PERMOHONAN/APPLICATION FORM

**Terima kasih atas ketertarikan Anda pada layanan kami. Mohon dilengkapi daftar pertanyaan dibawah ini, yang akan kami gunakan untuk menyiapkan penawaran yang mengikat** (*Thank you for your interest in our services. Please provide us with the following information, which we will use to prepare an individual and binding quotation).*

**Informasi umum (Hanya lokasi utama / kantor pusat Perusahaan)/*General information (Only main location / Company headquarters)***

|  |  |
| --- | --- |
| Nama Perusahaan /*Company Name* |  |
| Alamat/*Address* |  |
| Kontak/*ContactPerson* |  |
| Jabatan/*Position* |  |
| Telpon/Phone |  |
| Fax/*Facimile* |  |
| e-mail |  |
| Sektor/*Sector* |  |
|  |  |

1. **Jumlah karyawan di lokasi (jika sesuai, jumlah karyawan di perusahaan yang dipekerjakan di perusahaan untuk audit gabungan)/ *No. Of employees at the location*** *(if appropriate, total employees in companies employed for combined audit)*

|  |  |  |  |
| --- | --- | --- | --- |
| Total karyawan (pekerja penuh waktu/peruh waktu)/ *Total no. of employees (full time/part time worker)* : | : | Total Karyawan bekerja penuh/ In term of full-time employees | : |
| Jumlah Karyawan bekerja dalam shift/ *Of which no. Of employees in shift working* | : | | |
| Jumlah Karyawan kontrak/ *No. Of temporary employees* | : | | |
| Jumlah Shifts/ Number of shifts | : | | |

1. **Sertikat apa yang anda butuhkan*?/ Which certification do you require?***

**Berikan centang pada pilihan di bawah ini**

|  |  |
| --- | --- |
|  | ISO 9001 :2015 |
|  | ISO 14001:2015 |
|  | SPPT SNI |

1. **Faktor yang dapat mempengaruhi waktu yang dibutuhkan untuk audit dan biaya/ Factors which can influence the time needed for the audit and the cost**

**Tandai pernyataan di bawah ini :**

|  |  |
| --- | --- |
|  | **Tidak ada kegiatan desain dan pengembangan/*No in-house development*** |
|  | **Proses berresiko rendah/*Low Process Risk*** |
|  | **Sistem manajemen telah diterapkan secara konsisten/*Mature Management system*** |
|  | **Proses sederhana/*Family owned company or simple process*** |
|  | **Berbagai peraturan/Large Variety of Regulation** |
|  | **Proses beresiko tinggi/*High Process risk*** |
|  | **Lokasi yang besar dengan jumlah karyawan sedikit/*Large Location with small number of employees*** |
|  | **Lokasi kecil dengan jumlah karyawan yang banyak/Small location with large number of employees** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Apakah memerlukan sertifikasi MS Gabungan/ *Is combined certification required?* |  | **Tidak/**  **No** |  | **Ya, silahkan isi halaman 3/*Yes, please fill in page 3*** |
| Apakah sistem manajemen terintegrasi sudah ada di Perusahaan?/ *Does an integrated management system already exist in the Company* |  | **Tidak/**  **No** |  | **Ya, Sesuai Standar/*Yes according to :***  **ISO 9001**  **ISO 14001**  **Standar Lain** |
| Apakah anda didukung oleh konsultan?/Were you supported by a consultant? |  | **Tidak/**  **No** |  | **Ya, oleh/*Yes by :*** |

1. **Lingkup/operasi bisnis yang akan disertifikasi/ *Scope/Business operation to be certified***

|  |
| --- |
| **Manufacturing of Refined Oils and Fats, Consumer Pack, Similar Edible Fats and Palm Kernel Crushing** |

(contoh : “Pengembangan, pembuatan dan penjualan.......”, “perdagangan dengan........”, dll:)/ *(****for example : “Development, manufacture and sale of......”, “Trade with........” etc***

1. **Apakah perusahaan Anda memiliki sertifikasi/ (sertifikasi yang ada?)/ *Is your company already certified (existing certifications)***

|  |  |  |  |
| --- | --- | --- | --- |
| **No. Sertifikat/**  ***Certificate No*** | **Standar/ *Standard*** | **Lembaga Penerbit/**  ***Certification Body*** | **Masa Berlaku /*Certificate valid until*** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

1. **Sertifikasi yang diperlukan lebih lanjut dan kemungkinan lampiran/ *Further required certifications and posible annexes***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ISO 9001** |  | **OHSAS** |
|  | **SPPT SNI** |  | **Halal/SJH** |
|  | **Industri Hijau** |  | **ISO 22000** |

1. **Apakah anda anggota asosiasi industri, profesi atau perdagangan/federasi/(tuliskan nama)/ *Are you a member of an industry, professional or trade association/federation?***

***(Please name)***

|  |
| --- |
|  |

**8. Informasi lebih lanjut yang menurut Anda penting bagi kami*/ Any further information you think may be important for us?***

Contoh : perbedaan bahasa, kondisi keamanan yang terjadi di situs Anda, ancaman terhadap ketidakberpihakan, dll/ *Example : language differences, safety conditions issue at your site, threats to impartiality, etc*

|  |
| --- |
|  |

**Kami setuju bahwa informasi ini dapat disimpan untuk tujuan merancang penawaran dan memproses pesanan atau transaksi./ *We are agree that this informations may be stored for the purpose of drafting an offer and processing any resulting order or transactions.***

**Tempat*/ Place* Tanggal/*date* Tanda tangan/*Signature\****

**\*) jika dikirim melalui email, cukup membubuhkan alamat email pengirim pada bagian “signiture”/ *if sending by email, the sender’s address will be accepted***

**Lokasi multisites, lokasi sementara dan proses alih daya/ *Locations multisites, temporary locations and outsourced processes.***

**Mohon tambahkan lokasi lain dalam lembaran terpisah (jika ada)/*Please add other location in separate sheet (if any)***

**Nomor Lokasi/Location No. :**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Nama Perusahaan /*Company Name* |  | | | | | | |
| Alamat/*Address* |  | | | | | | |
| Kontak/*ContactPerson* |  | | | | | | |
| Jabatan/*Position* |  | | | | | | |
| Telpon/Phone |  | | | | | | |
| Fax/*Facimile* |  | | | | | | |
| e-mail |  | | | | | | |
| Sektor/*Sector* |  | | | | | | |
|  |  | | | | | | |
| Total karyawan (pekerja penuh waktu/peruh waktu)/ *Total no. of employees (full time/part time worker)* : | | : | | Total Karyawan bekerja penuh/ In term of full-time employees | | | : |
| Jumlah Karyawan bekerja dalam shift/ *Of which no. Of employees in shift working* | | : | | | | | |
| Jumlah Karyawan kontrak/ *No. Of temporary employees* | | : | | | | | |
| Jumlah Shifts/ Number of shifts | | : | | | | | |
| Proses alih daya/*Out Source Process* | |  | Store | |  | Lainya/*other* | |
| Lokasi Sementara ?temporary  Location | |  | Konstruksi/*Construction* | |  | Proyek/*Proyek* | |
| *\*)*Pegawai sementara dari agen tenaga kerja/*Temporary employees from employment agencies* | |  |  | |  |  | |