notes:				

¹⁾ Safety Culture Ladder; ²⁾ Operational health management; * Please fill in standard specific annexes

3. Factors which can influence the time needed for the audit

In-house development? ☐ Yes ☐ No	☐ Low process risk	☐ Mature management system	☐ Family-owned company or simple processes
☐ Large variety of regulations	☐ High process risk	☐ Large location with small no. of employees	☐ Small location with large no. of employees
☐ High level of automation	☐ Identical activities in all shifts	☐ High proportion of employees with same activities	☐ High proportion of field staff
Did a consultant support you in setting up your management system?		☐ No ☐ Yes	
Consulting firm		Contact	
Have you received in-house trainings from a company of TÜV NORD?		☐ No ☐ Yes	
Training provider		Content of training	
When do you plan your audit?			
Do you have outsourced processes?		☐ No	☐ Yes, which?
For explosion protection:		Which protection types?	
		ISO 9001 already certified? ☐ No ☐ Yes	

4. Which kind of certification do you require? (Multiple selection possible)

☐ Single-site certification	All locations will be certified separately	
☐ Multi-site certification	All locations will be certified as one group	
☐ Combined/integrated certification	Several management systems are audited at the same time	
Do you wish to have a combined/integrated audit?	☐ Yes	☐ No
Do you wish to have a remote audit (up to 50% of the audit time possible)?	☐ Yes	☐ No
Do you have the necessary infrastructure for a remote audit?	☐ Yes	☐ No

5. In case of integrated audits: how high is your level of integration?

Please fill in following points in case of integrated audit with several standards:

Integrated management system documentation, including procedures and work instructions	☐ Yes	☐ No
Management Reviews that cover the overall business strategy and plan	☐ Yes	☐ No
An integrated approach to internal audits	☐ Yes	☐ No
An integrated approach to policy as well as targets and objectives of the organization	☐ Yes	☐ No
An integrated approach to system processes (process descriptions)	☐ Yes	☐ No
An integrated approach to improvement mechanisms (corrective and preventive action; measurement and continual improvement)	☐ Yes	☐ No
Integrated management support and responsibilities (common management representatives)	☐ Yes	☐ No

6. Information for transfer of certificates

Are the audit reports from the last certification period available?	☐ Yes	☐ No
Are there any nonconformities from the previous audit?	☐ Yes	☐ No
Are all nonconformities from the previous audit closed?	☐ Yes	☐ No
Please enclose the certificates in electronic form.		
Why do you want to change the certification body?		

Note: In case of an assignment for the transfer of a certification, please attach all issued and transfer-relevant certificates of the previous certification body, all transfer-relevant audit reports from the last certification period and all non-conformity reports from the last certification period.

7. Existing Certifications

Please list all your existing certifications here.

Certificate number	Standard / Directive, etc.	Certification Body	Date of certification audit	Valid until

8. Scope / business operation to be certified

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

9. Are you a member of an industry, professional or trade association/federation?
(Designation of the association/federation)**10. Any further information you think may be relevant for us?****11. Documents to be submitted to TÜV NORD CERT for the preparation of the offer and for the preparation for the (re-)certification or extension audit**

Documents for the preparation of the offer

- professional or commercial register entry (or comparable evidence), if applicable
- organization chart/organization structure

**12. Notes on the planning of an (re-)certification or extension audit:
Documents to be submitted to the auditor or audit team**

- professional or commercial register entry (or comparable evidence, if applicable)
- management system documentation
(e.g. table of contents or illustration of the management system documentation's structure)
- organization chart / organization structure
- company policy
- management review (e.g. cover page or table of contents, including date and signature)
- Current annual planning of internal audits and evidence of audit report(s)
(e.g.: cover sheet with date and signature)
- standard-specific evidence, if applicable (e.g.: ISO 14001: extract from the permit register; ISO 45001: accident statistics; ISO 50001: energy report (e.g.: cover page with date and signature) or evidence of continuous improvement of energy-related performance)

We confirm all information and 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*

Location No. 					
Parent company:					
General information					
Company with legal form					
Address					
Postcode		Town/City		Country	
Contact (First / Last Name)	☐ Mr	☐ Ms			
Function	☐ QR	☐ other			
Telephone			Mobile		
E-Mail			Sector		
Comp. Reg. No.			VAT No.		
No. of employees at the location					
No. of employees at location			of which no. of employees in part time		
of which no. of AÜG* employees * (temporary employees from employment agencies)			of which no. of minor employees (450€ basis)		
of which no. of trainees			of which no. of employees in shift working		
of which no. of unskilled employees			Number of Shifts		
Temporary location:	☐ Construction site		☐ Project:		
Outsourced process	☐ Warehouse		☐ Other:		
Scope / business operation to be certified					
(for example: "Development, manufacture and sale of...", "Trade with..." etc.)					

If further locations are to be included, please duplicate this page. Alternatively, these pieces of information can be submitted in form of a list in case of high numbers of locations.