



**Nepal Bureau of Standards and Metrology  
Management System Certification Division  
Quotation Request Form**

<b>1. Organization Name :</b>				
Main site address:				
			Postcode	
Invoice address if different from above:				
			Postcode	
Website:		Tel:		Fax:
Contact Person:			Job title:	
Email:		Tel:		Mobile:
Name of Top Management		Designation		Mobile
Email				

<b>2. Technical Details:</b>	
<b>Type of Organization</b>	<input type="checkbox"/> Government <input type="checkbox"/> Limited <input type="checkbox"/> Private Limited <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietary <input type="checkbox"/> Others (Specify)
<b>Category of Industry</b>	<input type="checkbox"/> Large <input type="checkbox"/> Medium <input type="checkbox"/> Small
<b>Business Details:</b>	
Identify Products/Services	
Identify the Key Process	



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<b>Certification Details:</b>	
Certification Applied for:	<input type="checkbox"/> ISO 9001:2008 <input type="checkbox"/> ISO 9001:2015 <input type="checkbox"/> ISO 14001:2015 <input type="checkbox"/> ISO 22000: 2005 <input type="checkbox"/> HACCP
Scope of Certification Requested	
Detail number of products and product types	
How many product/production lines are there	
Additional Sites	
Do you have other documented management systems? i.e. ISO9001:2015	
Size of entire site (Sq.m)	
Any seasonal based products manufactured. (if any)	
<b>For Food Safety Management</b>	
i) Total number of HACCP studies: (A HACCP study corresponds to a family of products with similar hazards and similar production technology)	
ii) Standard Intended for certification. (Please refer below table #).	

<b>3. System Details:</b>	
Transferring Certification <input type="checkbox"/> (Please provide a copy of your current certificate and previous audit report)	Additional Location <input type="checkbox"/>
Extension of Scope (New standard) <input type="checkbox"/>	New certification <input type="checkbox"/>



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4. Details of main site and other sites/activities:						
shift	Time	Activities/Details	No. of Employees			
			Full time	Part time	Permanent	Contracted
1						
2						
3						
4						
Total no. of shifts =			Total no. of employees =			

<b>5. Outsource Process if any :</b>

6. Please outline the activities your employees conduct and the number involved in each task. For example: Maintenance, Office based, Production :			
Task		Task	
Marketing		Finance	
Internal Sales		R & D	
Sales-Field Based		HR	
Operations / Delivery Site Based		Maintenance	
Operations / Delivery Field Based		Other	
Compliance / QA			

<b>7. Statutory and regulatory requirements related to Product/Services :</b>

<b>8. Brief description of the activities/processes/products/product category of organization as per DFTQC license. Give details/copy of DFTQC license if obtained. In case of multi-site, products (category) for all sites to be mentioned clearly if different from main site. Specify busy season, days, time and product lines to enable scheduling of audit.</b>
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<b>9. Would you like to propose any audit date?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
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<b>10. Will you be using a Consultant to help you implement any Management Systems?</b>				
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(If applicable, please complete their details below)		
Consultant Name:				
Role of consultant: (please detail activity)				
Email:		Tel:		Fax:

<b>11. Declaration:</b>	
I confirm that I am the authorized representative of my organization and that the above information is correct. I confirm that the organization undertakes to comply with the regulations relating to registration and to pay all fees and charges connected with the registration process, irrespective of the eventual granting of registration.	
Date:	Name:

<b>12. Where did you hear about NBSM?</b>			
By recommendation from consultant	<input type="checkbox"/>	Any services received by NBSM (e.g. Calibration, testing etc.)	<input type="checkbox"/>
By recommendation from another company	<input type="checkbox"/>	From an advert (please specify publication if known)	<input type="checkbox"/>
Via NBSM's web site	<input type="checkbox"/>	From some editorial (please specify publication if known)	<input type="checkbox"/>
Via a search engine: e.g. Google	<input type="checkbox"/>		<input type="checkbox"/>
We are an existing NBSM client	<input type="checkbox"/>		



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**Table (#)**

- GMP Specific Audit
- ISO 22000:2005 - Select category below (NABCB scheme as per ISO 22003:2013)
- CI - Production of animal products including fish and seafood, meat, eggs, dairy and fish products
- CII - Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses
- CIII - Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready to eat meals
- CIV - Production of food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt
- DI - Production of feed from a single or mixed food source, intended for food-producing animals
- DII - Production of feed from a single or mixed food source, intended for non-food producing animals
- E - Catering - Preparation, storage and, where appropriate, delivery of food for consumption, at the place of preparation or at a satellite unit
- H - Auxiliary services - like Provision of services related to the safe production of food, including water supply, pest control, cleaning services, waste disposal.
- I - Food packaging materials - Production of food packaging material
- K - Biochemical - Production of (Bio) Chemicals Production of food and feed additives, vitamins, minerals, bio-cultures, flavorings', enzymes and processing aids Pesticides, drugs, fertilizers, cleaning agents
  
- FSSC 22000
- ISO 22000:2005 + ISO 22002 - Part 1 2009 version (Food Manufacturing)
- ISO 22000 + ISO 22002 : 2013 - (Manufacture and provision of food packaging)
- CI - Production of animal products including fish and seafood, meat, eggs, dairy and fish products
- CII - Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses
- CIII - Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready to eat meals
- CIV - Production of food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt
- DI - Production of feed from a single or mixed food source, intended for food-producing animals
- DII - Production of feed from a single or mixed food source, intended for non-food producing animals
- I - Food packaging materials - Production of food packaging material
- K - Biochemical - Production of (Bio) Chemicals Production of food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids Pesticides, drugs, fertilizers, cleaning agents

Select category below

- C. Processing - (Animals) meat; poultry; eggs; dairy and fish products
- D. Processing - (Plants) fresh fruits and fresh juices; preserved fruits; fresh vegetables; preserved vegetables
- E. Processing - long shelf life at ambient temperature: canned products; biscuit; snacks; oil; drinking water; beverages; pasta; flour; sugar; salt
- L. (Bio) Chemical Manufacture - additives; vitamins; pesticides; drugs, fertilizer; cleaning agents; bio-cultures
- M. Packaging material manufacturer - packaging material; plastic, paper and board, glass, metal and wood



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<b>13. Quotation requested by :</b>	
Name	
Designation	
Date	