

REQUEST FOR QUOTATION

☐ CERTIFICATION ☐ RENEWAL ☐ CHANGE INSTITUTION ☐ EXTENSION ☐ INTEGRATED

☐ ISO 9001:2015	☐ ISO 45001:2023	☐ ISO/IEC27001:2022	☐ ISO 22301:2019	☐ Other:
☐ ISO 14001:2015	☐ ISO 50001:2018	☐ ISO/IEC 20000-1:2018	☐ ISO/IEC 27701:2025	

FOR ISO 13485 REQUEST A QUOTATION REQUEST THE APPROPRIATE FORM FROM THE SECRETARIAT

GENERAL INFORMATION

Company name					
VAT number		Tax Code			
Code SDI /pec					
Website		e-mail			
Contact person		Role		Cell.	
Email address for sending the certificate (PDF):		Issue of certificate	☐ Digital (PDF) ☐ Print		

REGISTERED OFFICE

Address			
Zip code		City and Prov.	
Tel.		e-mail	

IS THE REGISTERED OFFICE ALSO OPERATIONAL? ☐ S ☐ NO

MAIN OPERATIONAL HEADQUARTERS

Address			
Zip code		Cities and Prov.	
Tel.		e-mail	

IS THE ORGANIZATION PART OF A LARGER STRUCTURE? ☐ YES ☐ NO If so, which one?

TOTAL NUMBER OF SITES TO BE CERTIFIED: (FOR THE ADDRESS OF THE OTHER OFFICES, FILL IN THE APPROPRIATE SECTION ON THE SECOND SHEET)

PERSONNEL INVOLVED IN THE SG

Total number of employees: (report the total employees, including partners, employees, collaborators, etc.)			
of which	Full time	Part time	Occasional
No. Top Management / Management			
No. of employees in the production department/main service			
No. of employees for support / secondary processes			
n. seasonal employees			
n. partners / collaborators			
Other:			
n. working shifts/schedules (specify if night):			

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ABOUT THE MANAGEMENT SYSTEM			*SG must have been implemented for at least 3 months
Management System active since*?		In the case of multi-site, is the SG applied centrally in all the sites to be certified? (FOR OTHER LOCATIONS, FILL IN THE APPROPRIATE SECTION)	☐ YES ☐ NO
Are you already certified?	☐ YES ☐ NO	Indicate with which Body*:	
For which standard(s) and certificate(s) expiry	*IN CASE OF TRANSFER FROM ANOTHER BODY it is mandatory to attach a copy of the certificate in your possession, a copy of the reports of the previous body, a copy of the system documentation in force, and fill in the transfer audit declaration that will be sent by the secretariat (ref. QS QUALITY SERVICES REGULATION published on sitowww.qualityservices.com.mt)		
Consultant (specify name and company)			
Have you foreseen less applicability of some standard points?			☐ YES ☐ NO
Which ones? Include the motivation:			
Countries of Operation:			
Methods of carrying out the activities ☐ <u>All activities at physical locations (specific locations)</u> ☐ <u>All activities carried out remotely (cloud-based, virtual, smart working)</u> ☐ <u>Mixed (hybrid) activity</u> ○ <u>Remote Activity Percentage:</u> _____ % ○ <u>Percentage of on-site activities:</u> _____ % ☐ <u>Activities in specific countries:</u>			
Important Note: <i>The statement on the manner of conduct will be reported in the certificate and in the audit report according to the new IAF MD 4 requirements.</i>			

CERTIFICATION SCOPE	
SCOPE OF APPLICATION: brief description of the activities carried out to be indicated on the final certificate and IAF codes / categories / technical areas of reference	
Indicate the most suitable period/days to allow QS to view the actual activities subject to certification (e.g. seasonal production activities, activities carried out only on certain days of the week, courses, active construction sites, etc.)	

OTHER OPERATIONAL OFFICES OR LOCATIONS WITH EXTERNAL WORK ACTIVITIES (E.G. CONSTRUCTION SITES/CLEANING/TRAINING) /
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N	Site Name	Full address	Main activity	Remote/Physical	No. of employees
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SITES FOR OUTSOURCED ACTIVITIES / TEMPORARY SITES FOR OUTSOURCED ACTIVITIES / TEMPORARY SITES

<u>Site / Address</u>	<u>Activity carried out</u>	<u>Type</u> (Outsourcing/Temporary)	<u>No. of employees</u>

TO BE COMPLETED FOR ISO 14001 CERTIFICATION APPLICATIONS

Report significant environmental aspects of the site(s)	
Relevant legislative obligations (e.g. presence or absence of AUAs, IEAs, other authorizations related to the site)	
Does the organization produce, transport and/or dispose of special and/or hazardous waste?	☐ YES ☐ NO If YES which ones:
CPI Presence Air emissions Soil/water contamination	
Use/possession of hazardous substances Is the application of the ADR Agreement required?	☐ YES ☐ NO ☐ YES ☐ NO
Any environmental incidents that have occurred in the last few years. 3 years	

TO BE COMPLETED FOR ISO 45001 CERTIFICATION APPLICATIONS

Report relevant risks of the site(s) and activities to the health and safety of workers in relation to the relevant processes	
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Significant legislative obligations (specific authorizations for activities carried out)	
Presence of CPI	
Use of hazardous substances or materials during activities carried out	
Any accidents at work in the last 3 years	
If different from the consultant/company already mentioned, please include the names of the main OSH technical advisors (e.g. OSH coordinator, OSH inspection and/or internal audit technician, incident and incident investigation assistance, risk analysis, legal technician)	

TO BE COMPLETED FOR ISO 50001 CERTIFICATION APPLICATIONS	
Energy consumption: What is your annual energy consumption in kWh or TJ?	
Energy sources: provide a list of your energy sources with respect to your activity	
Is your company classified as energy-intensive?	
Processes: provide a list of processes that use a significant amount of energy based on your activities	
Improvements applied from an energy point of view in the last 3 years	

TO BE COMPLETED FOR ISO/IEC 27001 CERTIFICATION APPLICATIONS

PERSONS INVOLVED IN THE CERTIFICATION ACTIVITY OR PROCESS

Number of people performing identical activities (e.g. operators with the same tasks, employees of the same function): 40	People with read-only access 20	People without access to IT facilities 20	People with specific and limited access 20	People in areas with strict restrictions (DLP, BYOD prohibited)																				
Types of sites	☐ Single Site	☐ Multi-site	☐ Virtual Sites	☐ Full-remote organization																				
Information Architecture	☐ ERP/ Management System Personal Data Management (GDPR) Applicable Not applicable ☐ ☐ Leading Cloud Provider _____ ☐ On-premise Hybrid Cloud Infrastructure ☐ ☐																							
Primary Standard	☒ ISO/IEC 27001:2022 Annex A (standard controls) Other (please specify): _____																							
Additional Reference Control Standards:	<table border="1"> <thead> <tr> <th>Standard</th> <th>Version</th> <th>Controls Included</th> <th>Excluded Controls</th> <th>Justification</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> ☐ The organization has fully verified all controls of the reference source(s) and documented exclusions in the Statement of Applicability according to ISO/IEC 27001:2022, 6.1.3 d).				Standard	Version	Controls Included	Excluded Controls	Justification															
Standard	Version	Controls Included	Excluded Controls	Justification																				
Statement of Applicability (SoA)	Total number of controls considered: _____ Controls implemented: _____ Excluded checks and justification: _____ SoA version: _____ SoA last update date: _____																							
Data processed	Nature of data: ☐ Particular Municipalities Both ☐ ☐ Data from public bodies: ☐ Yes No Partially ☒ ☐ Storage method: ☐ Electronic paper Both ☐ ☒ Data Location: ☐ Internal External Both ☐ ☐																							

<u>IT infrastructure</u>	<u>Workstations:</u> _____ <u>IT structure:</u> ☐ Standardized platform ☐ Different IT platforms ☐ More than two platforms with complex networks <u>Asset Inventory:</u> ☐ Present To be carried out ☐ <u>Outsourcing for data retention:</u> _____ <u>Cloud services:</u> _____ <u>IT System Development:</u> ☐ Internal External Both ☐ ☐
<u>Risk assessment methodology:</u>	_____
<u>RA – Risk Assessment</u>	☐ YES ☐ NO ☐ IN PREPARATION
<u>RTP – Risk Treatment Plan</u>	☐ YES ☐ NO ☐ IN PREPARATION
<u>Critical Aspects Security</u>	<u>Disaster Recovery (DR) Sites/Sites:</u> _____ <u>Security incidents last 12 months:</u> _____ <u>Significant changes in the last 12 months:</u> _____
<u>Specific legislative obligations</u>	<u>GDPR:</u> ☐ Applicable Not applicable ☐ <u>NIS2:</u> Applicable Not applicable ☐ ☐ <u>Sector-specific regulations:</u> _____ <u>Sensitive data access restrictions:</u> _____
<u>ICT Resources for Eventual Remote/Hybrid Auditing</u>	<i>Remote audit infrastructure availability:</i> <u>Stable Video Conferencing Platform (Specify):</u> _____ <u>In-Meeting Screen Sharing:</u> Yes No ☐ ☐ <u>Secure document exchange channel (VDR, SFTP, Portal):</u> Yes No ☐ ☐ <u>Remote access to the organization's IT facilities:</u> Yes No ☐ ☐ <u>Remote Access Restrictions:</u> _____
<u>NDAs and Specific Agreements</u>	<u>Specific confidentiality agreements with the certifying body are required:</u> ☐ No ☐ Yes (specify): _____

<u>Confidential/Sensitive Information</u>	☐ No, no access restrictions ☐ Yes, sensitive information with limited access (fill in table) <table border="1"> <thead> <tr> <th>Type Information</th><th>Limitation</th><th>Access Agreement Required</th><th>Notes</th></tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td></tr> <tr> <td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> Important Note (NEW 8.4.2): According to the new IAF requirements, if the certification body cannot adequately verify the management system without access to the identified sensitive information, the audit will not proceed until appropriate access arrangements are ensured.	Type Information	Limitation	Access Agreement Required	Notes								
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<u>Integration with ISO/IEC 20000-1 - IT Service Management</u>	Fill in only if ISO/IEC 20000-1 integration required Managed IT services: _____ ITSM tool used: _____ Service operation, change mgmt _____ SLAs defined: ☐ Yes No ☐												
<u>Integration with ISO 22301 - Business Continuity Management</u>	Fill in only if ISO/IEC 22301 integration required Critical processes: _____ Continuity Plan: ☐ Present In preparation ☐ Most relevant incident scenario: _____												

TO BE COMPLETED FOR ISO/IEC 27701:2025 CERTIFICATION APPLICATIONS

Organization Privacy Role:

- ☐ **PII Controller**
☐ **PII Processor**
☐ **Both** (specify by process) _____

Purpose: *Description of the PIMS scope (activities, products, services included in the perimeter)*

PII principals category	Reference Process/Service
☐ Employees / collaborators	
☐ Customers who are individuals	
☐ Service end users	
☐ Suppliers / partners	
☐ Minors	
☐ Other:	

Employees

Number of people performing work under the control of the organization that involves the management or processing of, or with access to, PII	People with read-only access to information to perform their tasks	Persons without access to the organisation's information processing facilities under the PIMS	Persons who have specific and demonstrable and limited access to the processing of company information structures under the PIMS;	Individuals who engage in activities where strict restrictions have been applied to limit the disclosure of Information, such as measures prohibiting the entry of personal property and devices into the work area.
_____	_____	_____	_____	_____

Number of distinct physical sites included in the PIMS scope:

Of which: sites with > 25% of staff in purpose: _____

PII Processing Risks

Classification of PII processed

What type of personal data is processed within the PIMS perimeter?

- ☐ Sensitive data/special categories (health, biometrics, genetics, ethnic origin, political opinions, sexual orientation); treatments requiring DPIA; large volumes of special categories.
- ☐ Banking/financial data, national tax numbers/IDs, data of vulnerable persons; large amounts of data with some special categories (e.g. HR); Reversible pseudonymised data
- ☐ Common data (name, email, address); some generic HR data; encrypted data; Non-reversible de-identified data

Transfer of PII

Is personal data transferred externally? By what mechanisms?

