



# PAS 2060 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 verification):  Country:

Main office address:

Postcode:  Website:

Contact name:

Job title:

Email:

Direct dial:  Mobile:

### 2. 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:

### 3. 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?

### 4. Requested scope of verification:

Note: The scope should explain succinctly the purpose and output covered by PAS2060; 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...).

### 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 any externally provided processes, products and services:

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

Yes  No

### 8. Do you have a target assessment date?

### 9. Consultant use:

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

Yes  No

Consultancy name/contact info:

### 10. 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 - PAS 2060

1. Please provide a detailed description of the boundaries of your PAS 2060 project:

2. What “entity” do you require verifying?

Company  Site  Product  Retrospective Event

3. Do you wish to include your supply chain in your PAS 2060 verification?

Yes  No

If yes, please provide details of the supply chain activities you wish to include:

4. MEASURE: Please confirm which of the following you have conducted and provide details:

Measurement of carbon footprint

Conducted?

Please provide details:

ISO 14064-1

SECR / ESOS Report

GHG Corporate Protocol

None of the above

5. Is your baseline and annual reporting process based on total emissions or intensity of emissions, within the scope and boundary of your PAS 2060 project?

**6. Please provide a detailed description of the sources, sinks and reservoirs contained with the boundaries of your carbon management plan:**

Sources (E.g. GHG Source, process that releases a GHG into the atmosphere, can be energy use or manufacturing process):

Sinks (GHG Sink, process that removes a GHG from the atmosphere):

Reservoirs (GHG Reservoir, component, other than the atmosphere, that has the capacity to accumulate GHGs, and to store and release them. Oceans, soils and forests are examples of components that can act as reservoirs):

**7. REDUCE: Do you have a carbon management plan in place?**

Yes  No

If yes, please provide details:

**8. OFFSET: Please provide details of the carbon credits you will be using for carbon offsets and details of their verification process (E.g. ISO 14064-2:2018, clean development mechanisms or voluntary carbon standard)**

Scheme:	Amount:	Timeframe:	Verification process:
<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"/>

**9. DOCUMENT AND VALIDATE: Please confirm whether you have produced (and published) a PAS 2060 Qualifying Explanatory Statement?**

Yes - produced     Yes - produced and previously published (I have previously had PAS 2060 verification)     No

Please provide details: