



# SIS Certifications

## PRE-QUOTATION FORM

Name of the Organization			
Country		State	
Postal Code		GST No.	
Registered Address	<div style="text-align: center;"> <p><b>We Do Not Sell, We Certify!</b></p> </div>		
Operational Address			
Do you have more than one Office address? ( <b>Yes/ No</b> ) If yes, kindly mention the addresses			
Addresses needed to be incorporated in the certification			
E-mail ID		Website	
Primary Contact Person		Primary Phone number	
Designation		Primary Email ID	
Secondary Contact Person		Secondary Phone number	
Designation		Secondary Email ID	
Where did you hear about us?	<div style="text-align: center;"> <p><b>SIS CERTIFICATIONS</b></p> </div>		
Business Sector			
Brief about the Services and Products need to be incorporated in certification			

Ref: SIS – F - 001

Issue No. 03

Rev. No. 00

Revision Date: 15.07.2021

Unit No. 514, 5<sup>th</sup> Floor, Vipul Business Park, Sohna Road, Sector – 48, Gurgaon-122018, Haryana, India.



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Please mention all the standards you wish to opt for: <b>ISO 9001:2015 (QMS)</b> <b>ISO 14001:2015 (EMS)</b> <b>ISO 45001:2018 (OHSMS)</b> <b>ISO 22000:2018 (FSMS)</b> <b>ISO 27001:2013 (ISMS)</b> <b>ISO 37001:2016 (ABMS)</b> <b>ISO 13485:2016 (MDQMS)</b> <b>ISO 50001:2018 (EnMS)</b> <b>ISO 21001:2018 (EOMS)</b> <b>ISO 22301:2019 (BCMS)</b> <b>ISO 26000:2010 (SR)</b> <b>CE Mark, RoHS, HACCP, Halal, Kosher &amp; Others (Please mention Others)</b>		We Do Not Sell, We Certify!	
Are you prepared with your documentations as per the requirements of the required standard?  Process Manual, Procedures, Forms and Formats, Risk assessment, Needs and Expectations of your interested parties, Training procedures and records, Maintenance of your machines, Process documentations of your complete operations, etc.			
Total Number of Employees in Each Site		SIS CERTIFICATIONS	
Number of Full Time Employees			
Number of Part Time Employees			
Total Number of Students (For Education Industry)			
Number of Operational Shifts			
No. of employees in Each Shift			
Stage of Certification (Fresh Certification, Surveillance or Transfer)			
Is this a transfer from another Certification Body? ( <b>Yes or no</b> )			
Please forward copy of latest audit report and current certificate			
Please give full details of any out-sourced processes (i.e., vital processes/services that other companies perform on your behalf):			
Please provide full details of any consultancy company that you have employed for Implementation:			

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Please indicate your preferred target dates for the following activities

Document Review (Specify Month/Year)	
Preliminary Review (Specify Month/Year)	
Formal-Onsite Review (Specify Month/Year)	

**Notes:**

The quotation will be based on the information provided in the quotation request form.

Please indicate your preferred target dates for the following activities.

The surveillance period will be decided based on the review of application form.

For Client Use	
Name	
Designation	
Date	
Application Review (For SIS Cert Use only)	
Accreditation	
Scope/Code Evaluation	
Resource Allocation	
Review Status	
Quotation Generation	

**SIS Certifications Pvt. Ltd.**

Corporate office: - Unit No. 514, 5th Floor, Vipul Business Park, Sector- 48, Gurugram-122018, Haryana, India

**Contact us:**

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Web: - www.siscertifications.com

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## Document Checklist for ISO 9001:2015

Sr. No.	Document Description	Availability (Yes/No)
1.	Master list of Documents and records	
2.	Quality Manual	
4.	List of Internal & External Issues	
5.	List of interested Parties and their requirements	
6.	Documented Scope	
7.	Sequence & Interaction Chart and Process Flow Diagram	
8.	Quality Policy	
9.	Organization Roles, Responsibility & Authority and KPIs	
10.	Risk & Opportunities	
11.	Legal Register	
12.	Quality Objectives	
13.	List of Resource & People	
14.	Competence, Training and Awareness records	
15.	List of Monitoring & Measuring Resources	
16.	Calibration Document	
17.	Maintenance & Breakdown Records	
18.	Document for Organization Knowledge	
19.	Procedure for Control of Documents and Records	
20.	Procedure for Procurement & their Record	
21.	Procedure for competence, training and awareness	
22.	Procedure for Design and Development & their Records	
24.	Procedure for control of externally provided processes, products and services (outsourced processes)	
25.	Procedure for production and service provision	
26.	Product & Service Specification	
27.	Procedure for Review of the requirements for products and services	
28.	Procedure for Changes to requirements for products and services	
29.	Procedure for Property belonging to customers or external providers	
30.	Procedure for Control of changes	
31.	Procedure for internal audit	
32.	Procedure for management review	
33.	Operation Planning & Control for each department	

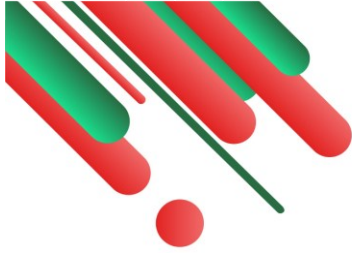
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34.	Procedure for Compliance Obligation	
35.	Customer enquiries, contracts, orders, feedback & complaints	
36.	Criteria for evaluation and selection of suppliers	
37.	Identification & Traceability Record	
38.	Nonconformance & Corrective Action Record	
39.	Internal Audit Record	
40.	Management Review Record	
41.	Sales Order & Purchase Order	

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