

QUESTIONNAIRE

For a formal written quotation of audit fees, please complete in detail and forward to our office

<i>New customers</i>	<input type="checkbox"/> New registration
	<input type="checkbox"/> Transfer of registration from another certification body

<i>Existing customers</i>	<input type="checkbox"/> Extend the scope / locations of your current registration
	<input type="checkbox"/> Add a new standard to your registration
	<input type="checkbox"/> Transfer a registration from another certification body

Standard(s) applicable (please indicate as appropriate)

- ISO 9001
 ISO 14001
 OHSAS 18001
 ISO 27001
 AS9100
 BRC
 ISO 22000
 Other standards/sector schemes - please specify

Company or Organisation	
Address	
Postcode	
Telephone Number	Fax Number
E-mail	Web site
Contact	Position

1. What products and services do you offer your customers?

2. What are the main things you do to produce the above products and services?

3. Does providing these products or services involve working at customer sites?

If yes, please tell us what you do on site

4. Do you have any other branches or satellite offices?

If you do, please tell us where they are and approximate numbers employed at each branch

5. What materials/equipment do you use or stock that is specific to the service you are offering?
(eg. chemicals, raw materials, lathes, computers)

6. Do you use subcontractors as part of the service you provide? Yes No
If **YES**, please give details as to what extent you use them (eg. manufacture, installation, design, transport, waste)

7. How many employees are involved in providing the product/service? Full time _____ Part time _____

8. Do you operate a shift system? Yes No If YES how many employees are on shifts? _____
(we're aiming to identify the number of unique roles)

9. Have you produced a manual and procedures? Yes No
If **YES**, approximately how long have you been operating a documented system? _____

10. Does your organisation currently have any registrations granted by ISOQAR or other certification bodies?
 Yes No If **YES**, please give certificate number(s) and expiry date if known _____
(this may help reduce the quotation)

11. If you are a new customer, how did you hear about ISOQAR?

12. If a consultant was used to develop your management system, please give their name and company.

13. Is there any additional information you feel may help us prepare your quotation?

The above details help us provide an accurate quotation. All information is treated with strict confidentiality.

Signed	Date
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Thank you for taking the time to provide this information.

If you would prefer not to receive occasional marketing emails from us, please tick this box:
(we will not pass your details on to any other parties and you can opt out at any time in the future)