

Offer request form certification VCA 2017/6.0 / VCU 2011/05

General data	
Name company	:
Type of company	:
Contact person	:
Signature authorized person (manager)	:
Total number of branches incl. head office	: Number of own employees :
Number of projects simultaneously in progress (VCA)	: Number of hired employees :
	: Number of temporary employees (VCU) :
Description activities (scope)	:
Processes or tasks that are outsourced and relevant to the scope	:
Name of advisor	:
The following Laws and Regulations apply to the products / services. (this is an obligation from the SSVV (MD22))	:

Company data headquarters	
Visiting address	:
Zip code and city	:
Postal address	:
Zip code and city	:
Email contact person	:
Internet address	:
Telephone no.	:
Fax no.	:
Chamber of Commerce no.	:
Please enclose copy till natural person (not older than 3 months)	
Requests offer for	: <input type="checkbox"/> VCA* version 2017/6.0 <input type="checkbox"/> VCU version 20011/05 <input type="checkbox"/> VCA ** version 2017/6.0
Desired certification period	:

Therefore truthfully.

Please fill out this form and return to Safex Certificatie B.V. Instelling: Nijverheidstraat 17, 2984 AH Ridderkerk or fax to: +31 (0)88-0289000.

<i>The part below to be filled out by Safex Certificatie Instelling B.V.</i>	
Sufficient capacity for an audit?	: <input type="checkbox"/> yes <input type="checkbox"/> no
Expert staff (scope) present:	: <input type="checkbox"/> yes <input type="checkbox"/> no
Name(s) audit team member(s)	:
Make an offer	: <input type="checkbox"/> yes <input type="checkbox"/> no
Initials manager :	Date:

Instruction minimum number of day section to be spent in the context of VCA audits					
	number FTE	VCA* phase 1 + phase 2	VCA** phase 1 + phase 2	VCA-P phase 1 + phase 2	Reporting time
<input type="checkbox"/>	Low (<50)	0,75	1,75	1,75	0,25-0.50
<input type="checkbox"/>	Middel (50-100)	1	2	2	0,25-0,50
<input type="checkbox"/>	High (>100)	1	2	2	0,50

Contrary to IAF MD22, the certification body must use the above table for the determination of the total audit time in the initial audit.

Total branches to be visited in the context of VCA			
Total number of branche	By initial audit	By provisional audit	By recertification
X	\sqrt{x}	$0,6\sqrt{x}$	$0,8\sqrt{x}$
2	2	1	2
3-4	2	2	2
5-6	3	2	2
7-9	3	2	3
10-11	4	2	3
12-14	4	3	3
15-16	4	3	4
17-25	5	3	4
26 or more	5	3	4

Number of projects or work locations to be visited in the context of VCA	
Number of concurrent projects or work locations	Projects or work locations to be visited
1	1
2-5	2
6-10	3
11-20	4
21-30	5
31-50	6
51-75	7
76-100	8
101-200	9
201-300	10
301 or more	11

	Initial audit	Provisional audit	Recertification audit
<input type="checkbox"/> VCU	$1\frac{1}{2} + \frac{1}{2}$ / branch office	$\frac{1}{2} + \frac{1}{2}$ / branch office	$1 + \frac{1}{2}$ / branch office
Reduction based on IAF-MD5:	<input type="checkbox"/> 10%	<input type="checkbox"/> 20%	<input type="checkbox"/> 30%
Motivation as a result of reduction:	<input type="checkbox"/> Other, i.e. %		

For document assessment / report half a day should be added to the on-site time-management.

For the number of VCA-project locations (P) to be visited, see table.

For the number of VCU-branch offices to be visited, VCU version 2011.