

# QUALITY MANAGEMENT SYSTEMS ISO 9001:2000/2008 CERTIFICATION QUESTIONNAIRE

PLEASE COMPLETE THIS QUESTIONNAIRE AND ATTACH ANY RELEVANT SUPPORTING INFORMATION DESCRIBING THE COMPANY'S QUALITY 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	<input type="checkbox"/>	TOTAL NUMBER OF SITES TO BE REGISTERED AS A MULTISITE	<input type="text"/>
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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"/>
<b>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</b>							

EMPLOYEES	TOTAL NUMBER OF STAFF	MANUFACTURING STAFF	SERVICE STAFF	STAFF WORKING OFF SITE	TOTAL STAFF AVAILABLE DURING THE AUDIT
FULL TIME					
PART TIME					
TEMPORARY					

SHIFT WORK (Y/N)	<input type="checkbox"/>	NUMBER OF SHIFTS	<input type="text"/>	NUMBER OF PERSONNEL ON EACH SHIFT	<input type="text"/>
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PLEASE DESCRIBE THE GENERAL SCOPE OF YOUR BUSINESS ACTIVITY WHICH YOU INTENDED TO INCLUDE WITHIN THE SCOPE OF REGISTRATION. THE INFORMATION PROVIDED HERE WILL BE USED BY AJA REGISTRARS TO DEFINE YOUR COMPANY'S SCOPE OF REGISTRATION

PLEASE PROVIDE A LIST OF THE MAIN TYPES OF PRODUCTS THAT ARE PRODUCED OR HANDLED BY YOUR COMPANY AND PLEASE MARK (WITH \*) ANY OF THESE PRODUCTS WHICH REQUIRE CE MARKING OR WHERE THERE ARE OTHER LEGAL REQUIREMENTS THAT YOU ARE SUBJECT TO

PLEASE PROVIDE DETAILS OF ANY PART OF YOUR COMPANY'S OVERALL ACTIVITY THAT IS OUTSOURCED TO OTHER SUBCONTRACTORS/CONTRACTORS

IF YOUR COMPANY CARRIES OUT WORK AT CUSTOMER SITES PLEASE PROVIDE DETAILS BELOW OF THE WORK CARRIED OUT BY YOUR COMPANY

TYPICAL NUMBER OF SITES OPERATING AT ANY TIME

PLEASE INDICATE ANY EXCLUSIONS FROM THE STANDARD THAT YOUR COMPANY HAVE NOMINATED

7.1		7.2		7.3		7.4		7.5.1		7.5.2		7.5.3		7.5.4		7.5.5		7.6	
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PLEASE INDICATE ANY FURTHER CERTIFICATIONS YOUR COMPANY MAY BE INTERESTED IN

ISO 14001		ISO 18001		ISO 13485		ISO 22000		ISO 27001		BS 8555		OTHER	
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SIGNED		DATE	
IN SIGNING, I HEREBY DECLARE THAT THE DETAILS SHOWN ABOVE ARE CORRECT AND COMPLETE TO THE BEST OF MY BELIEF			
POSITION HELD IN COMPANY			

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

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