ENQUIRY FORM – QMS, EMS, OHSAS, ISO 10015, ISO 10002, ISO 27001 and TAPA FSR

Please complete and return this enquiry form with no obligation to:
SMSA Express
Prince Abdulaziz Ibn Musaid ibn Jalawi St, Riyadh. E-mail: quality.qrm@smsaexpress.com

SECTION 1 – BASIC DETAILS

Contact Person(s) Name	
Position	
Company Name	
Group Company Name	
Complete Physical Address (i.e. Area, Street, Building, Office number)	
P.O. Box Address:	
Telephone No.	
Fax No.:	
Mobile No.:	
E-mail address:	
Website	
Is your company exempted from Sales Tax?	
Does your company has special requirements for Invoicing (i.e. financial stamps)	
How did you hear about SMSA:	

SECTION 2 – CUNSULTANCY DETAILS

Please indicate which standard you are looking to be consulted against:

☐ISO9001:2015   ☐ISO 10002:2018   ☐ISO 10015:2019   ☐ISO 27001:2013

☐OTHER (please specify)

Please define your main activities that you are looking to be consulted against:

Are there any additional sites to be included on the consultancy? (if yes, please complete additional sites section)	☐ yes	☐ no
Does the company carry out any off-site activities, i.e. installation, servicing?	☐ yes	☐ no
If yes are these local?	☐ yes	☐ no
Total number of department processes		
Total number of departments		
Total number of vehicles		
Total number of employees		
Operational employees		
Managerial employees		
Administrative		
Do you operate shift system? If yes please provide details:		

Please specify tasks and indicate number of employees performing similar work

Multi-Site/Company Details [If to be included in the consultancy]			
Site / Company	Location	Scope of activities	No. of Emp.

SECTION 3 – OTHER DETAILS		
Is your company currently using consultants for any standards?	☐ yes	☐ no
Which standard?		
Name of current consultants		