



# NHSS 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. Which management systems standards are you requiring certification for? (Tick all that apply)

ISO 9001:2015 (Quality)  Complete Section A

NHSS (National Highways Sector Scheme)  Complete Section B

### 3. 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](#).

### 4. 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"/>				

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

## 5. Are you?

A new client?  A transferring client?  Adding a standard to your certification?   
An existing NQA client?  Expanding your scope of certification?  Adding a site to your certification?

## 6. 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 Information security management for...).

7. Do you provide installation, contract site works or undertake your business activity at client locations? Yes  No

8. Do you have outsourced or subcontracted activities? Yes  No

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

9. Does the organisation have a simple structure with vertical lines of management communication and few decision makers? Yes  No

10. Does the organisation have staff speaking in more than one language and/or use an interpreter? Yes  No

If yes, please specify which language/s:

11. Do you have a target assessment date?

## 12. At what stage of implementation are you in?

Researching  Implementing  System in place  Already certified

## 13. Consultant use:

Are you using a consultant to help you implement/manage the management system? Yes  No

Consultancy name/contact info:

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

Existing client  Event (exhibition or virtual)  Social media   
Consultant recommendation  Promotional email  Advertising campaign   
Professional recommendation  NQA website  Search engine (Google)

Other (please specify)

Please ensure that the following sections of this form are also completed (as appropriate).  
PLEASE CLICK BELOW TO GO DIRECTLY TO THE RELEVANT SECTION:

If you have any problems completing this form please call 0800 052 2424 (option 2) or email [sales@nqa.com](mailto: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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# SECTION A - ISO 9001:2015

ONLY COMPLETE THIS SECTION IF APPLYING FOR CERTIFICATION AGAINST THIS STANDARD

1. Do you undertake design and development of products and services?

Yes No

 

If yes, please detail the number of staff engaged in design activities:

# SECTION B - NHSS

ONLY COMPLETE THIS SECTION IF APPLYING FOR CERTIFICATION AGAINST THIS STANDARD

## NHSS - NATIONAL HIGHWAYS SECTOR SCHEME

Please select the following schemes you wish to apply for under NHSS. Please note NQA can only audit this as a combined audit with ISO 9001:2015. If you do not hold certification with NQA for ISO 9001:2015 then you will need to apply for this standard also.

**Scheme 2A** - Design and/or Supply, Installation and Repair of Fences for Infrastructure Works.

**Scheme 2C** - Design, Supply, Installation and Repair of Environmental Barriers

**Scheme 6** - Minor Structures

**Scheme 7** - Application of Road Marking Materials and Road Studs to Road Surfaces

**Scheme 8** - The overseeing and/or Installation and/or Maintenance of Highway Electrical equipment and supporting works

**Scheme 9** - Installation, Assembly, Re-design, and Provision of Permanent and Portable Road Traffic Signs

**Scheme 10A** - Manufacture of Metallic Legacy Vehicle Restraint Systems

**Scheme 10B** - Permanent Vehicle Restraint Systems (Incorporating NHSS2B & NHSS5B)

**Scheme 12A /12B** - Static temporary traffic management on motorways and high speed dual carriageways including on-line widening schemes

**Scheme 12C** - Mobile Lane Closure Traffic Management on Motorways and other dual carriageways

**Scheme 12D** - Installing, Maintaining and removing Temporary Traffic Management on rural and urban roads

**Scheme 13** - Supply and Application of surface treatments to road surfaces

**Scheme 16** - Laying of Asphalt Mixes

**Scheme 17/17B** - Vehicle Recovery at Highway Construction sites (17) and Vehicle Recovery and Removal on Control Roads (17B)

**Scheme 18** - Establishment and Maintenance of Landscape and Associated Land-based Activities

**Scheme 19A** - Corrosion protection of ferrous materials by industry coatings

**Scheme 23** - Small Scale Pavement Repairs

**Scheme 30** - Installation, Maintenance and Repair of Modular Paving

Please advise us the categories of work that are applicable within the NHSS as referenced in the UKAS NHSS documents Appendix K: