

Organisation Details:	
Quote made out to:	

Main Contact		Accounts Contact	
Contact Name:		Contact Name:	
Position:		Position:	
Fixed Line N°:		Fixed Line N°:	
Mobile N°:		Mobile N°:	
Email address:		Email address:	

Main Site Address		Invoice Address (if different from Main Site Address)	
Building:		Street:	
Street:		Town:	
Area:		Province:	
Town:		Code:	
Province:		VAT No:	
Code:		Reg. No:	
Website:			

Certification Detail				
Certification for: (Document only if for separate sites / branches / companies, else, leave blank if same as Organisation Details above)		Applicable standard	ISO/IEC 27001:2022	<input type="checkbox"/>
		Integrated standards	ISO 9001:2015	<input type="checkbox"/>
			Other:	<input type="checkbox"/>
Certification scope (description of activities): Required*				
Do you design / assist in the design of products? Describe:				
Are processes high risk or highly regulated? Describe:				
Are significant numbers of employees conducting the same task? Describe:				
Are you Certified already? Please attach Certificate:				
Do you outsource any key processes? Describe:				
Confirm if there are any restricted areas / locations / proprietary / confidential information:				
Did consultants assist / will be assisting with development of the system(s): Describe:	Company:			
	Address:			
	Email:			
	Telephone:			

Do you have more sites other than the main site (Y/N)?		Do all sites carry out similar activities (Y/N)?					
Sites	Describe the activities (i.e. Full scope or partial with definition)				Shift Work? YES / NO	Personnel per shift	Total No of Employees
Main Site:							
Site 1:	Address:						
	Scope:	<input type="checkbox"/> Full	<input type="checkbox"/> Partial				
Site 2:	Address:						
	Scope:	<input type="checkbox"/> Full	<input type="checkbox"/> Partial				
Site 3:	Address:						
	Scope:	<input type="checkbox"/> Full	<input type="checkbox"/> Partial				
Site 4:	Address:						
	Scope:	<input type="checkbox"/> Full	<input type="checkbox"/> Partial				
Site 5:	Address:						
	Scope:	<input type="checkbox"/> Full	<input type="checkbox"/> Partial				
Total Number of Employees for all sites:							
Notes:	If temporary / part-time / limited duration / contracted workers are employed, please provide an estimate in full operational hours, i.e. 10 persons X average working shifts or hours of 4 HRS / daily standard working hours (8 HRS) = 5 persons If you require more space, you can use separate sheets and endorse them accordingly						

The type of business performed (other than IT) – (Select only one from the below options)

Which sector best describes your organisation? (Please see note below for more details)

Your general business, works in a non-critical and non-regulated business sector	<input type="checkbox"/>
Your business has customers are in a critical business sector	<input type="checkbox"/>
Your business operates in a critical business sector	<input type="checkbox"/>

Note: Critical business sectors are sectors that may affect critical public services that will cause risk to health, security, economy, image and government ability to function that may have a very large negative impact to the country.

Information Technology Infrastructure – (Select only one from the below options)

Factors related to IT environment

IT Infrastructure Complexity	1.Few of highly standardised IT platforms, services, operating systems, databases, networks, etc.	<input type="checkbox"/>
	2.Several different IT platforms, servers, operating systems, databases, networks	<input type="checkbox"/>
	3.Many different IT platforms, servers, operating systems, databases, networks	<input type="checkbox"/>
Dependency on outsourcing and suppliers, including cloud services	1.Little or no dependency on outsourcing or suppliers	<input type="checkbox"/>
	2.Some dependency on outsourcing or suppliers, related to some but not all-important business activities	<input type="checkbox"/>
		<input type="checkbox"/>

	3.High dependency on outsourcing or suppliers, large impact on important business Activities	
Information System development	1.None or a very limited in-house system/application development	<input type="checkbox"/>
	2.Some in-house or outsourced system/application development for some important business purposes	<input type="checkbox"/>
	3.Extensive in-house or outsourced system/application development for important business purposes	<input type="checkbox"/>

Outsourcing and inhouse development	
Please select one of the following:	
Low – No or limited amount of in-house system/ application development	<input type="checkbox"/>
Medium – Some in-house or outsourced system/ application development for high-profile business purposes	<input type="checkbox"/>
High – Large amount of in-house or outsourced systems/ application development for high-profile business purposes or those critical services in critical business sectors or fields.	<input type="checkbox"/>

Confidential data – (Select only one option from the following)	
What level of confidential data does your company deal with? (Please see note below for more details)	
Low – sensitive or confidential information or few critical assets (in term of Confidentiality, Integrity and Availability)	<input type="checkbox"/>
Medium – sensitive or confidential information or medium critical assets	<input type="checkbox"/>
High – amounts of sensitive or confidential information or highly critical assets	<input type="checkbox"/>
Examples of confidential or sensitive information: insurance, banking information, privacy, personally identifiable information (PII), health, payment card information, classified information.	

Other information requirements:		
Please answer YES or NO to the following (if yes, provide further details):	YES	NO
Are there any specific legal or regulatory requirements that is applicable to the scope of certification? If yes, please give details:		
Are there any records or documents which cannot be reviewed by the AfriCert auditors and/or assessors even after signing the nondisclosure agreement? If yes, please give details:		
Are any special arrangements required to allow the AfriCert auditors and/or assessors to conduct the audit e.g. special access permission / government security clearance etc. If yes, please give details:		

YES	NO	Certification Readiness		
		Are your systems integrated (applicable only for multiple standards)		
		Are your systems implemented already?	How long?	
		Gap analysis (useful if you have not started / not sure if you have implemented the system fully)	When?	
		Preliminary audit (to confirm your readiness for Certification)	When?	
		Ready for Certification	When?	

Remote Auditing Capabilities	Live web streaming – (to provide effective remote auditing if required/ requested)				
Preferred Live Streaming Platforms	Zoom		Skype		Microsoft Teams
Live Streaming Platforms – experience/ knowledge	Poor		Good		Excellent
I.T. Equipment – visual and audio capabilities	Poor		Good		Excellent
Visual tours capability (if required) – Audio and visual	PC or Tablet		Cell Phone		Go Pro/ Other
Rate the Quality of your WiFi/ Fibre connection	Poor		Good		Excellent
Rate Reliability/ Security of your WiFi/ Fibre connection	Poor		Good		Excellent
Your organisation’s Capabilities on Streaming Platforms	Poor		Good		Excellent
Elaborate on answer above:					
Management System/s sharing platform	Cloud		Shared / Local Drive		Google Drive
Elaborate on answer above:					
Percentage of Management System/s stored in platform	Limited (less than 50%)		Partial (50%)		Full (100%)
Elaborate on answer above:					
Records housed in cloud/ shared drive	No		Partial		Full
Elaborate on answer above:					

Please confirm	Where did you hear of AfriCert?
Recommendation from a Consultant? Who?	
Recommendation from another company? Who?	
Via search engine e.g. google. Which one?	
Via an advert e.g. google / Facebook / LinkedIn?	
We are an existing client:	

Declaration	
I confirm that I am authorised by the organisation to request this quotation and that the above information is correct.	
I confirm that the organisation 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.	
Name:	Date:
Please sign and email to clientcare@africert.co.za	

For AfriCert Office use only	Comments	EAC Codes
<input type="checkbox"/> Resources reviewed		
<input type="checkbox"/> Resources adequate		
<input type="checkbox"/> Quotation sent		

Refusal of Application I confirm that I am authorised by the organisation to refuse this application to produce a quotation. Reasons found below.			
Name:		Date:	
Reason:			
Please sign and email to clientcare@afriCert.co.za			