Data Collection Form

We certify at the highest level

SYSTEMCERT
Zertifizierungsges.m.b.H.

Company dat

company	
Sector	
Address	
Postcode/location	
Contact/Position	
phone/mobile	
mail/website	
VAT-No.	

Note: Our terms and conditions and data protection guidelines valid at the time of creation apply. You can find the currently valid version at www.systemcert.at.

Requested certification

☐	ISO 9001	☐	ISO 37301	☐	SCCP
☐	ISO 14001	☐	ISO 45001	☐	SGM-AUVA
☐	ISO 21001	☐	SCC*	☐	ONR 192050
☐	ISO 29993	☐	SCC**	☐	
☐	ISO 50001	☐	SCP	☐	

Employees in general

Total number of employees [　　　] of which are

     _____ _____ %-employed
     _____ _____ %-employed
Full time equivalent [　　　] _____ _____ %-employed

Employees in individual areas e.g. administration, production, sales, maintenance, building sites, assembly, etc.

area	No. of employees

employees in total _____

Confirmation that a single management system (within the scope of certification) is used throughout your organisation if there are multiple sites.	☐ YES	☐ NO

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Type of connection of the sites to each other and to the head office (e.g.: 100% subsidiary, ...):

Site	Activity/processes	No. of employees
	employees in total	

Processes

Are there outsourced processes? (e.g. maintenance, painting, etc.)	
Are processes controlled centrally?	

Shift model

Does your organisation have a shift model?	☐ YES	☐ NO

If yes, which shift model is used (e.g. early shift 06:00 - 14:00 / late shift 14:00-22:00 / night shift 22:00-06:00)?

Please specify:

Scope of application of the requested certification/certificate text

Description of the activities to which the certification should apply (e.g. development, production and sales). Please state the desired certificate text.

Please specify:

Development

Is a development activity being carried out?	☐ YES	☐ NO

note*:*

Scope

Please specify the scope, if known:	
Scope:	NACE:

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Existing certification

Do you already have accredited certificates from SystemCERT or another certification body?	☐ YES	☐ NO
For which set of standard:		
Which of these standards are to be transferred to SystemCERT?		
Please specify here:		
Please provide your previous certification body:		
Please specify here:		
The last audit before the possible transfer was on?		
Please specify here:		

inital certification on:	
Certificate valid to:	
Transfer with:	☐ Surveillance audit ☐ Re-certification audit

Please send us the last valid certificate and the last three audit reports for the preparation of the offer.

When is the audit planned?

month:	year:

External services

Were external consulting services used (question of objectivity!)?	☐ JA	☐ NEIN
By whom?	Mr. / Mrs.	

Sections M to P, only relevant for EnMS acc. ISO 50001, resp. ISO 50003

Number of EnMS effective personnel (personnel with relevant influence on the EnMS):

area	No. of employees
Top Management, senior leadership	
Energy management-Team	
Procurement of energy-related performance	
Person(s) responsible for significant changes affecting energy-related performance	
Person(s) responsible for developing, achieving or maintaining improvements in energy performance, including targets, energy goals and action plans.	
Person(s) responsible for the development and maintenance of energy-related data and analysis	
Person(s) responsible for planning, implementing and maintaining the processes associated with the SEUs, including seasonal activities (e.g. harvesting activities, hotel operations), as applicable.	

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Person(s) responsible for the development affecting energy-related performance.	

Total EnMS effective employees: _____

Energy consumption, annual in TJ (1 TJ ≈278 MWh)

□ ≤ 20 TJ	□ 20 TJ ≤ 200 TJ	□ 200 TJ ≤ 2.000 TJ	□ > 2.000 TJ

Energy types (e.g. electricity, gas, diesel, air etc.) responsible for 80% of total energy consumption

□ 1 – 2 Energiearten	□ 3 Energiearten	□ ≥ 4 Energiearten

Number of essential energy inputs – (Signifikante Energie User)

□ 1 bis 3 SEUs	□ 4 – 6 SEUs	□ 7 – 10 SEUs	□ 11 bis 15 SEUs	□ ≥ 16 SEUs

Spezific information, only relevant for ISO 45001 – AUVA SGM

Number of staff, within the scope of the O&HS management system

area	No. of employees
Permanent employees, full-time equivalent	
Temporarily employed	
Employees working in shifts	
Employees of contractors and subcontractors under your control or influence	
Seasonal workers / high season contractors / subcontractors, if applicable.	
Temporary, unskilled personnel	

Employees in total _____

Main hazards, occupational health & safety risks, hazardous substances, relevant legal obligations

(Main hazards and OSH risks associated with processes, the most important hazardous substances used in the processes and all relevant legal obligations from the applicable OSH regulations.)

Please fill in:

_____   _____
Request on (date, name)   *signature (company stamp)*

Calculation and assessment by certification body

Sampling allowed

Justification or prevention for sampling (IAF MD 22 Pkt. 9.1.5) (e.g. different activities, etc.)	

Audit planning – Schift model

Justification if shifts are not audited **(IAF MD 22 Pkt. 2.3.5.)**	

Effective nr. of persons / reduction

Reductions for unskilled personnel not foreseen (IAF MD 22 point 2.3.6). Exceptions must be justified (e.g. risk assessment)	

Classification complexity category

Justification for downgrading (IAF MD 22 page 26) point 2.3.5).	

The positive assessment of the application is formally concluded and made visible by a signature of an employee of the certification body. Internal calculation of audit days for proposal submission see CL Checklist Audit Duration Determination MMS).

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For the certification body

....

date/signture

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