



MY CO2 CERTIFICATION SDN BHD

40, Jalan Sepadu B25/B, 40400 Shah Alam, Selangor T: 03-5122 3366 F: 03-5122 3386
 16, Lengkok Kikik 1, Taman Inderawasih, 13600 Perai, Penang T: 04-380 8282 F: 04-380 8280
 15, Jalan Molek 1/8, Taman Molek, 81100 Johor Bahru, Johor T: 07-355 8811 F: 07-3559808

Audit Application Questionnaire

General Business Information					
Legal Name					
Company Representative Name					
Company Address					
Contact Tel Number					
Contact Fax Number					
Contact Email					
Website					
What would you like to appear on your certificate? (This is the scope of the certificate)					
Key Processes and Activities your company performs					
Relationships with other Corporations (Parent Company etc)					
Do you out source or contract any of your activities? If so please detail					
Detail any Applicable Legislation and/or standard(s) you work to					
Certification Standard(s) Required	ISO 9001:2015 ISO 14001:2015 ISO 22000:2005	<input type="checkbox"/>	OHSAS 18001 MS 1480:2007 MS 1514:2009	<input type="checkbox"/>	Other:
Documentation Language:					
When do you expect to be ready for stage 1 assessment? (If Transfer go to Transfer Section*)		When do you expect to be ready for Stage 2 Assessment? (If Transfer go to Transfer*)			
Have you used an external consultant or have you got any experience with Management Systems?	(If a consultant has been used please specify)				
How did you hear about MYCO2?					

Site/Facility
If more than one office location please detail number of employees at each location and the activity being performed at each location (This is only required if you want these sites certified):
Do you run shifts? If so please give employee breakdown and types of work carried out for each shift:
If you operate on temporary sites (non-permanent/Construction Sites), please detail typical number of sites, number of employees and activities being performed:



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Staff	
Total Number of Employees:	
Are these all full time employed? If no please detail:	
Do you use contractors or sub-contractors? If so please detail:	

Site / Facility/ Office (please continue on separate sheets for additional sites)
Approx size of office facility (sq ft or sq metres):
Please provide a basic description of the office facility(ies) (include details of any contaminated land, nearby residential or recreational areas, bodies of water, sensitive areas, yard areas, car parking, storage etc):

Aspects, Impacts, Risks, Hazards (For EMS and OHS)
Please identify any specific aspects, impacts, risks, hazards, legislation/legal obligations we should be aware of that are outside the normal operations of your type of organization:

Food Safety (For HACCP & ISO 22000)
Please specify how many HACCP study and product category to be certified:
No. of HACCP Plan: _____ Number of Shift: _____
<input type="checkbox"/> Single Site <input type="checkbox"/> Multisite: Please specify how many sites _____
Please give a brief description of your manufacturing processes: (key processes, technology, preservation, etc)

*Please enclose the following for our contract review:
Organization Chart, Plant layout, HACCP / OPRP Plan Summary, Process flow chart,



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Integrated Management Systems
<p>If you are applying for certification to more than one standard, please detail the level of integration of the following areas (strike through any areas that are not integrated):</p>

*Transferring Certification from another Certification Body	
Who are you currently certified by?	
Why do you wish to transfer?	
How many visits per year does your existing Certification Body perform? How many days per visit?	
What was the last date you were audited by your Certification Body?	
Were there any major non-conformances during your last audit?	
Do you have any outstanding non-conformances from previous audits?	

***Please Include:**

- **Copy of all previous audit reports (up to 3 years)**
- **Copy of your current certificate(s)**

Application completed by	
Signature	
Date	

Please provide any other information you have about your organisation to help us give you a quotation. For example: brochures; your Web address.