**application for certification**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of registration |  | Contract number |  |

**Applicant’s information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Organisation: | Kliknij lub naciśnij tutaj, aby wprowadzić tekst. | | |
| Registered and correspondence address: |  | | |
| Is your organisation a part of a bigger organisation? |  | | |
| Tel.: | Kliknij lub naciśnij tutaj, aby wprowadzić tekst. | WWW: | Kliknij lub naciśnij tutaj, aby wprowadzić tekst. |
| Tax Identity Number: |  | National Registration Number: |  |
| **Contact person:** | | | |
| Name and Surname: | Kliknij lub naciśnij tutaj, aby wprowadzić tekst. | Position/: |  |
| Tel.: | Kliknij lub naciśnij tutaj, aby wprowadzić tekst. | E-mail: | Kliknij lub naciśnij tutaj, aby wprowadzić tekst. |

**Applied system (s)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ☐ | PN-EN ISO 9001:2015-10 | | ☐ | PN-EN ISO 13485:2016-04 | ☐ | PN-EN ISO 14001:2015-09 | |
| ☐ | PN-EN 14065:2016-07 | |  | ISO/IEC 20000-1:2018 |  | PN-EN ISO 23301:2020-04 | |
| ☐ | PN-EN ISO/IEC 27001:2017-06 | |  | PN-ISO 37001:2017-05 |  | ISO 37301:2021 | |
| ☐ | PN-ISO 45001:2018-06 | | ☐ | PN-EN ISO 50001:2018-09 | ☐ | in vitro diagnostic medical device: Directive 98/79/EC\*  *\* if applying for exclusive certification of a product for self-testing, go to Annex 6 without completing any further part of this application* | |
| **Type of audit:** | | | | | | | |
| ☐ | Initial certification | | ☐ | Re-certification | ☐ | Transfer of certification | |
| Information on transfer of certification (ISO standard, certification body, date of issuance): | | | | n/a | | | |
| **Additional information:** | | | | | | | |
| Expected scope of certification: | |  | | | | | |
| If the scope of certification is different for different localisations of our organisation, please write it here: | |  | | | | | |
| Code (s) of EKD related to aforementioned scope: | |  | | | | | |
| The most important processes within your organisation: | |  | | | | | |
| Processes outsourced by your organisation: | |  | | | | | |
| **Language of the audit:** | | | | | | | |
| ☐ | Polish | | ☐ | English | ☐ | Other: |  |

**Employment structure within applied system (s)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Headquarters | Location A | Location B | Location C | Location D |
| Name/Address: |  |  |  |  |  |
| Full scope of the client management system |  |  |  |  |  |
| Total number of employees working full-time within management system: |  |  |  |  |  |
| Number of shifts |  |  |  |  |  |
| Persons carrying out similar processes/activities (e.g. cleaners, security staff) |  |  |  |  |  |
| Employed as temporary personnel: |  |  |  |  |  |
| Seasonal/temporary employment – average time per year (in months): |  |  |  |  |  |
| Outsourced personnel engaged in outsourced processes (numer of people/days of a month) | - | - |  |  |  |

*Temporary locations should be included in the above table.*

**Shifts work system:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Headquarters | Location A | Location B | Location C | Location D |
| Are shifts processes repeatable? | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No |
| Number of workers on different shifts in full-time equivalent: | I.  II.  III.  IV. | I.  II.  III.  IV. | I.  II.  III.  IV. | I.  II.  III.  IV. | I.  II.  III.  IV. |
| Number of workers carrying out similar processes/ activities: | I.  II.  III.  IV. | I.  II.  III.  IV. | I.  II.  III.  IV. | I.  II.  III.  IV. | I.  II.  III.  IV. |
| Working hours on different shifts: | I.  II.  III.  IV. | I.  II.  III.  IV. | I.  II.  III.  IV. | I.  II.  III.  IV. | I.  II.  III.  IV. |

