**Service Required from Tatweer**

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| --- |
| **What are the service (s)/Management System(s)/ excellence criteria you would like to****Apply for? (Please tick as required)** |
| Quality Management System ISO 9001:2015 | [ ]  |
| Occupational, Health and Safety Management System ISO 45001:2018 | [ ]  |
| Environmental Management System ISO 14001:2015 | [ ]  |
| Occupational Safety and Health Abu Dhabi System Framework (OSHAD – SF) version 3.1 | [ ]  |

**Current System Information**

|  |  |
| --- | --- |
| Does the Organization have management system certification(s): | [ ]  Have a Occupational Safety and Health Management in place and  certified to OHSAS 18001:2007[ ]  Have a Quality Management System in place and certified to ISO  9001:2008[ ]  Have a Environmental Management System in place and certified to ISO 14001:2004[ ]  Have a Environmental Management System in place and certified to ISO 14001:2004[ ]  Have a Occupational Safety and Health Management in place and  certified to OSHAD – SF ver. 3.0 or EHSMS ver. 2.0[ ]  Have a Quality, Environmental, Health and Safety Management  System in place but not certify by third party.[ ]  Does not have any Quality, Environmental, Health and Safety  Management System in place |
| Does the Organization have: | [ ]  Policy(s) (Quality, Environment, and Occupational Health & Safety) Kindly provide the below details and attach/ submit the document:

|  |  |  |
| --- | --- | --- |
| Doc. No. and Title | Revision No. | Date it was issued |
|       |  |  |
|       |  |  |
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| Does the Organization have: | [ ]  Manual(s) (Quality, Environment, and Occupational Health & Safety Kindly provide the below details and attach/ submit the document:

|  |  |  |
| --- | --- | --- |
| Doc. No. and Title | Revision No. | Date it was issued |
|       |  |  |
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[ ]  QHSE Procedures(s) - If available, kindly tick the box below and  attach/ submit the document(s): [ ]  Roles and Responsibilities Procedure [ ]  Targets and Objectives Procedure [ ]  Legal Compliance Procedure [ ]  Risk Management Procedure [ ]  Management of Change Procedure [ ]  Contractor Management Procedure/ Procurement Procedure [ ]  Emergency Management Procedure [ ]  Corrective Action Procedure [ ]  Training and Competency Procedure [ ]  Hazard, Near-Miss and Incident Investigation Procedure [ ]  Communication and Consultation Procedure [ ]  Audit and Inspection Procedure [ ]  Waste Management Procedure [ ]  Customer Satisfaction Survey Procedure [ ]  Performance Monitoring Procedure [ ]  Applicable Standard Operating Procedure(s), Kindly List down  Below and attach/ submit the document(s):                                                                                                |
| Does the organization have established QHSE Objectives? | [ ]  No | [ ]  Yes, Kindly attach/ submit the document(s). |
| Does the organization have established QHSE Risk Assessment? | [ ]  No | [ ]  Yes, Kindly attach/ submit the document(s). |
| Does the organization have established HSE Legal Compliance Register? | [ ]  No | [ ]  Yes, Kindly attach/ submit the document(s). |
| Does the organization have established Job Descriptions inclusive of QHSE functions for all employees? | [ ]  No | [ ]  Yes, Kindly attach/ submit the document(s). |
| Does the organization have established workers representative/ QHSE committee? | [ ]  No | [ ]  Yes, Kindly attach/ submit the document(s). |
| Does the organization have criteria for the approved supplier list? | [ ]  No | [ ]  Yes, Kindly attach/ submit the document(s). |
| Does the organization have customer satisfaction criteria? | [ ]  No | [ ]  Yes, Kindly attach/ submit the document(s). |

**Organization Information**

|  |  |
| --- | --- |
| Company Name |  |
| Address |  |
| Telephone No. |  |
| Fax No. |  |
| Company Logo: | Kindly Insert the Company Logo |
| Name & designation of chief executive/ General manager etc. |  |
| Number of Divisions/ Branches |  |
| Organization’s Main Activity |  |
| The Organization’s Market |  |
| Working days and Hours |  |
| Number of Employees | Management: |  | Administration: |  | Labor: |  |  |
| Nature of the organization | Proprietorship: [ ]  Partnership: [ ]  LLC: [ ]  PSC: [ ]  |
| Others:       |

**Terms and Conditions**

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| --- | --- |
| Confidentiality: |  Any and all documented information submitted by the Organizations ( policies, manual procedures, standard operational procedures and other documentation shall be kept confidential and it will not be use, disclose to other organization, or cause the organization to use any confidential information of any other person or entity. |
| Work Methodology | Tatweer work methodology combines the synergy of strategy, strengths and resources to comprehensively address an organization’s Purpose, Process and Requirements. In order to fulfill the organization needs, Tatweer shall work accordingly by:* Reviewing the client documented information;
* Review output shall be documented in a form of Gap Analysis Report
* Communication and Interaction shall only be done through phone calls, email correspondences and web meetings.
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**Contact Information and Acknowledgement**

***By my signature, I acknowledge that I have read, understand, and agree to Tatweer Terms and Conditions as defined in this Consultancy Questionnaire.***

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| --- | --- |
| Name: |  |
| Designation: |  |
| Mobile: |  |
| Email: |  |
| Signature: |  |