

INFORMATION SECURITY MANAGEMENT SYSTEMS ISO 27001 CERTIFICATION QUESTIONNAIRE

PLEASE COMPLETE THIS QUESTIONNAIRE AND ATTACH ANY RELEVANT SUPPORTING INFORMATION DESCRIBING THE COMPANY'S INFORMATION SECURITY MANAGEMENT SYSTEM AND ACTIVITIES, e.g. COMPANY PUBLICITY MATERIAL. ON RECEIPT OF THE COMPLETED QUESTIONNAIRE AJA REGISTRARS WILL PREPARE AND SUBMIT FOR YOUR APPROVAL A PROPOSAL DETAILING AUDIT OR TRANSFER COSTS AND TIMESCALES.

COMPANY NAME				
COMPANY ADDRESSES TO BE CERTIFIED (ADD MORE LINES IF REQUIRED)	Head Office:			
	Address 2:			
	Address 3:			
	Address 4:			
	Address 5:			

MULTISITE APPLICANTS: DOES EACH SITE FOLLOW A COMMON SYSTEM		TOTAL NUMBER OF SITES TO BE REGISTERED AS A MULTISITE	
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CONTACT NAME		POSITION	
TELEPHONE		FAX	
E-MAIL		WEBSITE	
NAME OF CONSULTANT (IF USED)			
OTHER CERTIFICATIONS HELD			

TYPE OF APPLICATION (PLEASE SELECT FROM THE FOLLOWING OPTIONS)							
NEW	<input type="checkbox"/>	RENEWAL	<input type="checkbox"/>	TRANSFER	<input type="checkbox"/>	SCOPE EXTENSION	<input type="checkbox"/>
IF YOU ARE TRANSFERRING FROM ANOTHER CERTIFICATION BODY, PLEASE PROVIDE A COPY OF YOUR CURRENT ACCREDITED REGISTRATION CERTIFICATE AND YOUR TWO PREVIOUS CERTIFICATION BODY REPORTS							

EMPLOYEES	TOTAL NUMBER OF STAFF	INFORMATION SECURITY BASED AREAS	MANUFACTURE/ SERVICE ACTIVITIES	OFF SITE LOCATIONS	TOTAL STAFF AVAILABLE DURING THE AUDIT
FULL TIME					
PART TIME					
TEMPORARY					

SHIFT WORK (Y/N)		NUMBER OF SHIFTS		NUMBER OF PERSONNEL ON EACH SHIFT	
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PLEASE DESCRIBE THE GENERAL SCOPE OF YOUR ISMS WHICH YOU INTENDED TO INCLUDE WITHIN THE SCOPE OF REGISTRATION, INCLUDING THE ISMS ELEMENTS. THE INFORMATION PROVIDED HERE WILL BE USED BY AJA REGISTRARS TO DEFINE YOUR COMPANY'S SCOPE OF REGISTRATION

PLEASE PROVIDE A LIST OF ANY SHARED FACILITIES SUCH AS NETWORKS, TELEPHONE SYSTEMS, INCLUDING THOSE WITH PARENT ORGANISATIONS OR SUPPLIERS

PLEASE LIST BELOW YOUR INFORMATION ASSETS, SOFTWARE ASSETS, PHYSICAL ASSETS AND SERVICES:
INFORMATION ASSETS. PLEASE PROVIDE DETAILS OF DATABASES, DATA FILES, SYSTEM DOCUMENTATION, USER MANUALS, TRAINING MATERIAL, ARCHIVED INFORMATION ETC.
SOFTWARE ASSETS. (APPLICATION SOFTWARE, SYSTEM SOFTWARE, DEVELOPMENT TOOLS AND UTILITIES)
PHYSICAL ASSETS. PLEASE PROVIDE A LIST OF THE NUMBER OF SERVERS, WORKSTATIONS, PC & LAPTOPS
SERVICES. (COMPUTING AND COMMUNICATIONS, GENERAL UTILITIES E.G. HEATING, LIGHTING POWER ETC.)

PLEASE PROVIDE DETAILS OF ANY EXPOSED DATA CABLES THAT ARE ACCESSIBLE OUTSIDE THE SECURE PERIMETER OF YOUR PREMISES

HOW MANY EXTERNAL USERS HAVE ACCESS TO YOUR INFORMATION (THIRD PARTIES, CLIENTS, PUBLIC ETC)?

DO YOU HOLD OR PROCESS ANY TOP SECRET/CLASSIFIED INFORMATION (Y/N)

PLEASE PROVIDE DETAILS OF ANY INDUSTRY-SPECIFIC REQUIREMENTS YOU ARE REQUIRED TO COMPLY WITH (e.g. APACS STANDARD 55)

PLEASE INDICATE ANY FURTHER CERTIFICATIONS YOUR COMPANY MAY BE INTERESTED IN

ISO 9001

ISO 14001

ISO 18001

ISO 13485

ISO 22000

BS 8555

OTHER

SIGNED

DATE

IN SIGNING, I HEREBY DECLARE THAT THE DETAILS SHOWN ABOVE ARE CORRECT AND COMPLETE TO THE BEST OF MY BELIEF

FOR A CERTIFICATION QUOTATION PLEASE RETURN THIS QUESTIONNAIRE TO YOUR LOCAL AJA REGISTRARS OFFICE

POSITION HELD IN COMPANY

**THE CERTIFICATION MANAGER
 AJA REGISTRARS LTD, COURT LODGE, 105 HIGH STREET, PORTISHEAD,
 BRISTOL. BS20 6PT. FAX: 01275 849198**