

Questionnaire

Quality Management Systems ISAS BC 9001

Completion Guidance Notes

1. On receipt of this completed Questionnaire, CERTIMEDIA will prepare and submit a **No Obligation** proposal detailing the assessment, certification and other costs.
2. If you are an existing client applying for an Extension to Scope please indicate additions only i.e. additional sites, activities etc. in the relevant sections.
3. Please return in electronic format to info@certimedia.org or hard copy to our office in Geneva, 67 rue Saint Jean, CP 5256, 1211 Geneva, Switzerland Fax: +41 22 738 07 11.

Section 1: Broadcaster Details

Name of Broadcaster	
Division or Trading Name for Certificate	
Main Address (ie Head Office)	
	Zip Code
If company is part of a group, please specify group	
Broadcaster Web Site Address	
Management Representative (Contact)	
Position	
E-mail address	
Tel No: <input type="text"/>	Fax No: <input type="text"/>
MD/Chief Executive (or equivalent)	

Section 2: Certification (s) Required

Please indicate, by entering YES , the certification you wish to achieve.	
Quality Management Systems (QMS)	
• ISO 9001: 2000	<input type="checkbox"/>
• ISAS BC 9001:2003	<input type="checkbox"/>
Please state any intended exclusions	

Section 5: Processes / Procedures /Codes

Total number of processes in the organisation	
Please list the main processes on site	
Total number of procedures / activities to be certified	
Please list the main procedures / activities on site	
Total number of codes to be certified (code of ethics, programmes, advertising, etc.)	
Please list the main codes available on site	

Section 6: Locations/Multi site Registrations

If you wish to include other sites in the same registration, please indicate below:	
Location 2	Number of Employees
Address	
Post Code	
Location 3	Number of Employees
Address	
Post Code	
Location 4	Number of Employees
Address	
Post Code	
Location 5	Number of Employees
Address	
Post Code	
Location 6	Number of Employees
Address	
Post Code	
Continue on a separate sheet if necessary	

Section 7: Scope

Please confirm that the scope indicated below is correct.	YES/NO
Domain: Quality Management Systems	
Scope: ISAS BC 9001:2003; EAC Codes 39 (Other Social Services); UN CPC Code 84 (Telecommunications services, information retrieval & supply services); UN CPC Code 96 (Recreational, cultural & sport services); ISIC Code 9213 (Radio & television activities); ISIC Code 6420 (Telecommunications); ISIC Code 7420 (Data base activities & on line distribution of electronic content)	

If No, please indicate below the modifications you wish

Section 8: Additional Information

Please indicate below the status of your Management System.	
	PAPER / ELECTRONIC / MIXED
Please indicate if you have a timescale(s) for the following	
Implementation date of the system?	
Pre-assessment (if applicable)	
Certification Assessment	
Have you completed a management review?	YES/NO
Have you commenced internal auditing?	YES/NO
What is the approx. number of pages in the System excluding forms?	
How many forms are in current use?	