**Enquiry Form 2022**

Please complete, sign, date and email this form to [yulius@mscglobal.com.au](mailto:yulius@mscglobal.com.au), so that we can provide a quotation.

Please don’t hesitate to contact our staff for assistance, on 021 754 8789.

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| --- | --- | --- | --- |
| Date |  | Completed by |  |
| Where did you hear about MSC Global? | |  | |

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| Company name |  |
| Website address |  |
| Head office address |  |
| Postal address (if different to head office address) |  |
| Address(es) of additional **permanent** site(s) to be included in Certification  (these must be audited during the 3-year Certification cycle) |  |
| Number of **temporary** sites  (where work is carried out at a non-permanent site e.g. sales, cleaning, consulting, construction, etc.) |  |
| Company’s main processes and functional business units  (e.g. administration, HR, IT, marketing, sales, design, construction, warehousing, manufacturing, etc.) |  |
| Name and job title of contact person |  |
| Company phone number |  |
| Contact person’s direct phone number(s) |  |
| Contact person’s email address |  |
| Email for invoices |  |

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| **Please highlight the Standard(s) to be certified** | | | | | | | | | |
| Quality  9001:2015 | | Environment  14001:2015 | | FSMS  22000:2018 | | OH&SMS  45001:2018 | | HACCP | |
| **Please highlight the estimated percentage of integration if more than one System** | | | | | | | | | |
| Nil | 20% | | 40% | | 60% | | 80% | | 100% |
| Please provide details if a consultant assisted with the development of your System(s) | | | | |  | | | | |
| Please provide name of Certification Body if your System(s) is currently certified | | | | |  | | | | |
| Please provide approximate date of last audit (if applicable) | | | | |  | | | | |
| Please provide expiry date of Certification (if applicable) | | | | |  | | | | |

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| Please provide details if any activities are outsourced \*\*  (e.g. accounting, IT, sub-contractors, etc.) |  |
| Is there any other information you would like to add? |  |

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| **Type of employment** | **Staff**  **numbers** | **Number of staff and related roles**  e.g. 1 CEO, 1 CFO, 1 Managing Director, 2 Directors, 3 Managers,  1 Reception, 2 Admin, 2 Accounting/Payroll, 2 HR, 1 IT, 2 Sales/Marketing,  3 Design, 4 Supervisors/Team Leaders/Foremen, 3 Carpenters,  5 Plumbers, 2 Electricians, etc. | **Effective no.**  **of staff**  **(office use only)** |
| **Permanent full-time** |  |  |  |
| **Permanent part-time** |  |  |  |
| **Casual/Temporary** |  |  |  |
| **Sub-Contractors** \*\* |  | (if used, you **must** provide an estimate of the approximate number of **individuals** used on an **average day**, grouped into **similar roles/trades**) |  |
| **Total** |  | N/A |  |
| **Please provide details of any rotating shifts** | |  | |

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| **Data to appear on Certificate**  (**registered** Company/business/trading name(s), head office address and address(es) of additional permanent site(s) to be included in certification) |  |
| **Capability statement/scope of Certification**  Please describe business activities in **no more than two brief sentences**  (this is **not** an advertisement for the Company) |  |
| **Audit objectives (office use only)**  (what is to be accomplished at the audit) | Conformity to the Standard(s), ability to meet statutory and regulatory requirements, effectiveness in meeting objectives and identification of potential improvements. |

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| **Company representative** |  | **Signature** |  |
| **Position** |  | **Date** |  |

**Please complete the tables below for EMS, OH&SMS, and FSMS Certification as required.**

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| **To be completed for new Client (office use only)** | |
| **Website reviewed (if applicable)** |  |
| **ANZSIC Code confirmed** |  |
| **Food chain category(ies)/subcategory(ies) confirmed** |  |
| **Ability to audit Client confirmed** |  |
| **Acceptance of Client confirmed** |  |
| **Transfer of Certification Checklist reviewed (if applicable)** |  |
| **Reviewed and accepted by** |  |
| **Date reviewed** |  |

**ISO 14001:2015 Environmental Management System (EMS) Certification**

**Please note this relates to staff AND sub-contractors.**

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| **Business activity** | | | | **Please provide details** | | |
| Do you use the following natural resources:  Water/fuel/energy/minerals/other | | | |  | | |
| Do you discharge the following to air:  Noise/odour/chemicals/dust/other | | | |  | | |
| Do you discharge the following to water:  Chemicals/sediment/nutrients/other | | | |  | | |
| Are you involved in the following waste management issues:  Liquid/solid/green/other | | | |  | | |
| Are you involved in the following land degradation issues:  Excavation/filling/soil erosion/contamination/salinity/other | | | |  | | |
| Are you involved with the following social and biophysical issues:  Flora/fauna/heritage/traffic/transportation/fire/other | | | |  | | |
| Are there any environmental regulations, licenses, codes of practice, standards, etc. that apply to you? | | | |  | | |
| Have you developed any documents relevant to your Environmental Management System? If *yes*, please list | | | |  | | |
| **EMS Complexity (office use only)** | | | | | | |
|  | Agriculture and forestry | | |  | Mining and quarrying | |
|  | Construction and demolition | | |  | Office based professional services | |
|  | Food services | | |  | Repair and installation of machinery and equipment | |
|  | General and mechanical engineering | | |  | Science and research services | |
|  | Manufacturing  chemicals including rubber and plastic products, electrical equipment, electronic products, food and beverage, machinery and equipment, non-metallic products e.g. glass and concrete products, metal products, paper and paper products, pharmaceutical products, printing, textiles and apparel, wood products including furniture. | | |  | Technical testing and laboratories | |
|  | Transport and storage | |
|  | Waste management, waste treatment and remediation | |
|  | Wholesale and retail | |
| High EMS  Complexity | | Medium EMS  Complexity | Low EMS  Complexity | | | Limited EMS  Complexity |

**ISO 45001:2018 Occupational Health and Safety Management System (OH&SMS) Certification**

**Please note this relates to staff AND sub-contractors.**

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| **Business activity** | | **Please provide details** | |
| Please identify the key hazards and OH&S risks associated with the company’s processes. | |  | |
| Please identify the main hazardous materials used in the company’s processes. | |  | |
| Please identify any relevant legal obligations coming from any applicable OH&S legislation. | |  | |
| **OH&SMS Complexity (office use only)** | | | |
| High OH&SMS  Complexity | Medium OH&SMS  Complexity | | Low OH&SMS  Complexity |

**ISO 22000:2018 Food Safety Management System (FSMS) Certification**

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| **Business activity** | | | **Please provide details** | |
| Please provide detailed information concerning processes and (seasonal) activities. | | |  | |
| Please provide detailed information concerning HACCP studies. | | |  | |
| Please provide detailed information concerning the number of shifts worked. | | |  | |
| Please provide detailed information concerning prerequisite programs (PRPs) appropriate to the business (e.g. regulatory, statutory, customer and certification scheme requirements). | | |  | |
| Please identify any relevant food safety legislation. | | |  | |
| **Food Chain Categories (office use only)** | | | | |
| **Cluster** | **Category** | | **Subcategory** | |
| Farming | A | Farming of Animals | AI | Farming of Animals for Meat / Milk / Eggs / Honey |
| AII | Farming of Fish and Seafood |
| B | Farming of Plants | BI | Farming of Plants (other than grains and pulses) |
| BII | Farming of Grains and Pulses |
| Food and feed processing | C | Food Manufacturing | CI | Processing of perishable animal products |
| CII | Processing of perishable plant products |
| CIII | Processing of perishable animal and plant products (mixed products) |
| CIV | Processing of ambient stable products |
| D | Animal Feed Production | DI | Production of Feed |
| DII | Production of Pet Food |
| Catering | E | Catering | | |
| Retail, transport and storage | F | Distribution | FI | Retail / Wholesale |
| FII | Food Broking / Trading |
| G | Provision of Transport and Storage Services | GI | Provision of Transport and Storage Services for Perishable Food and Feed |
| GII | Provision of Transport and Storage Services for Ambient Stable Food and Feed |
| Auxiliary services | H | Services | | |
| I | Production of Food Packaging and Packaging Material | | |
| J | Equipment manufacturing | | |
| Biochemical | K | Production of (Bio) Chemicals | | |