**Information on capability of online/remote audit**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Headquarters | Location A | Location B | Location C | Location D |
| Do employees, who are crucial to the certified processes, have access to computer equipment?? | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No |
| Do you use remote work software for your current job and, if so, what type (please enter below) | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No |
| Software used in the current work to implement remote work: |  |  |  |  |  |
| In certain locations, is there access to internet assuring video conferencing? | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No |
| Is there internet access in the warehouse that provides videoconferencing / online magazine viewing / access to digitized records? | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No |
| Is there internet access at the production site (production line) that provides videoconferencing / online production preview / access to digitized records? | ☐ Yes  ☐ No  ☐ Not applicable | ☐ Yes  ☐ No  ☐ Not applicable | ☐ Yes  ☐ No  ☐ Not applicable | ☐ Yes  ☐ No  ☐ Not applicable | ☐ Yes  ☐ No  ☐ Not applicable |
| If the answer above is "no", is it possible to provide CeCert auditors with the film / photos from the production / magazine? | ☐ Yes  ☐ No  ☐ Not applicable | ☐ Yes  ☐ No  ☐ Not applicable | ☐ Yes  ☐ No  ☐ Not applicable | ☐ Yes  ☐ No  ☐ Not applicable | ☐ Yes  ☐ No  ☐ Not applicable |
| Is it possible to digitalise respective processes under certification in order to fulfil requirements of the documentation audit? | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No |
| Do you give your consent to executing an online/remote audit if there is such possibility? | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No |
| Do you agree to conduct an audit remotely using MS Teams? | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No |
| Do you agree to conduct an audit using CeCert Cloud? | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No | ☐ Yes  ☐ No |

**Additional information**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Have you worked with a consulting company in the last 2 years? If yes, please provide the name of the consulting company and the name of the consultant. | ☐ | ☐ |  |
| Required annexes: | | | |
| Annex 1. Concerning PN-EN ISO 9001:2015 i PN-EN ISO 14001:2015 | ☐ | ☐ |  |
| Annex 2. Concerning PN-EN ISO 13485:2016 | ☐ | ☐ |  |
| Annex 3. Concerning PN-EN ISO/IEC 27001:2017 | ☐ | ☐ |  |
| Annex 4. Concerning PN-ISO 45001:2018-06 | ☐ | ☐ |  |
| Annex 5. Concerning Integration of Systems | ☐ | ☐ |  |
| Appendix 6. Information on a Medical Device for In Vitro Diagnostics | ☐ | ☐ |  |
| Appendix 7. Information on the Management System acc  PN-ISO 37001:2017-05, ISO 37002:2021 and ISO 37301:2021 | ☐ | ☐ |  |
| Other attachments | ☐ | ☐ |  |

**GDPR INFORMATION CLAUSE:**

The administrator of your personal data is CeCert Sp. z o.o. (hereinafter CeCert), with its seat at ul. Żurawia 32/34 lok. 49, 00-515 Warsaw.

Your personal data will be processed in order to develop the service for the certification of the system indicated in this application.

The legal basis for the processing of your personal data in the above-mentioned purposes is voluntary consent (Article 6 (1) (a) of the GDPR. You have the right to withdraw your consent at any time, it will not affect the lawfulness of the processing which was carried out on the basis of consent before its withdrawal. Providing data is not mandatory, but necessary to implement the above-mentioned purposes related to the performance of the CeCert service.

CeCert will transfer your personal data to other recipients, as long as such an obligation will result from legal provisions.

Your personal data will not be transferred to third countries and international organizations.

Your personal data will be processed for the duration of the service, not longer than 1 year from your last contact with CeCert or until your consent is withdrawn.

You have the right to:

• Access to your personal data and receipt of a copy of the data being processed;

• rectify your incorrect data;

• Requests to delete data (the right to be forgotten) in the event of the circumstances provided for in Article 17 of the GDPR;

• Objections to data processing in the cases specified in art. 21 GDPR;

• Transferring the provided data processed in an automated manner;

If you feel that your personal data is being processed unlawfully, you may lodge a complaint with the supervisory authority (UODO ul. Stawki 2, Warsaw)

Additional information or the desire to exercise your rights is possible after contacting us: iod@cecert.pl, CeCert Sp. z o.o. , ul. Żurawia 32/34 lok. 49, 00-515 Warsaw.