

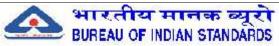
**FORM** 

## 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	जारी : 01	दिनांक : जनवरी 2020	पृष्ठ: 3 का 1
DOC: MSC-F11-20	ISSUE: 01	DATE: January 2020	PAGE: 1 of 3
Prepared By: MSCD		Approved By: DDG(MSCD)	

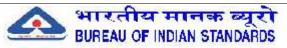
1.	DETAILS OF THE ORGANIZATION						
1.1	Name	: .					
		-					
1.2	Address	: .					
		-					
		-					
		-					
1.3	Contact Details	: .					
	1.3.1 Telephone	:					
	1.3.2 Fax	-					
	1.3.3 Email	: .					
1.4	Address of the Registered Office	:					
	(if different from 1.2 above) (Enclose copy of Registration 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 Ser (Enclose copy of Registration Certificate from						
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 s	hift <b>)</b>					
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						



**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 **दिनांक** : जनवरी 2020 जारी : 01 प्रलेख : एमएससी-एफ 11-20 पुष्ठ: 3 का 2 DOC: MSC-F11-20 ISSUE: 01 **DATE: January 2020** 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) Number of personnel partially involved in 1.9.2 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 Number of personnel in other shifts 1.9.5 Number of personnel in other shifts for 1.9.7 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** \_\_\_\_\_ Email: \_\_\_\_ Mobile: 2.2 Scope for which certification is sought Information Security Management System Documentation & Implementation 2.3 Documentation Structure (mention Title of Document, Issue No. & Date, No. of Amendments, if any) 2.3.1 Details of 'outsourced processes' used, if any that affects conformity to requirements and type & extent of 2.3.2 controls applied over such processes (use separate sheet, if required) List of legal and statutory requirements applicable to products including output resulting from the product 2.3.3 realization processes (use separate sheet, if required) Date on which the Management Review was last held : \_\_\_\_\_\_ 2.3.4 Date(s)/Period during which Internal Audit was last held 2.3.5 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:
  - Name & Address of the consultancy organization/personnel a)



## MANAGEMENT SYSTEMS CERTIFICATION

**FORM** 

TITLE	: Question			ormation and declarations from the app Security Management System IS/ISO 2				
प्रलेख	ं एमएसस	<u> </u>	जारी : 01	दिनांक : जनवरी 2020	पुष्ठ: 3 का 3			
D	OC: MSC	-F11-20	ISSUE: 01	DATE: January 2020	PAGE: 3 of 3			
	Prep	oared By: MS	SCD	Approved By: DD				
b)	Тур	e of consultand	cy provided					
	givir solu	ng specific adv tions for devel	g manual, procedure rice, instructions or opment and management syste					
c)	Stat	Status of consultancy (whether continues or ended)						
d)	d) Date on which consultancy ended, if applicable							
De	etails of o	ther Managen	nent Systems Lice	ence/Certification held or Assessr	ment Held, If Any			
DI	 ECLARAT	IONS – The o	rganization hereby	y gives the following declarations	::			
a)	to co	omply with the	certification require	ements,				
b)	to in	to inform about the following changes, if and when such changes happen:						
	i)	the legal,	commercial, organiz	zational status or ownership,				
	ii)	organizatio	on and managemer	nt (e.g. key managerial, decision-ma	king or technical staff),			
iii) contact address and sites,								
	iv)	scope of o	perations under the	e certified management system, and	I			
	v)	major cha	nges to the manage	ement system and processes.				
c)	doc	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 initial certification, surveillance, recertification and resolution of complaints,						
d)	audi	to make provisions, where applicable, to accommodate the presence of observers (e.g. accreditatio auditors or trainee auditors), permits BIS to make the information regarding certification granted wit 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 publicl accessible as confidential.						
f)	auth	That it is also agreed that BIS notifies to us when confidential information is required by law cauthorized by contractual arrangements (such as with the accreditation body), unless prohibited blaw.						
g)				s not disclose our confidential inforr client or individual concerned).	mation to a third party witho			
				Signature				
				rianio				
Se	Seal of the Firm			9				
Da	ate:			For and on behalf of				

M/s