



NATIONAL QUALITY CONFORMITY ASSESSMENT BODY

(A Constituent Board of NQC Assessment Body(opc) Private Limited,
(Incorporated Under The Ministry of Corporate Affairs By Act of 2013))

Inquiry Form

A. Basic Information:

*Name of Company:								
Services required	QMS	<input type="checkbox"/>	EMS	<input type="checkbox"/>	OHS	<input type="checkbox"/>	FSMS	<input type="checkbox"/>
	EnMS	<input type="checkbox"/>	ISMS	<input type="checkbox"/>	MDQMS	<input type="checkbox"/>	ITSMS	<input type="checkbox"/>
	BCMS	<input type="checkbox"/>	ABMS	<input type="checkbox"/>	Other	<input type="checkbox"/>		
Certification Required	NQCAB		<input type="checkbox"/>		Other		<input type="checkbox"/>	
*Postal Address								
*Contact Person Name:					*Position:			
*Phone					*Fax			
*Email:					*Website			
*Mobile No					Legal Status	Company		
*Scope								
State of implementation of standards	Implemented	<input checked="" type="checkbox"/>	Not yet Implemented	<input type="checkbox"/>				
*Statutory & Regulatory Requirements: (Related to the Nature Work & Management System Certification)								
*Outsourced Process: if any; which effects the conformity of the product/service								
In case of outsourced process, what type and extent of controls have been applied in order to ensure that the externally provided functions or processes do not adversely affect the effectiveness of your MS?								
In case of outsourced process how have you evaluated and determined organization's ability to meet your requirement and legal compliances?								

B. *Audit Location & Activities thereat

	Main Site	Additional Site (if any)	Temporary Site (if any)
Address			
Activities			
Core Process			
Support Process			
Total No. of Employee: (For multi-site, indicate all sites to be covered under certification) (If there are any employees on site which you are claiming are out of Scope, please explain rationale for justification here)			
	Main Site	Additional Site	Temporary/Virtual site
Full time			
Part Time			
Shift			
Similar work			

C. QMS

Quality Management System	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the category "design and development" included in the activities to be certified?		
Is there any process that affects product conformity outsourced?		
Exclusions if any?		

D. EMS

Environmental Management System	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is there any process that affects product conformity outsourced?		
Details of the sites; your company managing at the same time?		
A Register of Significant Environment aspect?		
An Environmental Management Manual?		
An Internal Environmental Audit Programme?		
Has the Internal Environmental Audit Programme been implemented?		
Kindly provide list of significant aspects & license required?		



NATIONAL QUALITY CONFORMITY ASSESSMENT BODY

(A Constituent Board of NQC Assessment Body(opc) Private Limited,
(Incorporated Under The Ministry of Corporate Affairs By Act of 2013))

Storage condition & Permitted Quantities of hazardous material?	<i>Please give details of the hazardous material & permitted Quantities</i>
---	---

E. QMS EMS New version special information

F. OHSAS

G. FSMS

H. EnMS

I. ISMS

J. MDQMS

K. ITSMS

L. BCMS

M. ABMS

N. CERTIFICATION PROGRAMME REQUESTED

Initial certification		Recertification	
Combination audit		Transfer Cum Surveillance	
In the case of several certification programmes, would you like the audits to be combined or carried out separately?			
If the answer is yes, please specify which combination			
IN case of recertification, please provide following information:			

O. RECERTIFICATION INFORMATION:

Certificate number	Issue Date	Valid Until	Is there is any Change in Scope (give details)	Transition information if required	Important Change since initial audit

P. ADDITIONAL INFORMATION

Have You A Specific Programme/Timescale For Achieving Registration?	
Have you called on the services of a consultant?	
If yes, please specify which one :	
Name of Representative:-	
Is any way Business Associate/Promoting Firm involved other than marketing?	
Declaration: The information provide above is true to the best of our knowledge and Belief.	
Name	Seal & Signature
Designation	
Date	

FOR NQC Assessment Body (OPC) Private Limited USE ONLY:-

Does certification request is available with the NQCAB (Refer certification letter)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does territory of the application is in active list (Refer certification letter)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does Scope demand is available with the NQCAB (Refer certification letter)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does MSS request is available with NQCAB (Refer certification letter)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
REVIEWED BY:		DATE:
Can the application be further processed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Comment: (if Any)		

Note:

- Please strike off whichever is not applicable. Please fill only relevant part of the form, incomplete application form may not be considered and may be rejected.
- Temporary Site** means a Location (physical or virtual) where a client organization performs specific work or provides a service for a finite period of time and which is not intended to become a permanent site.
- Virtual Site:** An example of such a virtual site is a design & development organization with all employees performing work located remotely, working in a Cloud environment. A site cannot be considered a virtual site where the processes must be executed in a physical environment, e.g., warehousing, manufacturing, physical testing laboratories, installation or repairs to physical products.
- Application form can be filled on line on MIS, to obtain a log in details, please contact at info@nqcab.org
- Acceptance of the application can be executed by AA, AM, QM, country head or any other authorized personal, acceptance of the application does not mean acceptance of application, but this is an acceptance of application for internal review purpose only.