SIRIM QAS INTERNATIONAL	**MANAGEMENT SYSTEM CERTIFICATION**
	REQUEST FOR INFORMATION (RFI)

This RFI is sent to applicants to allow us to understand your business and to provide you with the best possible service.

CERTIFICATION SCHEME
Please indicate below the scheme(s) for which you are applying:

☐ ISO 9001	☐ ISO 14001	☐ ISO 45001	☐ ISO 37001
☐ ISO/IEC 27001	☐ ISO/IEC 20000-1	☐ MS 1900	☐ ISO 29001
☐ GDPMD	☐ ISO 13485	☐ ISO 22301	☐ IATF 16949
☐ ISO 50001	☐ ISO 55001	☐ ISO 39001	☐ ISO 28000
☐ RSPO P & C	☐ RSPO Supply Chain	☐ GMP for Food	☐ HACCP
☐ ISO 22000	☐ ISO/TS 22000-1	☐ ISO/TS 22000-2	☐ ISO/TS 22000-3
☐ SIRIM 55	☐ ISO/IEC 42001	☐ Other : _____	

If enquiry relates to more than one scheme, do you want an integrated/ combined audit to be carried out? ☐ Yes ☐ No

Does this enquiry relate to a new certification or the transfer of an existing accredited certification? ☐ Yes ☐ No

If yes, please provide details of your current certification by filling in *Application for Transfer of Certificate (SQAS/MSC/FOR/13-1).*

Please provide the scheme specific information as required in the relevant appendix.

PLEASE COMPLETE IN BLOCK LETTERS.

1. DETAILS OF APPLICANT

Name of Organization : _____

Division (if applicable) : _____

Correspondent Address : _____

_____

_____

Website (if any) : _____

Company/ Business Registration No. (if applicable) : _____

Contact person (1) : _____	Contact person (2) : _____
Position : _____	Position : _____
Telephone : _____	Telephone : _____
E-mail : _____	E-mail : _____

Do you want to be certified under your trading name? ☐ Yes ☐ No

If 'Yes' give further details : _____

Is your organization part of some larger group of companies? ☐ Yes ☐ No

If 'Yes' give the name of holding company : _____

Category of organization – only for organizations based in Malaysia (may select more than one):

☐ Local – SME	☐ Local – Non-SME	☐ Multinational – Origin : _____
☐ Bumiputra	☐ Non-bumiputra	☐ Government (ministry, department, statutory bodies, agency, etc.)
☐ Other : _____		

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2. OTHER INFORMATION

(a) If the management system has already been implemented, please indicate the effective date : _____

(b) Target date for Stage 1 Audit : _____

Target date for Stage 2 Audit : _____

(c) Have you engaged the services of a consultant to develop your system? ☐ Yes ☐ No

If Yes, please identify:

i) Name of consultant : _____

ii) Organization : _____

(d) Have you obtained any other management system certification? ☐ Yes ☐ No

If yes, please name the certification scheme(s) and certification body(ies) : _____

(e) Please indicate if any language other than English or Bahasa Melayu is mainly used within the organization.

_____

Note : i) Please indicate whether it is feasible to conduct the audit in English and/or Bahasa Melayu. The use of any other language may require the use of translator(s)/ interpreter(s) for which there will be additional charges.

ii) Please ensure that at least one internal audit cycle and a management review have been conducted prior to the Stage 1 Audit.

Thank you for your co-operation in completing this RFI. Please ensure that all information requested have been provided to expedite the processing. Kindly submit the completed RFI and Appendix to:
Head of Customer Engagement Section
Marketing and Customer Experience Department
SIRIM QAS International Sdn. Bhd.
Building 24A, SIRIM Complex, No. 1, Persiaran Dato' Menteri, 40000 Shah Alam
Selangor Darul Ehsan, Malaysia.
Email : ask.msc@sirim.my

Name of authorized representative responsible for filling in this RFI : _____

Date : _____

SIRIM Group is committed in ensuring the confidentiality, protection, security and accuracy of your personal information made available to SIRIM GROUP in accordance with the Personal Data Protection Act 2010. It is your obligation to ensure that all personal information submitted and retained is accurate, not misleading, updated and complete in all aspects. SIRIM Group and/or its employees or authorized officers or agents will not be responsible for any personal information submitted by you that is inaccurate, misleading, incomplete or not updated. Please refer to our Personal Data Protection Policy at http://www.sirim.my/privacy for further information.

SIRIM provides services with the highest standards of integrity which forms the foundation of its vision to be the best partner for innovation. Therefore, SIRIM employees SHALL NOT accept any personal gifts from external parties and give any personal gifts to external parties. This policy is aimed to prevent any conflict or conflict of interest in any ongoing or potential business dealings with SIRIM and its subsidiaries.

FOR OFFICE USE ONLY:

Adequate information received: Proceed with application review ☐

Request for quotation declined. Justification for declining: ☐

_____

_____

Head/ Executive of Customer Engagement Section : _____ Date : _____