|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 #** | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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) | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **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** | | | | | | | |  | | | |

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

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

Sign & Stamp Date: