

Questionnaire

For Offer Preparation and Preparation for a Certification Procedure



Thank you for your interest in our services. Please provide us with the following information, which we will use to prepare an individual and binding quotation.

Terima kasih atas ketertarikan Anda pada layanan kami. Mohon dilengkapi daftar pertanyaan dibawah ini, yang akan kami gunakan untuk menyiapkan penawaran yang mengikat.

General information (Only main location / Company headquarters)

Informasi umum (Hanya lokasi utama / kantor pusat Perusahaan)

Company:

with legal form

Perusahaan:

Berbentuk hukum

Address:

Alamat :

Postcode, Town:

Kodepos, Kota

Country:

Negara

Contact:

Kontrak:

Mr/Mrs (First name/Second name)

Bapak/Ibu (nama depan/nama kedua)

Function:

Fungsi

Quality Representative: Other:
Wakil Manajemen (MR) Lain-lain

Telephone:

Nomor Telepon

Internet:

Internet

www.

Telefax:

Nomor Fax

E-Mail:

Email

Sector:

Sektor

1. No. of employees at the location (if appropriate, total employees in companies employed in companies for combined audit)

Jumlah karyawan di lokasi (jika sesuai, jumlah karyawan di perusahaan yang dipekerjakan di perusahaan untuk gabungan audit)

Total no. of employees (full time/part time worker):

Total karyawan (pekerja penuh waktu / paruh waktu)

In terms of full-time employees

karyawan penuh waktu

of which no. of employees in shift working:

karyawan shift kerja

³no. of sub-contractor employees:

karyawan sub-kontraktor

¹no. of temporary employees:

karyawan kontrak

Number of Shifts:

Jumlah Shifts

Distance of location:

Jarak tempuh ke lokasi

Hours /Jam

¹ Inaccuracy the number of employees can affect the number of mandays in contract and the value of offer/ Ketidaktepatan jumlah karyawan dapat mempengaruhi perubahan jumlah mandays dalam kontrak dan nilai penawaran

² Temporary employees including temporary unskilled personnel may be employed in considerable numbers to replace automated processes caused a low level of technology / karyawan kontrak termasuk personil kontrak yang tidak terampil dapat digunakan dalam jumlah besar untuk menggantikan proses otomatis

³ For 45001 it shall also include personnel from contractors and sub-contractors performing work or work related activities that are under the control or influence of the organization.

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2. Which certification do you require?

Sertifikasi apa yang anda butuhkan?

- ISO 9001:2015
 ISO 14001:2015
 ISO 45001:2018
 OHSAS
 ISO 37001:2016
 (Please fill in annex I)
 (Please fill in annex III)
 (Please fill in annex II)

- Further standards and services are shown Point 7
 Standar dan layanan ditunjukkan pada Poin 7

- Your own request:

- Others_____

3. Factors which can influence the time needed for the audit and the cost

Faktor yang dapat mempengaruhi waktu yang dibutuhkan untuk audit dan biaya

<input type="checkbox"/>	Exclusion: Product Development, other requirements pursuant to section 7 – ISO 9001	<input type="checkbox"/>	High diversity of regulations (food, medicines product, aviation, nuclear power)
<input type="checkbox"/>	Knowledge of the site and Management system available	<input type="checkbox"/>	Indirect environmental aspects (only for EMS)
<input type="checkbox"/>	Preparedness for certification	<input type="checkbox"/>	Processes with high complexity / many one-time jobs
<input type="checkbox"/>	Small site with high dense of employees	<input type="checkbox"/>	Exceptional environmental aspect / license requirements (only for EMS)
<input type="checkbox"/>	Only one general process / e.g service (not for ISO 14001)	<input type="checkbox"/>	Activities that require visiting temporary sites
<input type="checkbox"/>	Well developed management system	<input type="checkbox"/>	Outsourced functions and processes
<input type="checkbox"/>	Many employees perform the same, simple tasks	<input type="checkbox"/>	Higher sensitivity of receiving environment compared to typical location for the industry sector
<input type="checkbox"/>	Congeneric activities in all shifts (only for documented evidence of former internal / external audits)	<input type="checkbox"/>	The views of interested parties
<input type="checkbox"/>	High degree of automation (not for OHSAS / ISO 45001)	<input type="checkbox"/>	Risk of ecological hazards and consequences, directly and indirectly, caused by the organization (only EMS)
<input type="checkbox"/>	Some employees working in the field (off site) (not for OHSAS / ISO 45001)	<input type="checkbox"/>	The temporary large presence of many (sub)contractors companies and their employees (only OHS-MS)
<input type="checkbox"/>	Difficult logistic with more than one site / building	<input type="checkbox"/>	The members of public are present on the organization's site (e.g hospitals, public transport) (only OHS-MS)
<input type="checkbox"/>	Interpreter necessary	<input type="checkbox"/>	The rate of accidents and occupational diseases in higher than average for the business sector (only OHS-MS)
<input type="checkbox"/>	Large area with low dense of employees		

Is combined certification required?

Gabungan sertifikasi yang dibutuhkan?

- No Yes: Please fill in Page 3

Does an integrated management system already exist in the company?

Apakah sistem manajemen terpadu sudah ada di perusahaan?

- No Yes, according to:

Is an integrated certification audit (IMS Audit) required?
Audit terpadu (IMS Audit) diperlukan?

- No Yes, according to the standards:

- ISO 9001 ISO 14001

Level of an integration of management system:

An integrated documentation set, including work instruction to good level of development, as appropriate

- An integrated approach to system processes

Management reviews that consider the overall business strategy and plan

- An integrated approach to improvement mechanism (corrective and preventive action)

An integrated approach to internal audits

- An integrated management support and responsibilities

An integrated approach to policy and objectives

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Were you supported by a consultant?
Apakah Anda didukung oleh konsultan?

No Yes; by: _____

4. Scope / Business operation to be certified

Lingkup / operasi bisnis yang akan disertifikasi

(for example: "Product Design, Product Development, manufacture and sale of...", "Trade with..." etc.;
Special feature with ISO TS 16949: activities adding value and product development, if applicable)

(contoh: "Desain Produk , Pengembangan Produk, pembuatan dan penjualan dari ...", "Perdagangan dengan ..." dll; Fitur khusus dengan ISO TS 16949: aktivitas menambahkan nilai dan pengembangan produk, jika berlaku)

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5. Is your company already certified? (existing certifications?)

Apakah perusahaan Anda sudah memiliki sertifikasi? (sertifikasi yang ada?)

<u>Certificate No.</u> No. Sertifikat	<u>Standard / Directive etc.</u> Standar	<u>Certification Company</u> Perusahaan Sertifikasi	<u>Date of certification audit</u> Tanggal Audit Sertifikasi	<u>Certificate valid until</u> Sertifikat berlaku sampai

6. Is this a transfer audit?

No Yes

If yes, for which standard and Please fill in FMLF-TNI-082 Annex 6 Rev.00 Transfer Audit

<u>Certificate No.</u> No. Sertifikat	<u>Standard / Directive etc.</u> Standar	<u>Certification Company</u> Perusahaan Sertifikasi	<u>Transfer in which audit cycle (SA1/SA2/RC)</u> Transfer di cycle audit (SA1/SA2/RC)

7. Further required certifications and possible annexes

Sertifikasi yang diperlukan lebih lanjut dan kemungkinan lampiran

<input type="checkbox"/> ISO 14001		<input type="checkbox"/> HACCP (Codex Alimentarius)	
<input type="checkbox"/> ISO 27001		<input type="checkbox"/> ISO 22000	
<input type="checkbox"/> OHSAS		<input type="checkbox"/> GMP ____	
<input type="checkbox"/> TS16949		<input type="checkbox"/> ISO 37001	

8. Are you a member of an industry, professional or trade association/federation? (Please name)

Apakah anda anggota asosiasi industri, profesi atau perdagangan / federasi?(Mohon nama)

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9. Any further information you think may be important for us?

Informasi lebih lanjut yang menurut Anda penting bagi kami

Example: language differences, safety conditions issue at your site, threats to impartiality, etc.

Contoh: perbedaan bahasa, kondisi keamanan yang terjadi di situs Anda, ancaman terhadap ketidakberpihakan, dll.

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10. Applicable for General Contractor Company

Berlaku untuk Perusahaan Konstruksi

List of Project:

No.	<u>On Going Project</u> Project berjalan		<u>Project done within last 1 year</u> Project yang telah dilakukan dalam 1 tahun terakhir	
	Project name	Location	Project name	Location
1				
2				
3				
....				

11. Requested information / documents:

The following documents must be sent to TUV NORD Indonesia after the contract is approved.

Dokumen-dokumen berikut harus dikirim ke TUV NORD Indonesia setelah kontrak disetujui.

Please tick (x) your availability documents below:

Harap tik (x) dokumen ketersediaan Anda di bawah ini:

Availability		Information / record
yes	No	
		Quality Management Manual with Revision including scope, details of justification for any exclusions, policy, targets
		Legal documents (SIUP/SBU/TDP/NPWP, etc.)
		Current organisation chart of the company
		Business Process Map
		Results / summary of internal audits within the last 12 months
		Results of the management review since the last external audit
		Audit report and Nonconformity Management of the last certification body (additionally for transfer audits only)
		Evidence of the last certification body that nonconformities are "closed" (additionally for transfer audits only)
		Certificates of the last certification body (additionally for transfer audits only)

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We agree that this information may be stored for the purposes of drafting an offer and processing any resulting order or transactions.

