Date:

Management Systems Sector

Japan Quality Assurance Organization

**Request for Quotation**

**ISO 14001**

**Information of the Requester**

|  |  |
| --- | --- |
| Company/Organization Name: | |
| Address: | |
| Section: | Name of Person in Charge: |
| TEL: - - | FAX: - - |
| E-mail: | |
| Due Date Request for the Quotation: | Via: □ FAX □ E-Mail |

\* Your personal information filled in above will be used for the communication and coordination on requested audit service, and information provisions and investigations of our new services. Your personal information will be controlled in accordance with relevant laws and our rules.

**Please fill in the following questionnaire as much as possible.**

|  |  |  |
| --- | --- | --- |
| **1.** | **Company/Organization Name**:  \* Fill in where it differs from above | |
| **2.** | **Address**:  \* Fill in where it differs from above | |
| **Does your company/organization have more than 1 place to be registered?**  **(e.g. Factories, Sales Offices, Multiple Sites, Subcontractors)**  □ Yes □ No  => If “Yes”, please also fill in the Annex and submit to us with your Organization Chart | |
| **3.** | **Audit Standard:** | □ ISO 14001:2015  □ ISO 14001:2004 (Application Due Date: End of March 2017) |
| **4.** | **Audit Type:** | □ Initial Registration  □ Registration Transfer  (Name of Current Accredited Certification Body )  => Next Audit to be implemented □ Surveillance □ Renewal |
| **5.** | **Quotation of the Audit You Need After the Registration/Transfer:**  □ Surveillance 　　　　□ Renewal | |
| **6.** | **Registration Certificate:** | □ In Japanese and English □ In Japanese Only □ In English Only |
| **7.** | **Scope of Activities to be Registered:** | |
| **8.** | **Does your company/organization have any work processes to be implemented at your customers’ sites?**  □ Yes (Detail of the work processes: )  => □ At determined places (Detail: )  □ At alternative places (Detail: )  □ No | |
| **9.** | **Number of Employees to be Covered:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Full-Time Employees | Part Time Employees | | Total Number of Employees | | 4 Hours or More | Less than 4 Hours | | Number |  |  |  |  | | |
| **10.** | **Is your company/organization introducing Work Shifts?**  □ Yes (Please fill in the table below) [Example]   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Work Process | No. of Employees | No. of Shift Groups | Working Hours |  | Work Process | Number of Employees | Number of Shift Groups | Working Hours | |  |  |  |  |  | Production | 20 | 1st Shift | 8:15-15:30 | |  |  |  |  |  | Production | 20 | 2nd Shift | 14:45-21:00 | |  |  |  |  |  | Production | 20 | 3rd Shift | 21:00-9:00 | |  |  |  |  |  | Production | 20 | DayTime Shift | 8:15-16:00 | |  |  |  |  |  | Production | 20 | Day Off | - | |  |  |  |  |  |  |  |  |  |   □ The Employees who are working full-time at the covered site are only a part of employees belong to the administration sector, and most of the employees are engaging in single activity outside the company/organization, such as sales, service provision, transportation operation, etc.  □ Most of the employees are engaging in the simple function work processes according to the established procedures, such as assembly-line work, inspection, etc. | |
| **11.** | **Does your company/organization have any other Management System certifications?**  □ Yes in above certification body  => Registered/Certified Standard: Certificate No.  Name of the Certification Body:  □ No | |

**For JQA Use Only**

Project No. A

Initial Audit: 1st 　　　　 MD，2nd　　　　 MD

Surveillance Audit: 　　　　 MD, Renewal Audit: 　　　　 MD

**Annex**

**Organizations to be Covered and Environmental Impacts**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Information of the Branches/Offices | Business Activities | Number of Employees | | Air | | Water | | Waste | |
| Full  Time | Part  Time | Name of the Smoke & Soot Emitting Facilities  [Put “Circle” on the Facilities Need Special Control According to the Relevant Laws] | Quantity of Exhaust Gas  （Nm3/h） | Name of the Facilities  [Put “Circle” on the Facilities Need Special Control According to the Relevant Laws] | Treated Substances/  Throughput  (m3/day) | Amount of Wastes  (ton/year) | Amount of Wastes Need Special Control According to the Relevant Laws（ton/year） |
| Ex. | Name: JQA CO.,LTD A Factory Address: 1-25, Kandasudacho, Chiyoda-ku, Tokyo, JAPAN | 🗹 Central Office Function / General Admin Section | 10 | 4 | Boiler | 45,000  Nm3/h |  |  |  |  |
| 🗹 Product Manufacturing / Service Provision | 2 | 40 |
| □ Design, Development or Research |  |  |
| 🗹 Sales | 10 |  |
| Site 1 (Main　Organization) | Name and Address:  See 1. and 2. above | □ Central Office Function / General Admin Section |  |  |  |  |  |  |  |  |
| □ Product Manufacturing / Service Provision |  |  |
| □ Design, Development or Research |  |  |
| □ Sales |  |  |
| Site 2 | Name:    Address:    Travel time: 　　　 hours **\*1** | □ Central Office Function / General Admin Section |  |  |  |  |  |  |  |  |
| □ Product Manufacturing / Service Provision |  |  |
| □ Design, Development or Research |  |  |
| □ Sales |  |  |
| Site 3 | Name:   Address:   Travel time: hours **\*1** | □ Central Office Function / General Admin Section |  |  |  |  |  |  |  |  |
| □ Product Manufacturing / Service Provision |  |  |
| □ Design, Development or Research |  |  |
| □ Sales |  |  |

**\* If you need more entry fields, please feel free to make photocopies** ( / )

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Information of the Branches/Offices | Business Activities | Number of Employees | | Air | | Water | | Waste | |
| Full  Time | Part  Time | Name of the Smoke & Soot Emitting Facilities  [Put “Circle” on the Facilities Need Special Control According to the Relevant Laws] | Quantity of Exhaust Gas  （Nm3/h） | Name of the Facilities  [Put “Circle” on the Facilities Need Special Control According to the Relevant Laws] | Treated Substances/  Throughput  (m3/day) | Amount of Wastes  (ton/year) | Amount of Wastes Need Special Control According to the Relevant Laws（ton/year） |
| Site 4 | Name:    Address:    Travel time: 　　　 hours **\*1** | □ Central Office Function / General Admin Section |  |  |  |  |  |  |  |  |
| □ Product Manufacturing / Service Provision |  |  |
| □ Design, Development or Research |  |  |
| □ Sales |  |  |
| Site 5 | Name:    Address:    Travel time: 　　　 hours **\*1** | □ Central Office Function / General Admin Section |  |  |  |  |  |  |  |  |
| □ Product Manufacturing / Service Provision |  |  |
| □ Design, Development or Research |  |  |
| □ Sales |  |  |
| Site 6 | Name:    Address:    Travel time: 　　　 hours **\*1** | □ Central Office Function / General Admin Section |  |  |  |  |  |  |  |  |
| □ Product Manufacturing / Service Provision |  |  |
| □ Design, Development or Research |  |  |
| □ Sales |  |  |

**\* If you need more entry fields, please feel free to make photocopies** 　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　( / )

\*1: Please fill in the estimated travel time between the main organization and the relevant site.

- Examples of Air-related facility: boiler / heating furnace / roasting furnace / fusion furnace /

combustion / drying furnace / waste incinerator / electrolytic furnace / rector / coke oven /

gas turbine / diesel engine / gas engine.

- Examples of Air-related facility: electroplating facilities, surface treatment facilities,

waste water treatment facilities, emitting gas cleaning facilities, sewage purifier, etc.

- Examples of treating substance of water quality related facility: acid, alkali, cyanogens,

chromium, cadmium, etc., waste water from restaurants, daily waste water.