CERTIFICATION OF MANAGEMENT SYSTEMS: INFORMATIVE QUESTIONNAIRE FOR OFFER

MOODY Inspection & Assurance

METHOD OF COMPLETION: all the fields in sections 1,2,3 and 4 are to be filled in: where not applicable put N.A.

1. TYPE OF CERTIFICATION REQUESTED

☐ FIRST CERTIFICATION ☐ EXTENSION ☐ SCOPE ☐ SITE) ☐ RECERTIFICATION ☐ TRANSFER OF CERTIFICATE (CHANGE OF BODY)

2. DATA OF ORGANISATION APPLYING FOR CERTIFICATION

Registered Name:

Head Office Address :		Post Code/Town :
Contact Person :	e-mail :	Tel	Fax
VAT Number :	Internet Site :		

3. INFORMATION RELATED TO CERTIFICATION

REFERENCE STANDARDS

☐ ISO9001:2015	☐ ISO 14001:2015	☐ ISO 45001;2018	☐ Others---
☐ ISO 13485:2016	☐ ISO 22001;2018	☐ ISO 27001;2013	☐ Others---

ACTIVITY TO BE CERTIFIED (WORDING TO BE WRITTEN ON THE CERTIFICATE)

MAIN PROCESSES OF THE ORGANISATION RELATED TO THE FIELD OF APPLICATION

OUTSOURCED PROCESS

Is the Head Office a site to be certified? ☐ YES ☐ NO

OTHER SITES TO BE CERTIFIED AND/OR OPERATIONAL SITES AND/OR EXTERNAL WORKS

☐ **OTHER SITES** *Indicate all sites subject to certification (offices, plants, warehouses, etc.), if different from head office. Attach additional sheet, if necessary.* ☐ **N.A.**

	Name or type	Address	Activities carried out	N° staff
1.				
2.				
3.				

☐ **OPERATIONAL YARDS/TEMPORARY SITES WHERE THE ORGANISATION WORKS N° 01** *(Indicate average number of operational yards established per year)*
Only in the case of construction and installation companies (EA 28) see also section 4 ☐ **N.A.**

☐ **OUTSOURCED ACTIVITIES**
Indicate in the space below the activities subject to certification that are outsourced by the organisation ☐ **N.A.**

→

ANY EXCLUSIONS

Exclusion of requirements of the ISO 9001/ISOTS16949/EN9100/9110/9120 standard ☐ YES ☐ NO	If YES, of which ?
Exclusion of other sites of the organisation ☐ YES ☐ NO	If YES, how many?
Exclusion of other outsourced activities/services provided by the organisation ☐ YES ☐ NO	If YES, which ones?

PERSONNEL INVOLVED IN THE MANAGEMENT SYSTEM (By personnel is meant partners + employees + collaborators + subcontractors, etc)
INDICATE IN THE SPACES BELOW THE TOTAL STAFF IN HEAD OFFICE + PERSONNEL OF ANY SITES TO BE CERTIFIED + YARD PERSONNEL)

TOTAL n° of personnel :	N° of part time personnel _____ ☐ N.A.	N° of work shifts:
	Average hours worked per week by part timers: _____	N° of personnel per shift

4. OTHER INFORMATION (applicable to all standards)

Did a consultancy company help prepare the Manual and procedures? ☐ YES ☐ NO	
Name of this company(1)	Name of consultant(s) (1):
Any management system certification already obtained: ☐ YES ☐ NO	If yes, for which standard(s):
If YES, name of certification body:	Is the certificate still valid? ☐ YES ☐ NO
Social / Sustainability Report published: ☐ YES ☐ NO	If yes, any independent verification obtained:
Accreditation requested: ☐ ASIB (E)	☐ Other:
Audit language: ☐ Bangla	☐ English ☐ Other:
Safety conditions at sites to be audited:	
Main mandatory legislation related to the activities (attach documentation if necessary):	

5. SPECIFIC INTEGRATIVE INFORMATION (only to be filled in if applicable)

ONLY FOR CONSTRUCTION AND INSTALLATION COMPANIES (EA 28), insert the data required in the table below for each operational yard and indicate in the "notes" space the expected closure date and estimated contract invoicing or attach list with this information

	Address	Activities performed	N° Staff	Notes
1.				
2.				
3.				

6	**ONLY FOR ISO20000 CERTIFICATION**	
Type of IT services provided (i.e. ISP / ASP, e-commerce, e-banking, housing, hosting, other):		
Is there a catalogue of services which describes the services provided? ☐ YES ☐ NO		Notes:
Confidential documentation: does the ITSM include documentation (procedures, records, etc.) classified as "confidential" and/or not available to be checked?: ☐ YES ☐ NO		Notes:
Are any processes outsourced? ☐ YES ☐ NO		If Yes, which one(s)? How are they outsourced?

7	**ONLY FOR ISO27001 CERTIFICATION (You are kindly requested to answer the following questions referred to the CONTEXT of the Information Security Management System. In the case of more than one site, please provide answers for each one. Attach additional sheet, if necessary)**	
Type of data handled (i.e. technological design, financial/banking, insurance/health, military, information technology, marketing/commercial/advertising, general personal data, sensitive personal data, other):		
Confidential documentation: does the ISMS include documentation (procedures, records, etc.) classified as "confidential" and/or not available to be checked?: ☐ YES ☐ NO		Notes:
For ISO27001 certification, also the specific annex is to be filled in.		

Place on ____Date _____

Stamp and Signature
(Give name and position)

_____

Name   Designation