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| **Organizational Information- General** |
| **Company Name** |  |
| **Contact Person** |  | **Email** |  |
| **Tel / Mob:** |  | **Website** |  |
| **Address (Head office)** |  |
| **GPS Location** | **** Company Name | **** Shared on Watsapp  | **** GPS Land Mark |
| **GPS Land Mark** |  | **Office #** |  |

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| **Organizational Information- Specific to Service** |
| **Scope of Work** (What are main activities organization is involved in e.g. Manufacture of plastic bags, heavy equipment rental services) |
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|  |
| **Head Office** |
| **Total No. of Employee** | **\*Management**(CEO, HoD’s, Mgrs, Supervisors) | **\*\*Workers**(Labors, Helpers, Line workers etc) | **Working Shift (s)** |
|  |  |  |  |
|  |
| **Site / Branch (If Applicable)** |
| **Address** |  |
| **Total No. of Employee** | **\*Management**(CEO, HoD’s, Mgrs, Supervisors) | **\*\*Workers**(Labors, Helpers, Line workers etc) | **Working Shift (s)** |
|  |  |  |  |
| Note: In case of more sites / branches, add same information on additional sheet |
| **System Dept.** |  Available  Not Available | **** QHSE Mgr  HSE Mgr QMR  HTL  FSTL  |
| **Other Departments** |  Admin  HR  Production  Operations  Sales  Marketing  Stores Finance  Accounts  IT  Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Existing System** |  ISO 9001  ISO 14001  OHSAS 18001  ISO 45001  HACCP  ISO 22000 ISO 22716  Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Is system integrated?**  |  Yes  No, If Yes, which standards \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Documents Available** |  Policy  Manual  Procedures  Procedures  Dept. Procedures  Forms |
| **Certification Status**  |  New  Certification Expired  Renewal Surveillance  |
| **Existing Certification Body** |  |

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| **Services Requested** |
|  Consultancy  Certification  Training  Product Registration  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Service Detail** |  |
| **Certification Body** |  SGS  TUV SW  TUV Nord  URS  BVC  DNV  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sign & Stamp Date: