**APPLICATION FOR**

**ISO Certification & Consultancy**

Before we can prepare a proposal, we need specific information about your organisation, so we request you to complete the application form and return it to the address shown on the front page of this application form. Upon receipt of this form, we shall prepare and submit a proposal tailored exactly to your needs. All information supplied will be treated with strict confidence.

To start the project, you need to send us an acceptance of our proposal submitted to you. Upon acceptance of our proposal, we shall prepare a project plan for your organization and start the project accordingly. we currently require a lead time of approximately **one** week to start our consulting process (from receipt of your signed “acceptance of quotation”).

For a detailed explanation of how we carry our consulting services and lead your company towards ISO 9001 / ISO 14001 / HACCP /ISO 22000 / ISO 17025 / ISO 17020 / ISO 15189 / ISO 13485 / OHSAS 18001 / SA 8000 / ISO 27001certifications, please either contact our local office or visit our website [www.iso-saudi.com](http://www.iso-saudi.com) or [www.iso-consultants.com](http://www.iso-consultants.com) .We look forward to partner you obtain this important ISO management system certification and working with your organisation.

**PART A – Organization Details**

|  |  |
| --- | --- |
| Name of the Organization |  |
| Address |  |
| Post Code |  |
| Company Phone Number |  |
| Website |  |
| Name of the contact person |  |
| Designation  |  |
| Email Address |  |
| Mobile Number |  |
| Contact Phone Number |  |
| Name of the Chief Executive |  |
| Annual Turnover in SAR or $ |  |
| Addresses of other offices / manufacturing plants to be certified. |  |

**Select (🗸) the standard below for which you need the quote: -**

* ISO 9001
* ISO 14001
* ISO 17025
* ISO 17020
* ISO 15189
* ISO 28000
* BS/EN 16001
* Organic Certification
* HACCP
* ISO 22000
* OHSAS 18001
* ISO 27001
* ISO 20000
* SA 8000
* ISO 10001/2/3
* CE Mark

Any Other Standard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Total number of full time employees. |  |
| Total number of part time / contracted employees |  |
| Number of locations / sites / offices / factories to be covered under the scope of certification. |  |
| Do you currently have any ISO / related certification? If yes, please provide details. |  |

**Part B – Business Details**

**Brief description of your organization: -**

**Who are your main Customers and suppliers? (*write Industry and not names of the customers / suppliers*)**

**Which are your main processes or activities (e.g. Marketing, purchase…. etc.) Please attach your process flow chart or brief description of how the processes are carried out.?**

**TIME REQUIRED FOR ACHIEVING CERTIFICATION**

**Please mention time within which consultancy and certification process should be completed.**

|  |  |
| --- | --- |
| Time (Weeks) |  |
| Proposed start date of project |  |

**REMARKS & COMMENTS**

**Please provide us with any other information you believe would be important for us to know at this stage to enable us prepare a quick proposal and quotation for your organization:**

**Application Form filled by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**