**SUN CERT ROMANIA**

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

***Tel: 0745 203 402; Fax: 0372 877 324;*** ***marketing@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*:**  |
| **€ Certificare initiala/*****Initial certification*** | **€ Recertificare / *Recertification*** | **€ Transfer /** ***Transfer*** | **€ Extindere /** ***Extension*** | **€ Altele/** ***Others:*** |
| **Domeniul de activitate/ activitatile pentru care se doreste certificarea*****Scope of certification (activities to be certified)*** |  |

|  |
| --- |
| 1. **DETALII DESPRE ORGANIZATIE / ORGANISATION DETAILS**
 |
| **Denumire organizatie** ***Organisation name*** |  |
| **Adresa sediu social****Headquarters adress**  |  |
| **Persoana de contact/ Functia*****Contact name/ Position held*** |  | **Telefon, Fax *Telephone, Fax*** |  |
| **Adresa Email** ***Email address*** |  | **Domeniu Web *Website address*** |  |
| **\* 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 SI LOCATII / EMPLOYEE AND SITES DETAILS** |
| **Total numar angajati /** ***Total number of employees***  |  |
| **din care:***from which:* |
| personal cu norma intreaga*full time employees* |  | personal norma redusa*part time* *employees* |  | Daca da, detaliati fractiunile de norma:If so, detail the fractions of the norm:………………………………… | personal temporar*temporary* *personnel* |  | personal necalificat *unskilled* *personnel* |  |
| Personal productie/ servicii *Production/ service staff* |  | Personalul TESA *Managers/ Support* |  | Personal care lucreaza in afara locatiei (soferi, agenti de vanzari etc)*Staff working off site (drivers, salespersons etc)* |  |
| Se lucreaza in schimburi? *Shift work ?* | € DA/Yes€ NU/No | Numarul de schimburi *Number of shifts* |  | Numarul de personal pe fiecare schimb *Number of personnel on each shift* |  |
| **Se desfasoara aceleasi activitati pe fiecare schimb?***Are performed same activities on each shift?*  |  **Da / Yes**  **Nu / No: ..........................................................**  |
| 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:*  |  |

|  |  |
| --- | --- |
| **Numarul total al locatiilor ce vor fi inregistrate*****Total number of sites to be registered as a multisite*** |  |
| **In cazul in care organizatia are mai multe locatii permanente ce urmeaza a fi inregistrate, va rugam sa furnizati detalii referitoare la adresa si numar angajati pentru fiecare locatie**:***If the organization has more than one permanent site to be registered, please provide details of the address and number of employees for each site:*** |
| **Locatie/*****Site*** | **Adresa/** ***Address***  | **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** |  |  |  |  |  |  |  |  |  |
| **Locatie 1/****Site 1** |  |  |  |  |  |  |  |  |  |
| **Locatie 2/****Site 2** |  |  |  |  |  |  |  |  |  |
| **Locatie 3/****Site 3** |  |  |  |  |  |  |  |  |  |
| **(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*** |
|  |  |  |
| 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. **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**  |
| 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*:** | **€ 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:** | **€ 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:***  |  |
| **De unde ati aflat despre organismul de certificare SUN CERT?*****How did you hear about SUN CERT?***  |  |

|  |  |
| --- | --- |
| **Data / *Date:*** |  |
| **Numele / *Name:*** |  |
|  **Functie / *Position:*** |  |
|  **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.