Master data

In order to prepare a quotation to your requirements and company output/size, we kindly ask to you to
complete the questionnaire and return it to the certification body, by **fax (+49 (0)8031 261-290)** or by e-mail
**(managementsysteme@ift-rosenheim.de)**.

**1. Contact details / contact person (Headquarters)** *(please enclose company brochure, if possible)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Company name, Address:** |       | Managing director: |       |
| Phone: |       |
| Email: |       |
| Management representative: |       |
| Website: |       | Phone: |       |
| Phone: |       | Email: |       |
| How did you hear about us? | **[ ]** Internet **[ ]** Press articles **[ ]** already ift client**[ ]** Recommendation by: **[ ]** Others:  |

**2. Certification request**

|  |  |
| --- | --- |
| [ ]  Quality management system EN ISO 9001[ ]  Environmental management system EN ISO 14001\* | [ ]  Occupational Health & Safety management system ISO 45001\*[ ]  Energy management system EN ISO 50001\* |
| *\*please fill out appendix C sent with each site* |
| Certification of a: | [ ]  Singel site or [ ]  for multiple sites (Multisite)\* *\*please fill out appendices A and B* |
| Does a certification already exist for this management system? | [ ]  No | [ ]  Yes\*current certificate valid until:  |
| *\*Note on the transfer of a certification:When placing an order, please submit the currently valid certificate as well as the audit reports of the last audit phase (initial certification / re-certification and both surveillance audits).* |
| Is the certification supported by an external consultant? | [ ]  No | [ ]  Yes, by:  |
| Desired date for certification:      | Which activities/areas should appear in the certificate?[ ]  Development [ ]  Manufacture / Production [ ]  Sales [ ]  Installation [ ]  Service [ ]  Trade Others:  |
| If applicable, desired scope on the certificate |       |
| Do you already have another management system certified by another certification body? | [ ]  No | [ ]  Yes, for the following standard: Name of the certification body:       |
| Sites factors: |
| [ ]  ift branchenübliche bekannte Verfahren**[ ]**  Is there already an ift product certification or another management system?**[ ]**  Management system already well developed**[ ]**  Very small site for number of personnel**[ ]**  Considerable exclusions from QM standards**[ ]** Außendienstmitarbeiter über Aufzeichnungen auditierbar**[ ]** Many personnel carry out simple / identical tasks  | [ ]  Foreign languages required for the audit**[ ]** Complicated logistics involving more than one building or location where work is carried out e.g. a separate Design Centre must be audited**[ ]** Very large site for the number of personnel **[ ]** highly complex processes or relatively high number of unique activities**[ ]** temporary sites (installation / construction site, winter garden)**[ ]** Outsourced functions or processes |

**3. Company information (Headquarters)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of employees*(Please fill in each additional site / branch etc. separately in Appendix B)* | Full-time employees: |  | Part-time workers: |  |
| Contract workers: |  | trainee: |  |
| Part-time workers (working hours < 15h / week) |  | Seasonal workers(Number in high season): |  |
| Do you have work night shifts?[ ]  No [ ]  Yes, shift model  | Are there works that are only carried out in a certain shift, if yes please describe:Are there people who only work a certain shift, if so in which shift: |
| Existing departments / processes: | [ ]  Management[ ]  Human resources[ ]  Work preparation[ ]  Maintenance[ ]  Testing equipment[ ]  Purchasing | [ ]  Sales[ ]  Development[ ]  Construction[ ]  Warehouse[ ]  Production[ ]  Others:  |
| What products are made: |  |
| Which services do you offer? |  |
| What are the health risks posed by your products / services? |  |
| [ ]  The extract from the commercial register was enclosed with the request for quotation |

 Filled in on / date:

*Only to be filled in for certification of multisite organizations*

**Appendix A**

The organization is admissible for a multi-site procedure if::

* the headquarters is part of the organization, it must not be outsourced to an external organization.
* All sites have a legal or contractual relationship with the headquarters of the organization..
* All sites are subject to a common management system that is defined, set up and maintained by the headquarters.
* the common management system is subject to a central management review.
* if the headquarters ensures that data is collected and analyzed from all sites and it can prove that it has the authority and ability to initiate organizational changes in this regard, among other things with regard to the following::
System documentation and changes, management evaluation, complaints, evaluations of corrective measures, planning of internal audits and evaluation of the results, as well as legal and official requirements concerning the applicable standards.

*Explanation: A branch is usually not legally independent. A subsidiary is legally independent - there must be a> 50-100% participation of the parent company in the subsidiary, as a prerequisite for the multisite procedure.*

With signature, the fulfillment of the above-mentioned necessary criteria for each sites for the permissible multisite procedure is confirmed..

[ ]  I hereby confirm, first name surname, that the above criteria are met for each location for the permissible multi-location procedure