



Certex Application Form

The information you provide here will help us to prepare a no-obligation quote which is appropriate for your business. If you would like to discuss any aspect of this please contact us.

Company Details:

Registered Entity Name: _____

Trading Name (if different): _____

ABN: _____

Head Office Address: _____

Website: _____

Authorised Representative: _____

Title/Role: _____

Telephone: _____

Email: _____

Association Memberships : _____

Services Required - Certification:

- RCSA Service Delivery Standard (RCSA SDS)
 - Quality Management Standard (AS/NZS ISO 9001:2008)
 - Occupational Health & Safety Standard (AS/NZS 4801:2004)
 - Occupation Health and Safety Management (BS OHSAS 18001:2007)
 - Environmental Management Standard (AS/NZS ISO 14001:2004)
 - Employment Screening (AS 4811:2006)
 - Dept NSW Health Standards and Conditions for Locum Medical Officers(2009)
 - Employment Services Industry Standard (NESA)
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Services Required - Assessments:

- Privacy Best Practice
 - ITCRA iDiagnostic
 - Health Checks – Recruitment Industry Best Practice/ safety Management for Recruiters/ Document Review/ Internal Audit Management
 - Certex Immigration Compliance – Risk Assessment or Certification Program
 - Employee/Contractor Best Practice
 - Risk Management
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Training – refer separate Registration Form



About Your Company:

Please describe the main business activities and products/services your business offers to the market:

Business Structure:

List the number of staff in Equivalent Full Time (EFT) at each site/location to be included in the scope of certification. You may also provide us information on the number of staff in different roles, as this may assist us to refine the audit program:

Recruitment agencies: please do not include on-hired workers.

	Head Office	Site 1	Site 2	Site 3	Site 4	Site 5
Suburb, State						
Nr Staff: Managers						
Operators						
Finance						
Admin						
Field Staff						
Total EFT						

Comments (if any), or provide more information on a separate sheet as required:

Existing Certifications:

Please list any certifications currently held by your business:



Consultancy services:

Have you used consultancy services from an external consulting organisation to assist with the design and implementation of your management system? If yes, please indicate which firm or individuals you have used, and describe how they have worked with you.

Certification Scope:

Please indicate the scope of certification being sought (brand names, services, locations etc). The certification scope will appear on your certificate, but we will discuss it with you before being finalised.

Outsourced Processes:

Please list any outsourced processes used within the certification scope eg. payroll services:

Industry Sectors:

Please indicate the industry sector/s in which you operate.

Recruitment agencies are generally classed within Administrative and Support Services. If you are a recruitment agency and if you place on-hire workers please indicate the industry sectors into which they are placed, that is, the industry sector of the host employers.

<input type="checkbox"/> Agriculture, Forestry and Fishing	<input type="checkbox"/> Financial and Insurance Services
<input type="checkbox"/> Mining	<input type="checkbox"/> Rental, Hiring and Real Estate Services
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Professional, Scientific and Technical Services
<input type="checkbox"/> Electricity, Gas, Water and Waste Water Services	<input type="checkbox"/> Administrative and Support Services
<input type="checkbox"/> Construction	<input type="checkbox"/> Public Administration and Safety
<input type="checkbox"/> Wholesale Trade	<input type="checkbox"/> Education and Training
<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Health Care and Social Assistances
<input type="checkbox"/> Accommodation and Food Services	<input type="checkbox"/> Arts and Recreation Services
<input type="checkbox"/> Transport, Postal and Warehousing	<input type="checkbox"/> Other Services
<input type="checkbox"/> Information Media and Telecommunications	Refer ANZSIC 2006 for more details, or contact Certex to discuss.

