**Send by fax to: +49 3375 217459-19 or email to: kundendienst@deuzert.de**

DeuZert® Deutsche Zertifizierung in Bildung und Wirtschaft GmbH

Hochschulring 2, 15745 Wildau near Berlin / Germany

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please fill in this page[[1]](#footnote-1) for each location separately.** | | | | | |
| Registered Office: |  | | | | |
| **Address of the location** | | | | | |
| Organization: |  | | | | |
| Street No: |  | | | | |
| Postal code, City |  | | | | |
| **Already existing certifications at this location: *Please attach the current certificates as a copy.*** | | | | | |
| Standard | | Certification body | | | Valid until |
| ISO 9001:2015 | |  | | |  |
|  | |  | | |  |
|  | |  | | |  |
| **Total number of employees (full time equivalent) at this location** | | | | | |
| **including:** | | | | | |
|  | Marginally employed (e.g. 15h per week maximum) or temporary workers (simple tasks) | | | | |
|  | Other personnel in part-time work (maximum of half a full-time job) | | | | |
|  | Apprentices | | | | |
|  | Drivers | | | | |
|  | Field staff (sales, messengers, …) | | | | |
| Are there shift workers? | | | Yes | No | |
| If so, specify the number of shifts: | | |  | | |
| **List of activities and processes at the location *(e.g. top management, sales, development, production, etc.)*:** | | | | | |
|  | | | | | |
| **IT infrastructure:** | | | | | |
| Number of PC / laptops: | | | | | |
| Number of server: | | | | | |
| Number of active network components: | | | | | |
| Number of internal networks: | | | | | |
| Number of outsourcer / external service provider: | | | | | |
| **Further comments, e.g. temporary location** | | | | | |
|  | | | | | |

1. At a fixed location, the organization continuously carries out work or services, including associated or affiliated activities. At a virtual site, the organization carries out work using an online environment or provides services based on physical site processes. A virtual site is considered a single location to determine the audit time. [↑](#footnote-ref-1)