



TQ SERVICES

A Division of Tata Projects Limited

APPLICATION

Name & address of the Organisation:

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| |
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| | |
|-----------|----------|
| Tel. No.: | Fax No.: |
| Email : | |

Weekly Holiday: Office / works :

| | | |
|----------------------------|--------------------------|--|
| Travel related Data | Nearest Airport: | Approximate distance to location (KMs) |
| | Nearest Railway station: | |

Certification required for: ISO 9001 ISO 14001 Integrated Mgt System

| | |
|--|--|
| Scope of certification being sought; (Scope to cover products/services and important functions If multiple sites exist, pl provide the details of scope for each location using additional sheets as required) | |
|--|--|

Is the Organization responsible for Design function? Yes No

Contact Person / Designation:

Management Representative:

Type of company (Public sector / private / Proprietary):

Organisation registered as legal entity with:



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Part of MNC/Corporate group:

Outsourced process (if any):

Subsidiaries / Associate Companies:

Organisation Chart : Please **attach** separate sheet

Process flow chart : Please **attach** separate sheet.

The details of No. of employees and Manufacturing / Service location(s) and any support location(s) with addresses which are to be covered in certification. (Example : any other manufacturing sites, design, marketing, sales, purchase etc.,). To provide details of contact person, contact phone, fax and mail address.

| Number of employees | | | | | |
|---------------------|------------------------------------|-------------|--------|--------|--|
| | | Head Office | Site 1 | Site 2 | |
| 1 | Management | | | | |
| 2 | Research and Development / Design | | | | |
| 3 | Manufacturing | | | | |
| 4 | QC / QA, labs | | | | |
| 5 | Marketing / Sales | | | | |
| 6 | Others–Stores, Admin, purchase etc | | | | |
| 7 | Outsourced / Contract personnel | | | | |
| 8 | | | | | |
| 9 | | | | | |
| | Total | | | | |

Details of personnel in shift working

| Site, address and contact person details | Gen shift | 1 st shift | 2 nd shift | 3 rd shift |
|--|-----------|------------|------------|------------|
| | | | | |
| | | | | |



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| Support Locations, address and contact person details | No of employees |
|---|-----------------|
| | |
| | |

(Please use separate sheet if page is insufficient.)

Turn Over last year :
 Exports
 a) to EC - Countries :
 b) Other Countries :

Do you have any consultant for ISO 9001 / ISO 14001 Certification: YES / NO

Consultancy Agency (if applicable):

Since how long have you been preparing for ISO 9001 / ISO 14001 Certification?

On a scale of 1 -10, (1 means absolutely unprepared and 10 means ready for Certification) where would you place your organisation:

Additional info for EMS ISO-14001 – (Pl. give in Annexure-1).

The Management is committed to

- To comply with the requirements of the standard and any applicable legal & other regulatory requirements and for continual improvements.
- Provide any necessary information required for evaluation of the system to TPL CB

PLEASE RETURN THE COMPLETED QUESTIONNAIRE TO :

**CHIEF OF CERTIFICATION ,
 TQ SERVICES**
 A Division of Tata Projects Limited,
 Quality Services Division, 2nd Floor,
 Varun Towers – 1, Begumpet, HYDERABAD
 India – 500 016

Signature of
 Authorised Representative & Date:

