

# EnMS CERTIFICATION QUESTIONNAIRE



PLEASE COMPLETE THIS QUESTIONNAIRE AND ATTACH ANY RELEVANT SUPPORTING INFORMATION DESCRIBING THE COMPANY'S EnMS AND ACTIVITIES, (e.g. COMPANY PUBLICITY MATERIAL). ON RECEIPT OF THE COMPLETED QUESTIONNAIRE GITCHIA WILL PREPARE AND SUBMIT FOR YOUR APPROVAL A PROPOSAL DETAILING AUDIT OR TRANSFER COSTS AND TIMESCALES.

## SECTION 1 – ENQUIRY AND COMPANY DETAILS

How did you learn of GITCHIA 's 3<sup>rd</sup> Party Certification Services?

BY REFERRAL FROM CONSULTANTS OR OTHER CERTIFIED COMPANIES ETC?							YES/NO
BY WEBSITE REVIEW?							YES/NO
BY DIRECT CONTACT FROM GITCHIA SALES PERSONNEL?							YES/NO
BY OTHER ADVERTISING?							YES/NO
Type of Enquiry	New		Transfer		Take Over	If Transfer or Take Over – Name of existing CB	
LEGALLY REGISTERED COMPANY NAME							
MAIN COMPANY ADDRESS (including post code)							
IS THIS ENQUIRY FOR MORE THAN ONE PHYSICAL SITE/LOCATION UNDER 1 CERTIFICATE?				YES/NO	IF "YES" PLEASE COMPLETE THE SUPPLEMENTARY QUESTIONNAIRE WHICH WILL BE SENT TO YOU IF "NO" PLEASE PROCEED TO SECTION 2, 3,4 AND 5		
PLEASE DESCRIBE THE COMPANY'S BUSINESS ACTIVITY ON THE SITE IDENTIFIED							

## SECTION 2 – COMPANY PERSONNEL DETAILS

TOTAL NUMBER OF PERSONNEL ON THIS SITE	
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### EFFECTIVE PERSONNEL

Even though a Management System is a company wide document it is likely that not all company personnel are actively involved on a day-to-day basis. To allow us to understand the relevant number of effective personnel involved please identify in the section above the total number who actively perform/implement activities within the EnMS including at least the following

# EnMS - ISO 9001 CERTIFICATION QUESTIONNAIRE



Top Management	Energy Management Team and Responsible for the effectiveness of the EnMS	Persons responsible for Significant Energy Use Activities	Persons responsible for Energy Objectives and Performance Improvement and responsible for major changes affecting Energy Performance

## SHIFT WORKING

IS SHIFT WORK OPERATED ON THE SITE OR SITES INVOLVED IN THIS ENQUIRY?	YES/NO
IF "YES" - HOW MANY SHIFTS?	
ARE THE ACTIVITIES OF EACH SHIFT IDENTICAL?	YES/NO
IF "NO" PLEASE DETAIL THE DIFFERENT ACTIVITIES BETWEEN EACH SHIFT	

## SECTION 3 – ENERGY USE DETAILS

Based on the declared scope of Business Activity (Section 1) AND any site provided support facilities/activities (Canteen etc) please complete the following table

AREA/ACTIVITY	SIGNIFICANT ENERGY USE PROCESSES INVOLVED	ENERGY TYPE <i>(Electricity, Steam, Gas, LPG, Fuels, Water etc etc)</i>	TOTAL ANNUAL USAGE <i>(Expressed in appropriate units)</i>

*(If more than 4 areas/activities are involved please add rows to the table)*

## SECTION 4 – MANAGEMENT SYSTEM DETAILS

Approximately how long has the EnMS been implemented for?	
Was the EnMS developed internally or with the support of a consultant?  <i>(If by a consultant please provide the Consultant's OR Consultant company name)</i>	

# EnMS - ISO 9001 CERTIFICATION QUESTIONNAIRE



If the enquiry involves multi-site are all sites covered by the same EnMS?										YES.NO/Not Applicable	
Has your company been provided with training by any GITCHIA group company within the last 2 years? <i>(If "YES" please provide details)</i>											
Is your company already Certified by a Accredited 3 <sup>rd</sup> party Certification Body in any of the Standards below?											
9001		14001		18001		22000		27001		13485	
If "YES" please provide the name of the Certification Body involved											

## SECTION 5 – CONTACT INFORMATION

NAME		SIGNATURE	
POSITION		DATE OF COMPLETION	
EMAIL ADDRESS		PHONE CONTACT	

**ONCE COMPLETED PLEASE RETURN BY SCANNED EMAIL ATTACHMENT OR BY FAX TO YOUR LOCAL GITCHIA'S OFFICE**

## SECTION 6 – GITCHIA USE ONLY - GITCHIA AUDITOR CONFIRMATION

<b>TO BE COMPLETED BY THE APPOINTED GITCHIA LEAD AUDITOR AT TIME OF ANY STAGE 1 OR RECERTIFICATION OR EXTENSION AUDIT ARISING FROM ENQUIRY AND PRESENTED WITHIN THE RELEVANT PACKAGE</b>			
I CONFIRM THAT THE INFORMATION AND DATA SHOWN ON THE COMPLETED QUESTIONNAIRE IS VALID AND ACCURATE TO THE COMPANY CIRCUMSTANCES SEEN AT THE TIME OF THE RELEVANT AUDIT <i>(Note – if any significant discrepancies between the information and data shown on the Questionnaire and those observed during the actual audit are identified these must be brought to the attention of the company and to the attention of the GITCHIA's office Compliance Manager or local office immediately as these may impact the validity of the original proposal and contract as well as the adequacy of audit planning)</i>			
LA Name		LA Signature	Date