REQUEST FOR QUOTE

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| --- |
| General Information |
| Company Name |  |
| Address |  |
| Invoicing address (if different from address mentioned above) |  |
| Phone number |  |
| E-mail address |  |
| Website |  |
| VAT number |  |
| Name of General Manager |  |
| Contact person - Quality |  |
| Contact person - Environmental  |  |
| Contact person - Safety |  |
| Contact person - Information security |  |
| *Contact person OCS* |  |
| Offer to be addressed to  |  |
| Language of the offer | □ Dutch | □ French | □ English | □ German |
| Language for the audits | □ Dutch | □ French | □ English | □ German |
| Language of the report | □ Dutch | □ French | □ English | □ German |
| Desired audit period |  |
| Audit standard : (information concerning accreditation is available on the Belac website http:\\economie.fgov.be) |
| □ ISO 9001:2015 | □ ISO 14001:2015 | □ ISO 50001:2018 | □ ISO 45001:2018 |
| □ ISO 27001:2022 (ISMS) | □ QA-CER | □ ISO 22000:2018 (FSMS) | □ Operation Clean Sweep (OCS) |
| □ C4Q | □ RABC (EN 14065):2016 | □ Other : contact BQA |
| Requested Certification programme |
| □ Initial certification | □ Renewal | □ Extension of certificate (scope, additional site, extension of activities, etc….) |
| □ Transfer |
| □ Other:  |
| Certificate(s) already obtained:  |
| Certificate(s) and name of the Certification company |  |
| Have you contacted a consultant in the past 3 years. If yes, please specify |  |
| Activities or processes to be certified |
| Description of the companies’ activities |  |
| For what activities in your company is certification being considered (this description will be documented on your certificate = scope)  |  |
| What processes/activities are being outsourced?  |  |
| Only for ISO 27001: what interfaces and dependencies are there between activities carried out by the organization and activities carried out by other organizations (e.g. business premises, IT systems databases, telecom installations, etc...) |  |
| What is the Activity sector (NACE-code – version 2008). (The list of NACE codes is available on our website) |  |
| Are there specific legal obligations or regulations?  |  |
| *Only for OCS:*  |
| *The company is/the services are:* |
| *□ Producer* | *□ Masterbatcher* | *□ Compounder* | *□ Converter* | *□ Transporter* |
| *Are you a member of a (plastic) federation (if so, please info from which federation)* |  |
| *What is the amount of plastics processed by the company?*  |  |
| Company structure |
| Number of sites that are in scope of the certification  |  |
| (in case of more than 5 sites, please provide a separate overview) | Name and address of the sites  | Number of staff (in fulltime equivalents) |
| Headquarter |  |  |
| site 1 |  |  |
| site 2 |  |  |
| site 3 |  |  |
| site 4 |  |  |
| site 5 |  |  |
| Company with multiple sites |
| All sites have a contractual relationship with the Headquarter | □ Yes | □ No |
| All sites are subject to a common management system that is being managed by the Headquarter (among other management review, internal audits, complaints handling, etc…)  | □ Yes | □ No |
| The processes/activities of the different sites are basically identical (similar processes and methods) | □ Yes | □ No |
| Staff in FTE (FTE : fulltime equivalents) | Headquarter | Site 1 | Site 2 | Site 3 | Site 4 | Site 5 |
| Total number of staff (in FTE) |  |  |  |  |  |  |
| Number of staff not working in shifts (in FTE) |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| If working in shifts | Headquarter | Site 1 | Site 2 | Site 3 | Site 4 | Site 5 |
| Number of shifts |  |  |  |  |  |  |
| Details of the shifts:2 shift system - rotating2 shifts + 1 permanent night shift3 shift system - rotating2 + 1 permanent night + 2 permanent weekend shifts3 rotating + 2 permanent weekend shifts6 shift system - rotatingother |  |  |  |  |  |  |
| Temporary staff/subcontractors |
| Number of temporary staff, in FTE |  |  |  |  |  |  |
| Number of subcontractors on site, in FTE |  |  |  |  |  |  |
| Please indicate what items indicated below correspond to the situation in your company:  |