Kami setuju bahwa informasi ini dapat disimpan untuk tujuan merancang penawaran dan memproses pesanan atau transaksi.

Place/Date

Name

Signature^{*)}

^{)}If sending by email, the sender's address will be accepted*

^{)}Jika dikirim melalui email, cukup membubuhkan alamat email pengirim pada bagian "signature"*

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Locations multisites, temporary locations and outsourced processes

Please add other location in seperate sheet (if any)

Lokasi multisites, lokasi sementara dan proses alih daya
Mohon tambahkan lokasi lain dalam lembaran terpisah (jika ada)

Location No.

Nomor Lokasi _____

Company:

with legal form

Perusahaan:

Berbentuk hukum _____

Address:

Alamat : _____

Postcode, Town:

Kodepos, Kota _____

Country:

Negara: _____

Contact:

Mr./Mrs. (First name / Second name)

Kontrak

Bapak/Ibu (nama depan / nama kedua) _____

Function:

Quality Representative; Other:

Fungsi

Wakil Manajemen (MR) Lain-lain _____

Telephone: _____

E-Mail: _____

No. of employees:

Karyawan _____

In terms of full-time employees (not for TS16949)

Karyawan penuh waktu (bukan untuk TS 16949) _____

No. of employees in shift working:

Karyawan Shift _____

No. of temporary employees*:

Karyawan Kontrak _____

Outsourced process

Store

Other: _____

Temporary location

Lokasi Sementara

Constr.site

Project: _____

*) temporary employees from employment agencies

Pegawai sementara dari agen tenaga kerja

Distance to site location from HO / Airport

Jarak tempuh lokasi site dari HO / Bandara _____

Hours/Jam _____

Scope / Business operation to be certified

Lingkup / operasi bisnis yang akan disertifikasi untuk sites

(for example: "Development, manufacture and sale of...", "Trade with..." etc.;

(contoh: "Pengembangan, pembuatan dan penjualan ...", "Perdagangan dengan ..." dll;

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Evaluation by the Certification Body

Evaluasi oleh Lembaga Sertifikasi

1. Company details complete (Questionnaire filled complete)?

Rincian perusahaan lengkap (Questionnaire diisi lengkap)?

- yes no Remarks / additionally required information:
ya tidak keterangan / tambahan informasi yang di butuhkan
-
-

2. Implementation and application of the management system sufficient (see availability documents poin 11) ?

Implementasi dan penerapan sistem manajemen yang memadai (lihat kelengkapan dokumen poin 11)?

- yes no Remarks / additionally required information:
ya tidak keterangan / tambahan informasi yang di butuhkan
-
-

3. In case of multisite certification (FMLF-TNI-082 Annex 7 Rev.00 Multi Site Eligibility Check, not applicable for ISO 37001,)

Dalam hal sertifikasi multisite (cek FMLF-TNI-082 Annex 7 Rev.00 Multi Site Eligibility, tidak berlaku untuk ISO 37001)

Number of sample site need to be audited: _____ sites

Jumlah situs sampel yang perlu diaudit: _____situs

4. Is the scope of certificate and mandays audit appropriate?

Apakah ruang lingkup audit sertifikat dan manday sesuai?

- yes no Remarks / additionally required information:
ya tidak keterangan / informasi yang dibutuhkan
-
-

5. If any, is the traveling mandays audit has enough?

Jika ada, Apakah traveling mandays sudah mencukupi?

- yes no Remarks / additionally required information:
ya tidak keterangan / informasi yang dibutuhkan
-
-

6. CB has the competence personal (auditor or expert) to perform the audit activity?

CB memiliki kompetensi pribadi (auditor atau ahli) untuk melakukan kegiatan audit?

- yes no Remarks / additionally required information:
ya tidak keterangan / informasi yang di butuhkan
-
-

7. Any other points influencing the certification activity are taken into account? (language, safety conditions, threats to impartiality, etc. – See Poin 9)

Poin lain yang mempengaruhi kegiatan sertifikasi diperhitungkan? (bahasa, kondisi keamanan, ancaman terhadap ketidakberpihakan, dll. – lihat poin 9)

- yes no Remarks / additionally required information:
ya tidak keterangan / informasi yang di butuhkan
-
-

Jakarta, _____

Place / Date
Tempat / Tanggal

Head of CB / Auditor Signature
Tanda Tangan Kepala Badan Sertifikasi/ Auditor