

Application for Certification

Section 1. Data on the organization

Type of request	New certification Renewal of certification	Changes in a certified organization Transfer of certification	
Organization		Company registration	
Business address		E-mail	
Contact person		Phone	

Certification standards (please mark)

ISO 9001:2015	ISO 14001:2015 Please also fill in section 3.	ISO 22000:2018 Please also fill in section 5.
ISO 45001:2018 Please also fill in section 2.	BDS EN ISO/IEC 27001:2022 Please also fill in section 4.	ISO 39001:2012 Please also fill in section 6.

If you marked "transfer of certification", please fill in section 7.
If more than one site is included in the certification, please complete section 8.
If you have marked more than one standard for certification, please fill in section 9.

Number of full-time employees and shift work (please describe the number of shifts, start/end hours, activities performed by each shift), seasonality			
Desired scope of certification (brief description of the activities, products and/or services within the scope of the system)			
Information on outsourced processes			
Information on consulting services used, if applicable			
Information on the regulatory requirements applicable for the activity			
Do you design and develop new products?	YES NO	Do you manufacture products?	YES NO
Information on other valid management system certifications			
Language of the audit		Audit deadline	

Section 2. ISO 45001 - OHS management

Main hazards and risks to health and safety at work related to your activity:

Do you use hazardous chemicals and mixtures in your business? If „yes“, please specify which ones.

Do you use high risk installations/equipment according to national legislation? If „yes“, please explain.

Applicable regulatory requirements related to OHS. Please specify.

Personnel working off-site (e.g. drivers, installers, etc.) or on temporary sites? Please clarify and indicate an approximate number.

Have any accidents at work been registered in the last two years? If yes, please explain.

Are you engaged in any legal proceedings for violating labor laws and/or OHS? If „yes“, please explain.

Section 3. ISO 14001 - Environmental management

Significant environmental aspects and related processes.

Is the activity carried out in an urban area, an industrial zone, a rural area or a protected area? Please explain.

Applicable regulatory requirements and licenses/permits for environmental management. Please specify.

Are there any "indirect" environmental aspects (e.g. design services)? Please describe briefly.

Risks of significant environmental damage as a result of storage of materials or their use? Please describe briefly.

Level of process automation. Please note.

Low

Average

High

Section 4. ISO / IEC 27001 - Information Security Management



For each of the categories, please mark only one statement that most accurately describes the situation in your organization.

Category 1. Type of business and regulatory requirements

Organization works in non-critical business sectors and non-regulated sectors.
Organization has customers in critical business sectors.
Organization works in critical business sectors.

Category 2. Processes and tasks

Standard processes with standard and repetitive tasks, lots of persons doing employees perform the same tasks. Few products or services.
Standard but non-repetitive processes, with high number of products or services.
Complex processes, high number of products and services, many business units

Category 3. Information security management system

ISMS has been implemented for more than a year and/or other management systems have been implemented.
Some elements of other management systems are implemented, others not.
No other MS implemented, the ISMS was implemented less than a year ago.

Category 4. Complexity of the IT infrastructure

Few or highly standardized IT platforms, servers, operating systems, databases, networks, etc.
Several different IT platforms, servers, operating systems, databases, networks.
Many different IT platforms, servers, operating systems, databases, networks.

Category 5. Outsourcing (including cloud services)

Little or no dependency on external contractors or suppliers.
Some dependency on external contractors/suppliers for some business activities (not for all and not for the important ones).
High dependency on external contractors or suppliers, large impact on important business activities.

Category 6. Degree of development of information systems

None or very limited in-house systems/application development;
Some in-house or outsourced system/application development for some important business purposes;
Extensive in-house or outsourced system/application development for important business purposes.

Section 5. ISO 22000 - Food Safety Management

Number of HACCP studies with their respective titles for each site within the scope of certification, including HACCP study hazards

Products and processes, product lines, number of people, types and variety of tasks affecting food safety, product development, in-house laboratory testing, etc.

Information on the level of automation, closed product systems, use of technology, mechanization and labour intensiveness.

Section 6. ISO 39001 - Road Safety Management



Please note one or more of the following statements that are applicable to your system (for each marked as applicable, please provide a brief explanation below):

Explanations (if applicable):

Employees use road transport to and from work, or during work (public transport or private vehicles as passengers or drivers, and as pedestrians or cyclists).
The organization transports goods and passengers, including via subcontractors.
The organization performs activities that generate traffic to and from places controlled or influenced by the organization (e.g. supermarkets, schools or other places with many visitors).
The organization provides services and products for the road traffic system (e.g. transport services, management, planning, design, construction and maintenance of infrastructure, vehicles and related products, emergency medical care, injury care, rehabilitation, control activities and legislative activities).

Regulatory requirements and licenses/permits for road safety management. Please specify.

Please indicate which requirements of ISO 39001 are defined as not applicable.

In the last 12 months, have there been any accidents involving employees or in the area controlled by the organization? If „yes“, please clarify.

Section 7. Transfer of Certification

This information is used to assess the possibility of transferring the certification and to prepare an offer. In case of a positive transfer decision, we shall reissue your certificate to its current validity and perform the remaining audits in the certification cycle. According to IAF MD 2: 2017, it is our obligation to notify your current certification body after the transfer, and it in turn is obliged to provide full assistance and not create obstacles to the transfer procedure. If, based on the review, decision is taken that certification is not eligible for transfer, we will provide you an offer for initial certification.

Is the certificate subject to transfer valid and its validity not terminated by your current certification body?

YES NO

Please indicate the reasons for seeking transfer:

Have you received complaints from customers or others? If „yes“, please clarify.

Regulatory requirements that require you to have a valid certificate? If „yes“, please describe.

Please make sure that you attach copies of the following documents to your application (please tick the documents you are enclosing):

- The last valid certificate issued;
- Stage 2 report of the initial audit or the last audit for renewal of certification (which is applicable);
- Latest Surveillance Audit Report (if applicable);
- Evidence that all non-conformities defined in the reports have been closed or corrective actions plans have been approved;
- Certification Cycle Audit Programme provided by your current certification body;

Section 8. Additional sites within the scope of certification



Address of additional site	Main processes/activities on the site, number of staff, shift work, seasonality	Category
		Temporary Permanent
		Temporary Permanent
		Temporary Permanent

Please note one or more of the following statements that are applicable to your system (for each marked as applicable, please provide a brief explanation):

- The organization has a single management system for all sites.
- The organization has a single central function, which is part of it and is not subcontracted to an external organization.
- The central function has the authority to develop, implement and maintain the single management system for all sites within the scope of certification.
- The organization's single management system is subject to a centralized management review.
- All sites are included in the organization's internal audit program.
- The central function is responsible for the collection and analysis of data from all sites.
- The central management has the right and ability to initiate the following changes in the processes of the individual sites (in its system and documentation, as a result of management reviews, as a result of complaints, as a result of corrective actions, as a result of internal audits and evaluation of results and changes arising from regulatory requirements relevant to applicable standards.

Section 9. Certification of Integrated Management Systems

Please indicate only those that are applicable to the integrated management system implemented:

- Integrated documentation has been developed, including detailed work instructions;
- Management review considers the overall business strategy and plan;
- An "integrated approach" is used in internal audits;
- The policy and objectives are developed in an integrated way, i.e. are common to the integrated system;
- An "integrated approach" is used in process management;
- An "integrated approach" is used in the implementation of improvement measures (e.g. implementation of corrective actions, measurement, continuous improvement);
- Integrated management support and responsibilities.

The application was completed by

Name, surname	
Position	
Date	

No signature required. Please send the completed application to office@incert.bg