



QA INTERNATIONAL SERVICES

Regd. Address:- GD-124, Pul Prehladpur, New Delhi-110044, India.

E-Mail:- audit@qainternational.in

Contact :- +91-9999857500

GSTIN:- 07BIUPP9617D1ZP

* Management Consultancy

* Certification Services

* Training Services

* Legal Services

QUESTIONNAIRE FOR QUOTATION PREPARATION

COMPANY DETAILS:		
Name of Organization:		
Address (Main Site):		
Scope of Work: (To be covered in ISO Certification)		
No. of sites (Attach Details):		
MR Details:	Name:	
	Designation:	
	Mob. No.:	
	E-Mail ID:	
Top Management Details:	Name:	
	Designation:	
	Mob. No.:	
	E-Mail ID:	
Request for Quotation of Standard:	☐ ISO 9001:2015 (Quality Management System) ☐ ISO 14001:2015 (Environment Management System) ☐ ISO 45001:2018 (Occupational Health & Safety Management System) ☐ ISO 22000:2018 (Food Safety Management System) ☐ ISO 27001:2013 (Information Security Management System) ☐ ISO 13485:2016 (Medical Devices Quality Management System)	

	☐ ISO 20000-1:2018 (Information Technology Service Management System) ☐ ISO 37001:2016 (Anti-Bribery Management System) ☐ ISO 50001:2018 (Energy Management System) ☐ ISO 16949:2016 (International Automotive Task Force - IATF)	
Audit Type:	☐ Preliminary Audit (optional) ☐ Certification audit (Stage 1 and Stage 2) ☐ SURVEILLANCE AUDIT (SA) ☐ Expansion by adding new sites ☐ Expansion by adding new standard ☐ RECERTIFICATION AUDIT (RA)	
Certification Procedure:	☐ Single-site certification ☐ Multi-site certification with site sampling ☐ MULTI-SITE CERTIFICATION WITHOUT SITE SAMPLING ☐ Combined procedure (parallel auditing of several standards) ☐ CERTIFICATE TRANSFER	
Existing Certification Details:	STANDARD:	
	CERTIFICATION BODY:	
	CERTIFICATION VALID UNTIL:	
INFORMATION ABOUT THE MANAGEMENT SYSTEM OF THE ORGANIZATION (CONCERNS THE CRITERIA FOR MULTI-SITE CERTIFICATION): ☐ The organization has a defined central function, which is responsible for the MS ☐ The central function has the organizational authority to structure, establish, and ensure surveillance of the management system; the central function is contractually entitled to require all sites to implement the actions it considers necessary ☐ The management system is subject to central management review ☐ All sites are subject to the organization's internal audit program		
Quotation Requested by:	Name & Designation:	
	Contact (Tel. / Mail):	
	Seal & Sign:	

SITE-SPECIFIC INFORMATION:

(Note: In case of multi-Sites, please copy the same page & enter details separately)

Name of Organization:**Site Address:****Total No. of Employees:****Total:****Executives:****Permanent:****Contractual:****Temporary:****Unskilled (Daily Wages)- Approx.:**

Employees not working at the site (e.g., drivers, service technicians, field staff)	No.:	Activity:
of which employees working outside the scope	No.:	Activity:
of which employees carrying out administrative/general activities	No.:	Activity:
of which employees carrying out repetitive processes (e.g., sales, call center, etc.)	No.:	Activity:
of which part-time employees:	No.:	Activity:
of which temporary/unskilled employees	No.:	Activity:

Shift Details:**No. of Shifts:**

Shift Timing	No. of employees / Shift

Outsourced Processes (if any):					
STANDARD SPECIFIC INFORMATION:					
ISO 9001:2015 (Quality Management System):					
Product / Services Specific Legal requirements*:			1.) 2.) 3.)		
ISO 14001:2015 (Environment Management System):					
Activities/installations involving significant environmental hazards (e.g., chem. surface treatment, chem. reactors, manufacturing of circuit boards, large vehicle fleet, industrial-scale demolitions in contaminated areas, major excavations, large-scale constructions, industrial cleaning, waste incineration)			1.) 2.) 3.)		
			Plant requires a special permit: ☐ YES ☐ NO		
			Relevant environment related legal requirements* for the organization. 1.) 2.) 3.)		
ISO 45001:2018 (Occupational Health & Safety Management System):					
Occupational health and safety hazards/risks (E.g. - based on hazardous substances, work equipment, machinery, - environmental factors, - hazardous materials, - additional aspects on top of those typical for the industry)			1.) 2.) 3.)		
			1.) 2.) 3.)		
			Relevant OH&S related Legal requirements* for the organization.		
<i>*In case of space constraint, the relevant details may be attached in separate list</i>					
We hereby confirm that the information provided above is true and correct.					
Place:			Name of customer: (Seal & Sign)		
Date:					