| □ the site is very small compared to the large number of staff (e.g. offices only) □ very large site compared to the number of staff (e.g. a forest exploitation) □ complex logistics : there are several buildings and/or locations □ several languages in use at the company□ high degree of regulation□ high complexity of the processes and/or many unique processes □ activities that require visiting temporary sites (e.g. a yard) □ mature management system□ the company is already certified by BQA for another management system □ the management system is already certified by a different certification company □ low complexity activities. E.g. - processes involve a single generic activity (e.g. to pack bottles in cardboard boxes) - identical low complexity activities performed on all shifts with equivalent performances□ many employees whose activities are located outside of the company (e.g. commercial staff) □ the company has outsourced main activities/processes □ high degree of automation or process control□ QMS only: no design & development activities and/or other standard elements are excluded from the scope □ QMS only: activities are being considered high risk (e.g. food, pharmaceuticals, chemicals, chemical products and fibres, etc…) □ EMS only: higher sensitivity of the receiving environment compared to the typical location for the industry sector □ EMS only: indirect aspects that require more audit time (e.g. many different waste streams, production of environmentally hazardous end products, extensive transport activities, etc…) □ EMS only: additional or unusual environmental aspects or regulated conditions for the industry sector □ EMS only: risks of environmental incidents/impacts as a consequence of accidents/incidents/potential emergency situations or previous environmental issues □ EMS only: views of interested parties: impact on environmental communication □ OH&SMS only : views of interested parties□ OH&SMS only: the customer company is well prepared for OH&SMS Certification (e.g. already periodically audited about a legal scheme).□ OH&SMS only: The number of accidents and occupational diseases is higher than the average in the sector concerned.□ OH&SMS only: if members of the public are present on the site of the organization (e.g. schools, hospitals, public transport, ports, ...).□ OH&SMS only: the organization is confronted with legal proceedings related to OH&S (depending on the severity and impact of the risk in question).□ OH&SMS only: temporary large presence of (sub)contractor organizations & employees.□ OH&SMS only: when hazardous substances are present in such quantities, exposing the plant to the risk of major industrial accidents (e.g. cfr risk analysis or applicable national regulations).□ OH&SMS only: organisation with sites that are in scope of the OH&SMS, in countries other than the country of the parent company (legislation/languages).□ OH&SMS only: The company is already certified for an OH&S scheme□ ISMS only: Low risk products/processes.□ ISMS only: there is demonstrable performance of an ISMS system□ ISMS only: large number of regulations or standards applicable to the ISMS□ ISMS only: large percentage of employees performing the same tasks (e.g. use same data/databases/systems, etc…)□ ISMS only: The processes comprise a single general activity□ integrated management system (please see below) |
| Integrated audits (in case the management system is being certified simultaneously for 2 or more standards)  |
| Please indicate what is applicable to your company: (integrated= 1 system corresponds to the requirements of 2 or more standards) □ integrated document management system (documents, work instructions, etc...) for the different standards□ integrated approach to establishing the policy and objectives of the company □ integrated approach and management of the processes of the company □ integrated approach of internal audits across the different standards □ integrated approach of improvement processes (e.g. corrective actions, monitoring, continual improvement) □ integrated approach of the management review □ management support and responsibilities are established on the same basis  |

Note: in the case that the start of the audit reveals that not all elements that impact the calculation of the audit duration were delivered completely and correctly, this can give rise to an adjustment of the quotation.

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| Name of the requestor | Signature of the requestor | Date |
|  |  |  |

Thank you for completing this document. Please return this document to:

BQA nv

Technologiepark-Zwijnaarde 70 (zone A5c)

9052 Gent-Zwijnaarde

E-mail: info@bqa.be

Tel: 09 395 12 60

Fax: 09 395 12 61