This is used to request a Quote / Contract regarding the Certification of Management Systems / Processes; it is filled in by the Organization / Company Representative. Page 2 includes instructions on how to send it back to QMSCERT Certification Body.

|  |
| --- |
| Organization – Communication Information |
| Organization Name | ... |
| Organization Address | ... | Country | ... |
| Legal Form | ... | Tax Number | ... | Tax Office | ... |
| Organization Representative | ... | Preferred Language | ... |
| Telephone Numbers | ... | Email | ... |
| Fax | ... | Website Address | ... |
| Consultant / Consulting Group | ... |
| Audit Information |
| ... - Registration | ... - Re-Certification | ... - Transfer from another CB | ... - Transition to new Standard Revision |
| Standard / Directive(select or type your own) | EA/NACE Code(s) | Scope(if common among all Standards, then only fill in once) | Audit Type(for composite audits) |
| ... | ... | ... | ... |
| ... | ... | ... | ... |
| ... | ... | ... | ... |
| ... | ... | ... | ... |
| Other Management System implemented | ... | Is your Management System Integrated? | ... |
| Standard Exclusions | ... | No of HACCP Studies(only for Food Safety MS) | ... |
| Processes excluded from the Certification (if applicable) | ... |
| Processes outsourced to Subcontractors (if applicable) | ... |
| Applicable Legal Requirements or / and Relevant Standards | ... |

**REMOTE AUDIT\***

***\*Note:*** General rules / information of the process is presented in Audit Information Expectations document.

|  |  |
| --- | --- |
| Do you wish part of the audit to be conducted using ICT (Information and Communication Technology)? | ... |
| If YES please answer the following: |  |
| Is there a stable network connection available with speeds that support continuous data transmission; | ... |
| Are there individuals who are familiar with the use of audiovisual computer programs; | ... |
| Are there electronic records of the implementation of the Management System you apply? (yes or no) | ... |
| If not, are there individuals who know how to present them using a camera? | ... |
| Do you implement the necessary measures to protect your electronic information/systems? | ... |

|  |
| --- |
| Sites: Addresses & Related Information |
|  | Site Address(only sites which are part of the Certification) | Number of Employees | Number of Shifts | Square Meters | Construction / Renovation Year |
|  | ... | ... | ... | ... | ... |
|  | ... | ... | ... | ... | ... |
|  | ... | ... | ... | ... | ... |
|  | ... | ... | ... | ... | ... |
|  | ... | ... | ... | ... | ... |
|  | ... | ... | ... | ... | ... |
|  | ... | ... | ... | ... | ... |
|  | ... | ... | ... | ... | ... |
| Personnel Statistics |
| Total number of **full-time employees** under the certification scope | ... |
| From which, non-critical or repetitive duties have (number of full-time employees) | ... |
| Total number of **part-time employees** under the certification scope | ... |
| From which, non-critical or repetitive duties have (number of part-time employees) | ... |
| Other |
| Comments / Notes | Preferred Audit Dates | ... |
| ... |

PERSONAL DATA PROTECTION

**By signing this Agreement**, Customer is committed to have acquired consent from the subjects of any personal data to be used in the context of the control / certification service (including sending offer, signing contract, audit planning / conducting, alerts).

Optionally, by ticking the following checkbox, Customer is committed to have acquired consent from the subjects of any personal data to be used:

[ ]  for receiving on behalf of the Customer any marketing emails regarding Q-CERT’s new services and certifications

|  |  |  |
| --- | --- | --- |
| ... |  | ... |
| Representative Name | Signature | Date of Application |

Guidelines / Notes:

* This form should be filled in and send either via email to sales@qmscert.com or via fax at **+30 2310 443094**
* Submitting accurate and complete information facilitates and thus accelerates the delivery of our quotation
* You may use additional documents / pages if needed
* In case of a Transfer from other Certification Body, please contact our offices, at: **+30 2310 443041**, **+30 2310 535765**
* You may find additional information regarding the Certification Procedures and Audit Information & Expectations on our website: [www.qmscert.com](http://www.qmscert.com/en)

Q-CERT will process all personal data that it collects during the audit in accordance with the relevant laws / regulations for the purposes stated above. In particular, it will maintain a record that is available to the customer, with a duration as defined by the relevant legislation / regulation. At the end of the scheduled duration of the record, Q-CERT is committed to destroy it in accordance with the applicable provisions. Subjects retain their right to withdraw their consent at any time, by sending a request at privacy@qmscert.com. Additional information on Personal Data Protection is available on Q-CERT website [www.qmscert.com](http://www.qmscert.com)