



PAS 2080 QUOTE REQUEST FORM



INSTRUCTIONS FOR COMPLETION:

Please ensure when completing this form it is downloaded and saved locally before completing. This interactive PDF should be opened and completed in Adobe Reader/Acrobat before resaving and returning to NQA.

IF YOU ARE A MULTI-SITE CLIENT PLEASE DOWNLOAD, COMPLETE AND RETURN THE NQA [MULTI-SITE SUPPLEMENT QUESTIONNAIRE](#).

1. Organisation details:

Company name (Legal entity requiring certification): Country:

Main office address:

Postcode: Website:

Contact name:

Job title:

Email:

Direct dial: Mobile:

2. Integrated management systems:

Is your management system integrated with other standards and to what extent? Yes - full Yes - partial No

If Yes (Full or Partial) please provide details to justify your response:

For further detail on integration approaches within management system standards, please [click here](#).

3. Please provide details of the breakdown of your employees at this location:

	Core hours	Shift 1	Shift 2	Shift 3	Total no. of employees
No. of staff:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please detail the processes and activities at this site:

Please detail the activities your employees conduct and the number involved in each task (e.g. maintenance, office based, production):

Task	Employees	Task	Employees	Task	Employees
Sales	<input type="text"/>	Operations/Delivery – office/site based	<input type="text"/>	R&D	<input type="text"/>
Marketing	<input type="text"/>	Operations/Delivery – field based	<input type="text"/>	Management	<input type="text"/>
Finance	<input type="text"/>	Compliance	<input type="text"/>	Other	<input type="text"/>
HR	<input type="text"/>	Maintenance	<input type="text"/>		
Total no. of employees:	<input type="text"/>				

If you have more than 1 site please download, complete and return an [NQA Multi-Site Supplement Questionnaire](#).

Where part time workers or seasonal workers are employed, please provide full details below:

4. Are you?

	Yes	No		Yes	No
A new client?	<input type="checkbox"/>	<input type="checkbox"/>	Expanding your scope of certification?	<input type="checkbox"/>	<input type="checkbox"/>
An existing NQA client?	<input type="checkbox"/>	<input type="checkbox"/>	Adding a standard to your certification?	<input type="checkbox"/>	<input type="checkbox"/>
A transferring client?	<input type="checkbox"/>	<input type="checkbox"/>	Adding a site to your certification?	<input type="checkbox"/>	<input type="checkbox"/>

5. Requested scope of certification:

Note: The scope should explain succinctly the purpose and output covered by the management system; it should describe what the organisation does, not how it does it (e.g. the provision of architectural design services, or construction work for...).

6. Do you provide installation, contract site works or undertake your business activity at client locations?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

7. Do you have outsourced or subcontracted activities?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Please provide details of any externally provided processes, products and services:

8. Does the organisation have a simple structure with vertical lines of management communication and few decision makers?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

9. Does the organisation have staff speaking in more than one language and/or use an interpreter?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please specify which language/s:

10. Do you have a target assessment date?

11. At what stage of implementation are you in?

Researching Implementing System in place Already certified

12. Consultant use:

Yes No

Are you using a consultant to help you implement/manage the management system?

Consultancy name/contact info:

13. Where did you hear about NQA's service? (Tick all that apply)

Existing client	<input type="checkbox"/>	Event (exhibition or virtual)	<input type="checkbox"/>	Social media	<input type="checkbox"/>
Consultant recommendation	<input type="checkbox"/>	Promotional email	<input type="checkbox"/>	Advertising campaign	<input type="checkbox"/>
Professional recommendation	<input type="checkbox"/>	NQA website	<input type="checkbox"/>	Search engine (Google)	<input type="checkbox"/>

14. Please select which position is most appropriate for your activity within the value chain.

Asset owner / manager Designer Constructor Product / material supplier

Other (please specify)

15. Which criteria will you adopt to measure your carbon footprint?

ISO 14064-1 GHG Protocol Environmental Product Declarations

BS EN 15978 BS EN 17472 BS EN 15804

Other (please specify)

If you have any problems completing this form please call 0800 052 2424 (option 2) or email sales@nqa.com

If you choose to give us any personal information (for example your e-mail address) we will treat this information in line with our privacy notice which can be located here: <https://www.nqa.com/en-gb/privacy>. We will only use the information provided to respond to your enquiry and provide you with any information or materials requested. By submitting this information you are requesting a quote for services from NQA and a subsequent quote letter will be issued to you based on the information provided within this form.



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