



भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

FORM

MANAGEMENT SYSTEMS CERTIFICATION

TITLE: Questionnaire for Obtaining Preliminary information and declarations from the applicant for obtaining licence for certification of Information Security Management System IS/ISO 27001

प्रलेख : एमएससी-एफ 11-20

DOC: MSC-F11-20

जारी : 01

ISSUE: 01

दिनांक : जनवरी 2020

DATE: January 2020

पृष्ठ : 3 का 1

PAGE: 1 of 3

Prepared By: MSCD

Approved By: DDG(MSCD)

1. DETAILS OF THE ORGANIZATION

1.1 Name :

1.2 Address :

1.3 Contact Details :

1.3.1 Telephone :

1.3.2 Fax :

1.3.3 Email :

1.4 Address of the Registered Office :

(if different from 1.2 above) :

(Enclose copy of Registration Certificate

from the concerned authority). :

1.4.1 Telephone :

1.4.2 Fax :

1.4.3 Email :

1.5 Status of the Organization :

(Large/Medium/Small/Micro Scale Industry Service Enterprises/small enterprise).

(Enclose copy of Registration Certificate from the concerned authority).

1.6 Indicate whether the unit is a part of :

some larger organization, if so give

the name and address of the holding

organization

1.6.1 Name :

1.6.2 Address :

1.7 Indicate whether the organization has branches

at different locations or multiple-sites of

operations. If yes, give name(s) & address(es)

alongwith the brief description of processes

carried out at all such locations/sites for which

certification is sought (use separate sheet, if required)

1.7.1. Number of Shifts (with timings of each shift)

1.8 Organizational Structure

1.8.1 Organizational Chart

1.8.2 Delegation of powers

1.8.3 Whether the organization has a

Governing body? If yes, give details



भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

FORM

MANAGEMENT SYSTEMS CERTIFICATION

TITLE: Questionnaire for Obtaining Preliminary information and declarations from the applicant for obtaining licence for certification of Information Security Management System IS/ISO 27001

प्रलेख : एमएससी-एफ 11-20

DOC: MSC-F11-20

जारी : 01

ISSUE: 01

दिनांक : जनवरी 2020

DATE: January 2020

पृष्ठ : 3 का 2

PAGE: 2 of 3

Prepared By: MSCD

Approved By: DDG(MSCD)

1.8.4 Does the organization exercise public function/ public dealing? If yes, give details of locations of public offices _____

1.9 Number of Personnel

1.9.1 Number of part-time personnel covered in the scope of certification converted to full time personnel (*based on 8 hours/day working*) _____

1.9.2 Number of personnel partially involved in the scope of certification converted to full time personnel (*based on 8 hours/day working*) _____

1.9.3 Number of personnel in simple functions (Finance, Admin, Security, Transport, Drivers, Canteen, Gardening etc.) _____

1.9.4 Number of personnel in general shift/shift-1 _____

1.9.5 Number of personnel in other shifts _____

1.9.7 Number of personnel in other shifts for mutually exclusive operations/functions other than that in general shift/Shift 1 _____

2. Information Relating To Information Security Management System

2.1 Management Representative (MR)/ Contact Person _____

2.1.1 Name _____

2.1.2 Designation _____

2.1.3 Contact Details _____

Mobile: _____ Fax: _____ Email: _____

2.2 Scope for which certification is sought _____

2.3 Information Security Management System Documentation & Implementation

2.3.1 Documentation Structure (*mention Title of Document, Issue No. & Date, No. of Amendments, if any*) _____

2.3.2 Details of 'outsourced processes' used, if any, that affects conformity to requirements and type & extent of controls applied over such processes (*use separate sheet, if required*) _____

2.3.3 List of legal and statutory requirements applicable to products including output resulting from the product realization processes (*use separate sheet, if required*) _____

2.3.4 Date on which the Management Review was last held : _____

2.3.5 Date(s)/Period during which Internal Audit was last held _____

3.0 CONSULTANCY

3.1 In case the Anti-Bribery Management System is established, implemented or maintained through use of consultancy, the following information be provided:

a) Name & Address of the consultancy organization/personnel

 भारतीय मानक ब्यूरो BUREAU OF INDIAN STANDARDS			FORM	
MANAGEMENT SYSTEMS CERTIFICATION				
TITLE: Questionnaire for Obtaining Preliminary information and declarations from the applicant for obtaining licence for certification of Information Security Management System IS/ISO 27001				
प्रलेख : एमएससी-एफ 11-20 DOC: MSC-F11-20		जारी : 01 ISSUE: 01		दिनांक : जनवरी 2020 DATE: January 2020
पृष्ठ : 3 का 3 PAGE: 3 of 3		Prepared By: MSCD		
Approved By: DDG(MSCD)				

- b) Type of consultancy provided _____
 {such as preparing manual, procedures etc;
 giving specific advice, instructions or
 solutions for development and
 implementation of management system}
- c) Status of consultancy (whether continues or ended) _____
- d) Date on which consultancy ended, if applicable _____

4. Details of other Management Systems Licence/Certification held or Assessment Held, If Any

5. DECLARATIONS – The organization hereby gives the following declarations:

- a) to comply with the certification requirements,
- b) to inform about the following changes, if and when such changes happen:
- i) the legal, commercial, organizational status or ownership,
 - ii) organization and management (e.g. key managerial, decision-making or technical staff),
 - iii) contact address and sites,
 - iv) scope of operations under the certified management system, and
 - v) major changes to the management system and processes.
- c) to make all necessary arrangements for the conduct of the audits, including provision for examining documentation and the access to all processes and areas, records and personnel for the purposes of initial certification, surveillance, recertification and resolution of complaints,
- d) to make provisions, where applicable, to accommodate the presence of observers (e.g. accreditation auditors or trainee auditors), permits BIS to make the information regarding certification granted with the scope it covers and its status accessible to public.
- e) that it is understood by us that all the other information, except for information that is made publicly accessible as confidential.
- f) That it is also agreed that BIS notifies to us when confidential information is required by law or authorized by contractual arrangements (such as with the accreditation body), unless prohibited by law.
- g) that it is also understood that BIS does not disclose our confidential information to a third party without the written consent from us (certified client or individual concerned).

Seal of the Firm

Date:

Signature _____

Name _____

Designation _____

For and on behalf of _____

M/s