- ☐ Transfers to multiple jurisdictions and geographies.
- ☐ Controlled transfers via Binding Corporate Rules (BCRs) or other mechanism
- ☐ Transfers to the same jurisdiction/geography; Use of encryption for transfer

Complexity of PII processing tasks

How would you describe the complexity of processing personal data?

- ☐ PII profiling for commercial purposes; data mining; multiple applicable regulations/legislation; automated decisions with legal effects; operations in multiple jurisdictions; multiple processes on different platforms.
- ☐ PII profiling for internal use; some sector-specific legislation; multiple processes on the same platforms; Operate in multiple locations in the same jurisdiction
- ☐ General processing; single location; 1–2 simple processes on the same platform

How many distinct processing activities fall under the PIMS scope?

- ☐ Multiple processes requiring different platforms
- ☐ Multiple processes on the same platforms
- ☐ 1–2 simple processes on the same platform

In how many locations/countries does the organisation operate within the PIMS perimeter?

- ☐ Operations in multiple countries / multiple distinct legal jurisdictions
- ☐ Multiple locations in the same jurisdiction
- ☐ Single location

How many platforms/systems/applications process personal data in the scope?

- ☐ ≥ 10 platforms
- ☐ ≥ 5 platforms
- ☐ < 5 platforms

Operational Risks

Number of persons processing / accessing PII

What percentage of the staff included in the PIMS scope processes or has access to personal data?

- ☐ 100% of the staff in scope.
- ☐ 50% to 75% of the staff in scope
- ☐ Less than 25% of staff in scope

Volume of PII principal data (number of records)

How many records/data subjects (PII principals) fall under the PIMS scope?

- ☐ High volume: > 1 billion records; Multiple datasets
- ☐ Moderate volume: > 1 million records; Some datasets
- ☐ Low volume: < 100,000 records; 1–2 dataset

Number of Annex A controls implemented (A.1, A.2, A.3) <i>(A.1 = shared controls; A.2 = Processor specific controls; A.3 = Controller Specific Controls)</i>																					
How many of the ISO/IEC 27701:2025 Annex A controls have been implemented in the organization? ☐ All applicable controls implemented. ☐ ~70% of applicable controls implemented ☐ Less than 30% of applicable controls implemented																					
☐ PIMS STAND ALONE	☐ PIMS TO BE INTEGRATED WITH ISO/IEC 27001:2022 Annex A (standard controls) ☐ PIMS integrated with ISMS ISO/IEC 27001:2022 certified (indicate CAB and expiration) _____																				
Additional reference control standards or guidelines acquired or implemented:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Standard</th> <th style="width: 15%;">Version</th> <th style="width: 25%;">Controls Included</th> <th style="width: 25%;">Excluded Controls</th> <th style="width: 20%;">Justification</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Standard	Version	Controls Included	Excluded Controls	Justification															
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Statement of Applicability (SoA) Annex A and/or B	SoA version: _____ Last SoA update date: _____ <i>Are there Annex A controls excluded from the SoA?</i> ☐ No, all applicable controls are included ☐ Yes— the reasons for exclusion are documented in the SoA version																				
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To be completed in each applicable part and returned by e-mail to one of the following addresses:

info@qualityservices.com.mt

technicalsecretary@qualityservices.com.mt / commerciale@qualityservices.com.mt

o Sales offices: amministrazione@qsitaly.net - info.torino@qsitaly.net

PLEASE ATTACH THE COMPANY'S UPDATED CHAMBER OF COMMERCE CERTIFICATE

Without the adequate compilation of the necessary data it will not be possible to formulate a quote, in case of need contact the secretariat. The company assumes responsibility for the correctness and truthfulness of the information provided on which it will be formulated the estimate, in the event of changes to the initial situation or during the audit undeclared data emerge such as to influence the first economic evaluation, QS reserves the right to proceed with the revision of the offer.

We inform you that all information and personal data provided by the company at the time of this request will be processed by QS QUALITY SERVICES LTD and authorized partners for the purpose of managing the contractual relationship and the consequent administrative obligations. Information on our data protection policies can be found at www.qualityservices.com.mt or can be obtained from our offices, or by contacting the company DPO at privacy@qualityservices.com.mt

DATE

**NAME AND SURNAME LEGAL REPRESENTATIVE AND/OR
SIGNATURE**