

Data Collection Sheet and Application Review

Quality Management System and other related Standards

Name and Company Name: _____

Possible Group: _____

Headquarters Address (include, if any, addresses of branch offices): _____

City: _____ State: _____ Country: _____ Phone: _____

Fax: _____ E-mail: _____ Website: _____

Standard

ISO 9001 UNI EN ISO 9001 ref.. DM 188/2020 ISO 39001 EN ISO 13485 UNI/PdR 125

Products / services covered by the management system (For ISO 9001 sector constructions- IAF 28, specify the types of works rather than the general activity): _____

Consultant / Consulting Company: _____

Processes outsourced (if any): _____

Sites involved in certification processes

| Site (Address) | Type (permanent or temporary) and activities | No. of Personnel |
|----------------|--|------------------|
| | | |
| | | |
| | | |

Number of personnel¹

Number of Personnel involved in the certification processes: _____ No. of seasonal workers (if any): _____

Shift (if any): _____ Part-times (if any): number: _____ hours: _____

No. of external personnel (if significant in calculating the duration of the audit): _____

Others specific data for quality management system

Exclusion Requirement 8.3: yes no

For Training Sector (IAF 37): number of teachers: _____

For Constructions Sector (IAF 28): average turnover reported in the last 3 years: _____

For Design Offices (IAF 34)- Verifications on buildings design for the purpose of validation performed in accordance with the applicable laws, has the Organization issued at least one audit report of the final design work? yes no

¹The number of Personnel shall include the staff involved in activities subject to certification, both inside and possibly outside.

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Additional information for ISO 9001 constructions sector (IAF 28)

| Yard/Site | Activities carried at Site/Yard | Place | Duration |
|-----------|---------------------------------|-------|----------|
| | | | |
| | | | |
| | | | |

Other certifications

- The Organization has the same certificate² valid for the same products / services
- The Organization has another certificate² valid for the same products / services
- The Organization requires Kiwa Cermet to follow certification procedure integrated with other standards: _____

Application review (to fill in by Kiwa Cermet)

Technical Area: _____ IAF Sector: _____

NO. OF EQUIVALENT EMPLOYEES considered (Explain the calculations made): _____

No. sites to be sampled: _____

Minimum no. of sites to be visited for application field coverage during Initial Certification Audit: _____

Minimum no. of sites to be visited during every Surv. Audit for application field coverage during the triennium: _____

| Factors reducing initial audit duration | Notes | Check |
|---|-------|--------------------------|
| Organization not responsible for product design and/or other elements quoted in the standard not covered by scope. | | <input type="checkbox"/> |
| Site with very low workforce. | | <input type="checkbox"/> |
| Relevant amount of personnel performing the same, simple task (eg large number of people dedicated to assembly products in production plants; high number of personnel driving forklifts in large distribution centers). | | <input type="checkbox"/> |
| Organizations kept under control (eg already certified or recognized with respect to another third party scheme, by another accredited / notified body). | | <input type="checkbox"/> |
| Activities falling within the scope of certification, considered low risk. | | <input type="checkbox"/> |
| Activities falling within the scope of low complexity certification: a. Processes related to similar and repetitive activities; b. Identical activities at every turn, with low complexity, with appropriate evidence of equivalent performances on all shifts (this case cannot be combined with the reduction of employees calculated by division of the number of shifts); c. Significant portion of staff that covers a simple and repetitive function. This clause is not applicable if a reduction of the equivalent employees has already been made for this reason | | <input type="checkbox"/> |
| The system of the organization is already known (i.e. already certified according to another standard by Kiwa Cermet) | | <input type="checkbox"/> |
| High level of automation | | <input type="checkbox"/> |
| Other (specify): | | <input type="checkbox"/> |

² In this case please send us the certificate

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| Factors increasing initial audit duration | Notes | Check |
|--|-------|--------------------------|
| Complex Organizations from a logistical point of view, that is, with separate buildings or locations where activities are carried out (e.g. separate design center, which is to be verified) | | <input type="checkbox"/> |
| Activities requiring visits to temporary sites in order to evaluate the management system of activities performed in permanent sites | | <input type="checkbox"/> |
| Site is vast in respect to no. of personnel (e.g. forest areas) | | <input type="checkbox"/> |
| Systems comprising high complexity processes, with many consequent extraordinary activities | | <input type="checkbox"/> |
| Activities requiring combinations of hardware, software, products and services | | <input type="checkbox"/> |
| The industry in which the Organization requiring the audit operates is tightly regulated (e.g. nuclear sector, space sector, food industry) | | <input type="checkbox"/> |
| Multilanguage personnel (consequent need for an interpreter during audit) | | <input type="checkbox"/> |
| Organizations with processes or activities outsourced | | <input type="checkbox"/> |
| Other (specify): | | <input type="checkbox"/> |

Reductions for integrated audits _____ % of reduction

| Calculating audit durations (man/days): | Pre-liminary Audit | Stage 1 | Stage 2 | Surveill. Audit | Surveill. Audit | Renewal Audit | Ex-tension | Others |
|---|--------------------|---------|---------|-----------------|-----------------|---------------|------------|--------|
| Standard times: | | | | | | | | |
| Real duration (normal audit): | | | | | | | | |
| Real duration (integrated audit): | | | | | | | | |

For QMS the exclusion of 8.3 is consistent with the information available: yes no: _____

Special needs: _____

Language in which the audit will take place: Italian English Other (specify): _____

Other Notes:

Date: _____

Signature: