**SUN CERT ROMANIA**

**Constanta, Str. Krakovia, Nr.9A, Bl. C6, Ap. 1, parter**

***Tel: 0745 203 402; Fax: 0372 877 324;*** [***certificare@suncert.ro***](mailto:certificare@suncert.ro)***;*** [***www.suncert.ro***](http://www.suncert.ro)

|  |  |
| --- | --- |
| **Nr de intrare SUN CERT/ Data**  ***SUN CERT/OECS input number/Date*** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **STANDARDELE PENTRU CARE SE DORESTE CERTIFICAREA / STANDARD(S) TO BE COVERD BY CERTIFICATION** | | | | | | | | | | |
| **ISO 9001** | **ISO 14001** | | **ISO 45001** | **ISO 22000** | | **ISO 27001** | | **ISO 50001** | | **ISO 37001** |
| **Altele/ *Others*:** Click or tap here to enter text. | | | | | | | | | | |
| **Certificare initiala/**  ***Initial certification*** | | **Recertificare / *Recertification*** | | | **Transfer /**  ***Transfer*** | | **Extindere /**  ***Extension*** | | **Altele/**  ***Others:*** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **DETALII DESPRE ORGANIZATIE / ORGANISATION DETAILS** | | | | | |
| **Denumire organizatie**  ***Organisation name*** | Denumire organizatiei | | | | |
| **Domeniul de certificare (domeniul de activitate care se doreste a fi certificat)**  ***Scope of certification (area of activity to be certified)*** | Domeniul de certificare. | | | | |
| **Adresele organizatiei**  **ce urmeaza a fi certificate**  ***Organisation addresses to be certified*** | Adresele organizatiei. | | | | |
| **Pentru Organizatiile cu locatii multiple:**  ***Fiecare locatie urmeaza un sistem comun?***  ***For Multisite organisation:***  ***Does each site follow a common system?*** | **Da / Yes**  **Nu / No** | **Numarul total al locatiilor ce vor fi inregistrate**  ***Total number of sites to be registered as a multisite*** | | | Nr |
| **Persoana de contact/ Functia**  ***Contact name/ Position held*** | Persoana de contact. | | **Telefon, Fax *Telephone, Fax*** | Telefon, fax. | |
| **Adresa Email**  ***Email address*** | Adresa de email. | | **Domeniu Web *Website address*** | Adresa web. | |
| **\* In cazul in care sunteti la recertificare, va rugam sa anexati o copie a certificatului.**  ***For recertification, please attach a copy of your previous certificate.*** | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **III. DETALII DESPRE ANGAJATII ORGANIZATIEI / EMPLOYEE DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Total numar angajati /**  ***Total number of employees*** | | | | | | | | | | | | | | | | | | | | | | Nr | | |
| **din care:**  *from which:* | |  | | | | | | | | | | | | | | | | | | | | | | |
| personal cu norma  intreaga  *full time employees* | | Nr | personal norma redusa  *part time*  *employees* | | | Nr | Daca da, detaliati fractiunile de norma:  If so, detail the fractions of the norm:  ………………………………… | | | | | | personal  temporar  *temporary*  *personnel* | | | Nr | | | personal  necalificat  *unskilled*  *personnel* | | Nr | | | |
| Personal productie/ servicii *Production/ service staff* | | | | Nr | | Personalul TESA *Managers/ Support* | | | Nr | | | Personal care lucreaza in afara locatiei (soferi, agenti de vanzari etc)  *Staff working off site (drivers, salespersons etc)* | | | | | | | | | | | Nr | |
| Se lucreaza in schimburi?  *Shift work ?* | | DA/Yes  NU/No | | Numarul de schimburi  *Number of shifts* | | | | Nr | Numarul de personal pe fiecare schimb  *Number of personnel on each shift* | | | | | | | | | | | | | Nr | | |
| **Se desfasoara aceleasi activitati pe fiecare schimb?**  *Are performed same activities on each shift?* | | | | | | | | | **Da / Yes**  **Nu / No:** detaliati | | | | | | | | | | | | | | | |
| In cazul in care organizatia desfasoara **activitati relevante din domeniul de certificare** cu **subcontractori**, va rugam sa precizati cu aproximatie care este **numarul minim de personal** al subcontractorilor:  *Where* ***subcontractors/ contractors*** *perform* ***relevant activities from the scope of certification****, please approximate* ***the minimum******number of personnel*** *from contractors/ subcontractors:* | | | | | | | | | | | | | | | | | | | | | | Nr | | |
| **In cazul in care organizatia are mai multe locatii permanente, va rugam sa furnizati detalii referitoare la angajati pentru fiecare locatie**:  ***If the organization has more than one permanent site, please provide details of the employees for each site:*** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Locatie/**  ***Site*** | **Adresa/**  ***Address*** | | | | **Coduri CAEN inregistrate /**  ***Registred NACE codes*** | | | | | **Nr. personal/**  ***No. of employees*** | | | | | | | | **Schimburi/ nr. personal pe schimb**  ***Shifts/******no. of personnel on each shift*** | | | | | | |
| **PNI**  ***FTE*** | **PNR/n**  ***PTE/h*** | | | **PT**  ***TP*** | **PN**  ***UP*** | | **PS**  ***SP*** | **1/nr**  ***1/no*** | | **2/nr**  ***2/no*** | | | | **3/nr**  ***3/no*** |
| **Sediu/**  **Headquarters** | Adresa | | | | Coduri CAEN | | | | | Nr | Nr | | | Nr | Nr | | Nr | Nr | | Nr | | | | Nr |
| **Locatie 1/**  **Site 1** | Adresa | | | | Coduri CAEN | | | | | Nr | Nr | | | Nr | Nr | | Nr | Nr | | Nr | | | | Nr |
| **Locatie 2/**  **Site 2** | Adresa | | | | Coduri CAEN | | | | | Nr | Nr | | | Nr | Nr | | Nr | Nr | | Nr | | | | Nr |
| **Locatie 3/**  **Site 3** | Adresa | | | | Coduri CAEN | | | | | Nr | Nr | | | Nr | Nr | | Nr | Nr | | Nr | | | | Nr |
| **(Daca este necesar, se adauga linii suplimentare si se detaliaza pentru fiecare locatie permanenta/ *Where applicable, add additional lines if necessary and give details for each additional site)*.**  **Legenda: PNI = personal norma intreaga; PNR = personal norma redusa/n - se precizeaza norma; PT = personal temporar, sezonier; PN = personal necalificat; PS = personal subcontractori**  ***Legend: FTE = full time personnel; PTE = part-time personnel/h – to be specified the hours worked; UP = unskilled personnel;***  ***SP = personnel from subcontractors/ contractors*** | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **V. DETALII DESPRE SISTEMUL DE MANAGEMENT AL ORGANIZATIEI / MANAGEMENT SYSTEM DETAILS** | | | | | |
| 1. **ALTE CERTIFICARI, RECUNOASTERI DETINUTE/ OTHER CERTIFICATIONS, RECOGNITION HELD** | | | | | |
| **NU / No** | | | | | |
| **DA**  ***Yes*** | **Standard/ Referinta**  ***Standard/ Reference*** | | **Numar si data certificat**  ***Certificate number and date of issue*** | **Nume organism de certificare**  ***Name of The Certification Body*** | |
| Standard | | Nr si data certificat | Nume organism certificare | |
| 1. **SISTEME DE MANAGEMENT INTEGRATE / INTEGRATED MANAGEMENT SYSTEMS** | | | | | |
| **NU / No** | | | | | |
| **DA**  ***Yes*** | **In cazul sistemelor integrate bifati aspectele corespunzatoare/*For integrated systems, please insert a cross for appropriate aspects:*** | | | | |
|  | **Toate condiţiile de mai jos sunt aplicabile / *All below are applicable*** | | | |
|  | **Documentaţia de sistem integrata / *An integrated documentation set*** | | | |
|  | **Analiza de management ia in considerare strategia, planurile de dezvoltare generale / *Management Reviews that consider the overall business strategy and plan*** | | | |
|  | **Abordare integrata a auditurilor interne / *An integrated approach to internal audits*** | | | |
|  | **Abordare integrata a politicilor si obiectivelor / *An integrated approach to policy and objectives*** | | | |
|  | **Abordare integrata a proceselor / *An integrated approach to system processes*** | | | |
|  | **Abordare integrata a mecanismelor de imbunatatire / *An integrated approach to improvement mechanisms*** | | | |
|  | **Responsabilitati si procese suport integrate/ *Integrated management support and responsibilities*** | | | |
| 1. **CONSULTANTA PENTRU IMPLEMENTAREA SISTEMULUI DE MANAGEMENT / CONSULTANCY FOR MANAGEMENT SYSTEM IMPLEMENTATION**   ***Daca ati primit consultanta va rugam sa specificaţi numele consultantului.***  *Please, specify the name of the consultant if consultancy relating to the management system to be certified has been provided.* | | | | | |
| **DA**  **Yes** | **Nume / *Name*:** Numele consultantului | | | | **NU**  ***No*** |
| 1. **Ati beneficiat de formare sau alte servicii din partea SUN CERT in ultimii 2 ani – daca DA va rugam furnizati date si detalii /** *Have you received training or other services from SUN CERT in the last 2 years - if YES please provide dates and detail of the service provided* | | | | | |
| **DA**  **Yes** | **Detalii / Details:** Detalii | | | | **NU**  ***No*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **VI. DETALII REFERITOARE LA FACTORI SPECIFICI DOMENIULUI DE ACTIVITATE (*Bifati rubrica aplicabila)***  **SCOPE BUSINESS FACTORS DETAILS (*Insert a cross in the right box or leave blank if not suitable)*** | | | |
| **1.** | **Logistica diversificata, activitatile se desfasoara in locatii diferite./**  ***Complicated logistics involving more than one building or location where work is carried out.*** | |  |
| **Activitatile se desfasoara in aceeasi locatie /**  ***Activities are carried out in the same location.*** | |  |
| **2.** | **Puncte de lucru situate pe arii extinse raportat la numarul de angajati (un santier de constructii extins, padure). /*Very large site for number of personnel (e.g. large construction area, forest).*** | |  |
| **Puncte de lucru situate pe o arie foarte mica raportat la numarul de angajaţi. ( ex. birouri) / *Very small site for number of personnel (E.G. office complex only).*** | |  |
| **3.** | **Activitati considerate a fi cu grad ridicat de risc (*ex: ind alimentara, servicii medicale, medicamente, activitati complexe pentru constructii etc*)./**  ***Activities considered to be of high risk (E.G. food, pharmaceuticals, medical services, complex construction etc.).*** | |  |
| **Activitati cu grad scazut de risc. /**  ***Activities considered to be of low risk.*** | |  |
| **4.** | **Organizatia desfasoara activitati foarte complexe ce necesita personal calificat sau un numar relativ mare de activitati unice sau activitati identice pentru toate schimburile. /**  ***System covers highly complex processes or relatively high number of unique activities.*** | |  |
| **Organizatia desfasoara activitati cu complexitate redusa, majoritatea personalului desfasoara acelasi tip de activitate./** ***Low complexity activities: processes involve a single generic activity (E.G. service only) or where a significant proportion of staff carry out a similar simple function or identical activities performed on all shifts.*** | |  |
| **5.** | **Nivel ridicat de automatizare./**  ***High level of automation.*** | | **da / yes  nu/ no** |
| **6.** | **O mare parte din angajati isi desfasoara activitatea in afara locatiei (soferi, agenti etc). /**  ***Where staff include a number of people who work “off location” (E.G. salespersons, drivers, service personnel etc).*** | | **da / yes  nu/ no** |
| **7.** | **Organizatia nu aplica “proiectarea” sau alta cerinta a standardului ISO 9001**  ***Client is not “design responsible” or other 9001 standard elements are not covered in the scope*** | | **da /yes  nu/ no** |
| **8.** | **Procese sau servicii externalizate**  ***Outsource processes or services*** | **Da; daca da, detaliati/*Yes; i****f* ***yes, please give details:***  ................................................... | **Nu */No*** |
| **9.** | **Organizatia desfasoara activitati la sediul clientului sau care necesita vizitarea unor locatii temporare (de ex: santiere) /** ***Activities at client’s sites or activities that require visiting temporary sites (E.G. construction sites).*** | **Da; daca da, detaliati/*Yes; i****f* ***yes, please give details:***  ................................................... | **Nu */No*** |
| **10.** | **Obligatii legale relevante/ autorizatii/ licente detinute/ *Any relevant legal obligations/ authorizations/ permits*** | **Da; daca da, detaliati/*Yes; i****f* ***yes, please give details:***  ................................................... | **Nu */No*** |
| **11.** | **Reclamatii de la clienti in ultimul an. / *Complaints from your clients in the last year.*** | **Da; daca da, detaliati/*Yes; i****f* ***yes, please give details:***  ................................................... | **Nu */No*** |

|  |  |  |
| --- | --- | --- |
| **VII. ALTE INFORMATII / OTHER RELEVANT INFORMATION** | | |
| **Personalul organizatiei vorbeste mai multe limbi si e nevoie de translator la audit. /***S****taff speaking in more than one language requiring interpreter(s) for the audit process.*** | **DA, care?/*Yes, what language?***  ................................................... | **NU *No*** |
| **Perioada dorita pentru desfasurarea auditului de certificare:**  ***Target date to commence assessment:*** | Click or tap here to enter text. | |
| **De unde ati aflat despre organismul de certificare SUN CERT?**  ***How did you hear about SUN CERT?*** | Click or tap here to enter text. | |

|  |  |
| --- | --- |
| **Data / *Date:*** | Alegeti data |
| **Numele / *Name:*** | Numele |
| **Functie / *Position:*** | Functia |
| **Semnatura si stampila / *Signature and stamp:*** |  |

Note/ *Note:*

Inainte de desfasurarea auditului de certificare, sistemul de management trebuie sa fi fost implementat de cel putin trei luni. / *Before the certification audit is performed, the management system must have been implemented for at least three months.*

*In funcţie de sistemul de management pentru care solicitaţi certificarea completaţi anexele:* Anexa 1 – SMM/ ISO 14001, Anexa 2 – OH&SSM/ ISO 45001, Anexa 3 – SMSA/ ISO 22000 etc. / *Depending on the management system to be covered by the certification, please fulfill the annexes: Annex 1 – EMS/ ISO 14001, Annex 2 – OH&SMS/ ISO 45001*, *Annex 3 – FSMS/ ISO 22000* etc.