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# Request for Quote

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NOTE: This is an editable PDF form. You can type information directly into the form, save and email to SAI Global.

The information you provide in this form will be used to provide you with a quote for certification services and will be the basis for working out your technical requirements and durations for audits. This information will also be used, upon acceptance of a proposal, to set up your account with SAI Global.

## 1. Organisation Information

### 1.1 Registered Company/Organisation

Company	ABN		
Address			
Suburb	State	Post Code	
Country			

### 1.2 Any additional trading name(s) to appear on certificate (attach if more space is required)

### 1.3 Key contact

Name	Position		
Phone	Mobile	Fax	
Email			

## 2. Management Systems Information

2.1 When do you expect your management system to be ready for the first audit?

2.2 Is the system for which you seek certification or assessment integrated with any other management system?

No	Yes	If Yes; please describe:
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2.3 Do you currently have any management systems certified by SAI Global or any other certification body?

No	Yes	If Yes; by which certification body?
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Program (e.g. Food Safety)	Standard:	Certificate Number:
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2.4 Are you using a consultant to develop your system?

No	Yes	If Yes; please provide the name and contact details.
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### 3. I wish to apply for: (tick all those applicable)

#### 3a. Service

Audit and Certification			
New Program	New Sites	New Activity	Transfer
Customised Assessment		Gap Audit	Other

#### 3b. Programmes

##### QUALITY

- ISO 9001 Quality Management
- ISO 9001 Plus Clinical Standards for Healthcare\*
- LAW 9000 Legal Best Practice\*
- AS 9100 Aerospace Management
- ISO 13485 Medical Devices\*
- ISO 20252 Market & Social Research\*
- Financial Planning 9000
- ISO/TS 16949 Automotive\*
- Registered Automotive Workshop (RAWS)

##### OHS

- AS/NZS 4801 Occupational Health & Safety\*
- OHSAS 18001 Occupational Health & Safety\*
- National Audit Tool\*
- Other

##### ENVIRONMENT

- ISO 14001 Environmental Management\*
- ISO 14064 Greenhouse Gas Verification\*
- Forestry Standards\*
- FSC Chain of Custody\*

##### DISABILITY SERVICES

- DSC Disability Support Certification\*
- DSP Disability Sector Program\*
- DHS One Victoria\*
- DSQ Disability Sector Program QLD\*
- National Disability Advocacy Program\*
- Other

##### INFORMATION SECURITY & RISK

- ISO/IEC 27001 Information Security\*
- ISO/IEC 20000.1 IT Service Management\*
- ISO 31000 Risk Management Assessment

##### FOOD SAFETY

- ISO 22000 Food Safety\*
- HACCP Certification – Codex HACCP
- BRC Global Standard\*
  - Food      Packaging      Storage & Distribution
- SQF\*
- International Food Standard – IFS
- FSSC 22000\*      Food      Packaging
- Retailer Supplier Requirements:
  - Woolworths      Coles      ALDI      Costco
  - Other
- AS 6000 Organic Standard\*
- Regulatory Food Safety Audits
- McDonald's
- Spotless
- Unilever
- GlobalGap
- Other

##### OTHER

Eg One off assessment, vendor/supplier or other Standard. Please specify:

NOTE: For programs with\* you will need to provide an additional application form page with detailed information. This can be found on our Application Form webpage or can be provided by your Business Development Manager.

## 4. General Business Information

This information helps us to identify the type of auditor you require and the audit durations. Please attach additional pages or an organisational chart where necessary. For multi sites, please identify specific site activities – attach additional copies if required.

4.1 Please list the range of products and/or services that your organization provides:

4.2 Please list the main functions within your organization (e.g. design, production, management, sales):

4.3 Please list core processes (e.g. assembly, machining, consulting services) & main technologies used:

4.4 Please define which processes are outsourced:

4.5 Does your organization conduct, or is it responsible for, the design of services/products supplied to the customer?

No	Yes	If Yes; please specify the complexity and responsibility involved:

## 5. Main site to be audited

5.1 Main site address (where audit will take place)

Address	Size	m <sup>2</sup> (approx)
Suburb	Country	
State	Post Code	

5.2 What functions and activities would you like included in the Scope for Certification?

5.3 Please provide a list of staff position titles and the number employed in each department (e.g. trades people, drivers, designers, managers, accountants etc). Larger organizations may list departments instead of titles. Attach additional sheets or organizational chart

Position or Title/Name of Department	Full Time	Part Time	Casual	Contractors
Standard hours of business operation	Number of shifts (if applicable)			

5.4 Additional sites to be audited/covered by the Certification or Assessment

Number of sites

Please fill in the Additional Site Form at the end of the Request for Quote

5.5 Additional Sites (Fill in this page if you have additional sites to be audited)

5.5a Site 2 address (site audit)

Address			Size	m <sup>2</sup> (approx)
Suburb	State	Post Code	Country	

Please list core processes (e.g. assembly, machining, consulting services) at this site:

What functions and activities would you like included in the Scope for Certification?

Position or Title/Name of Department	Full Time	Part Time	Casual	Contractors
Standard hours of business operation	Number of shifts (if applicable)			

5.5b Site 3 address (site audit)

Address			Size	m <sup>2</sup> (approx)
Suburb	State	Post Code	Country	

Please list core processes (e.g. assembly, machining, consulting services) at this site:

What functions and activities would you like included in the Scope for Certification?

Position or Title/Name of Department	Full Time	Part Time	Casual	Contractors
Standard hours of business operation	Number of shifts (if applicable)			

5.5c Site 4 address (site audit)

Address			Size	m <sup>2</sup> (approx)
Suburb	State	Post Code	Country	

Please list core processes (e.g. assembly, machining, consulting services) at this site:

What functions and activities would you like included in the Scope for Certification?

Position or Title/Name of Department	Full Time	Part Time	Casual	Contractors
Standard hours of business operation	Number of shifts (if applicable)			

## Do you require information on any other services which SAI Global may provide

### INFORMATION SERVICES

Australian, ISO and other International Standards  
Standards On-Line Subscriptions

### TRAINING

Training for my Management System  
Training for Internal Auditing

### COMPLIANCE SERVICES

On-line training for your staff  
Newsfeeds on topics like legislation, OHS, Environment

### AUDIT & CERTIFICATION SERVICES

Other Management Systems  
Gap Audit

### HOW DID YOU FIND OUT ABOUT SAI GLOBAL?

On-line search	Referral	Email marketing	SAI Global Training
Yellow Pages	Conference/Exhibition	Advertising	Existing Customer

Thank you for providing us with this information on your business and its management system. We look forward to providing you with a formal proposal and quotation.

If you have any further questions regarding this process, please call us on **1300 360 314** or email: [assurance@saiglobal.com](mailto:assurance@saiglobal.com)

### YOUR PRIVACY

SAI Global and its subsidiaries (the SAI Global Group) respect stakeholders' privacy at all times. When processing your order or application we collect personal information about you for the primary purpose of providing you with a high level of customer service. We may also use this information to inform you of other related products and services available from SAI Global Group and to contact you in relation to these products and services. As we value your privacy we do not make your personal information available to other organizations without your explicit consent, and you have the right to gain access to this information. For more information please see our Privacy Policy on our website [www.saiglobal.com](http://www.saiglobal.com).

Please direct privacy related enquiries to the Chief Privacy Officer on +61 2 8206 6000 or by email: [privacyofficer@saiglobal.com](mailto:privacyofficer@saiglobal.com).