



Thank you for considering DEKRA Certification, Inc. as your Registrar. To best serve you and provide you with the most accurate quotation for certification services, please complete the questionnaire below. Any information provided to DEKRA will remain strictly confidential.

Date:

New

Existing DEKRA client

SECTION I: COMPANY INFORMATION

Company Legal Name:

Main Location Address:

Primary Contact Name:

Telephone Number:

Email Address:

What does your company do?

NAICS, SIC, or NACE Code:

What standard(s) are you looking to be certified to?

ISO 9001

ISO 14001

ISO 45001

ISO 50001

SECTION II: CURRENT CERTIFICATION

Are you currently certified? Yes No

If yes:

Who is your current registrar?

Why are you looking to change registrars?

When is your next audit?

In your last audit, how many major NCs?

Minor NCs?



SECTION III: ADDITIONAL DETAILS

List any relevant legal obligations:

List any outsourced processes:

If you are working with a consultant, who?

Are the facilities involved in design? Yes No

Are any activities in your scope performed off-site, such as at a client location or a temporary site?
If yes, please describe.

List any other details we should know:

SECTION IV: SAFETY CONSIDERATIONS

What special safety considerations are in place?

Safety glasses Steel-toe shoes Respirator Hard hats

Ankle-high boots Gloves Hearing protection Coveralls

Other:

SECTION V: ENERGY MANAGEMENT CONSIDERATIONS

Do you have an integrated energy management system with another management system? Yes No

If yes, are your systems/procedures for training, corrective action, audits, records, management review, and document control the same? Yes No

Do you have a fully documented energy management system? If not, why not? If yes, is it fully implemented and have the energy goals/targets been identified?

Has an energy profile been performed? Yes No

If yes, list significant energy users

List any outsourced energy services

SECTION VI: SITES

	Site Address	Effective Headcount	Number of Sources	Number of SEUs	Site Scope
1					
2					
3					
4					
5					

Are there any security or site access issues we should know about?

When determining EnMS effective personnel, the process shall start with the entire set of potential persons including all permanent, full-time, temporary and part-time personnel. Additionally, contractors or external service providers who either affect energy performance or affect energy performance improvement shall be considered. Part-time personnel are based upon the hours worked. Part-time personnel numbers shall be converted to an equivalent number of full-time personnel (e.g. 30 part-time personnel working 4 h per day equates to 15 full-time personnel).

Effective personnel are the personnel who materially impact the energy performance and the effectiveness of the EnMS shall be taken into account, including the following:

- a. top management;
- b. the energy management team;
- c. the person(s) responsible for procurement related to energy performance;
- d. the person(s) responsible for making major changes that affect energy performance;
- e. the person(s) responsible for developing, implementing or maintaining energy performance improvements, including objectives, energy targets and action plans;
- f. the person(s) responsible for developing and maintaining energy data and analysis;
- g. the person(s) responsible for planning, operating and maintaining the processes related to the SEUs including during seasonal operations (e.g. harvesting activities, hotels) as appropriate;
- h. the person(s) responsible for design which affects energy performance.

NOTE: It is important to understand the role and impact of personnel before excluding them as EnMS effective personnel.

For Multi-Sites: Central Function Information

The central function is where operational control and authority from the top management of the organization is exerted over every site. The central function shall be responsible for ensuring that data is collected and analyzed from all sites and shall be able to demonstrate its authority and ability to initiate organizational change as required

Please confirm the following requirements are centrally administrated:

- | | | |
|---|------------------------------|-----------------------------|
| System documentation and system changes: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Management review: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Complaints: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Evaluation of corrective actions: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Internal audit planning and evaluation of the results: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Statutory and regulatory requirements pertaining to the applicable standard(s): | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please confirm the following requirements of your energy management system:

- | | | |
|--|------------------------------|-----------------------------|
| The organization has a single EnMS: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The organization shall identify its central function:
<i>(Note: The central function is part of the client organization and shall not be subcontracted to an external organization)</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The central function has organizational authority to define, establish, and maintain the single EnMS: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The data appropriate for demonstrating energy performance is collected and can be analyzed by the central function: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The organization's single EnMS is subject to a centralized management review: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| All sites are subject to the organization's internal audit program: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



SECTION VII: ENERGY USAGE

List your usage of the following energy sources for each site:

	Natural Gas (MMBTU)	Electricity (KWH)	Fossil Fuels (MMBTU)	Total Energy Usage (MW or MMBTU)
1				
2				
3				
4				
5				

SECTION VIII: AUDIT DATES

Target Pre-Audit Date:
(optional)

Target Stage 1 Audit Date:
(new certifications only)

Target Stage 2 Audit Date:

Are there any other risks or other considerations we should be aware of that may affect the ability to conduct the audit in a standard timeframe? (E.g. multiple languages spoken/need for interpreter, size of facility, time required to put on protective equipment, etc.) If yes, explain in detail.

Has the organization ever received on-site (in-house) training from DEKRA (or AQS)? If so, what and when?