



COVID SECURE GUIDELINE VERIFICATION QUOTE REQUEST FORM

1. Organisation details:

Company name:	<input type="text"/>	Company number:	<input type="text"/>
Main office address:	<input type="text"/>		
Postcode:	<input type="text"/>	Telephone:	<input type="text"/>
Website:	<input type="text"/>		
Contact name:	<input type="text"/>		
Job title:	<input type="text"/>		
Email:	<input type="text"/>		
Direct dial:	<input type="text"/>	Mobile:	<input type="text"/>

2. Details of site requiring verification:

Site address and postcode:		Core Hours	Shift 1	Shift 2	Shift 3	Total no. of employees*
<input type="text"/>	No. of staff:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Processes/ activities at this site:	<input type="text"/>				

If you have more than one site requiring verification, please complete the NQA COVID SECURE Multi-site Verification spreadsheet.

Please detail the total number of sites you have:

3. Are you?

	Yes	No
a) An existing NQA Client?	<input type="checkbox"/>	<input type="checkbox"/>

4. Do you have management systems certification in place? If so, please detail below:

Certificate Number	Standard	Valid Until Date	Certification Body
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Yes No

6. Do you have outsourced or subcontracted activities?

Yes No

Please provide details of outsourced or subcontracted activities:

7. Please detail the activities of your organisation:

8. Which of the following government guidelines do you wish to be verified against?

- | | | |
|--|---|--|
| <input type="checkbox"/> Construction and other outdoor work | <input type="checkbox"/> Factories, plants and warehouses | <input type="checkbox"/> Labs and research facilities |
| <input type="checkbox"/> Offices and contact centres | <input type="checkbox"/> Other people's homes | <input type="checkbox"/> Restaurants offering takeaway or delivery |
| <input type="checkbox"/> Shops and branches | <input type="checkbox"/> Vehicles | |

9. What operational stage is your business currently operating at?

- | | | |
|---|---|--|
| <input type="checkbox"/> Planning to Restart Operations | <input type="checkbox"/> Partially Restarted Operations | <input type="checkbox"/> Fully Operational |
|---|---|--|

10. Please determine the frequency with which your organisation (and its activities) are public facing?

Never Infrequently Frequently Constant

Please provide details below:

11. Given normal working practices and working environment, how often will you be unable to be rigid in implementing social distancing practices (e.g 2 meters apart):

Never Infrequently Frequently Constant

Please provide details below:

12. Describe the level of proximity of individuals in common social areas (e.g canteen, reception, restrooms):

Limited Low Moderate High

Please provide details below:

13. Describe the frequency that equipment will be shared by more than one employee:

Never Infrequently Frequently Constant

Please provide details below:

13. Do you have a target verification date?

14. Completed by:

Name:

Job title:

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

Existing client	<input type="checkbox"/>	Consultant	<input type="checkbox"/>	NQA's web site	<input type="checkbox"/>
Recommendation from another company	<input type="checkbox"/>	Search engine: e.g. Google	<input type="checkbox"/>	Trade press	<input type="checkbox"/>
Exhibition	<input type="checkbox"/>	Social media	<input type="checkbox"/>		

Other (please specify)

If you have any problems completing this form please call 0800 052 2424 or email info@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.

Or print and send to: NQA Sales, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, Bedfordshire, LU5 5ZX, UK.



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