



Exquisite Certification And Audit Limited

8/F., Eton Tower, 8 Hysan Avenue, Causeway Bay, Hong Kong

Tel: 852 2180-6199

Email: info@exquisite-service.com

Website: https://exquisite-service.com/

Application Form (New Certification / Recertification / Extension of Scope) 申请表格 (新认证/再认证/扩展认证范围)

Section I: General Information

第一部分：基本资料

Company Name: 公司名称:				
Address: 地址:				
Certified Address: 认证地址:	<input type="checkbox"/> Single site 单地点 :			
	<input type="checkbox"/> Multi-site 多场所地点 (Please fill in Appendix for Multi-site Organisation Application 请填写多场所机构认证申请附录)			
No. of site apply: 认证地址的数目:				
Boundaries of the management system: 管理体系的界限:	<input type="checkbox"/> Head Office 办公室 <input type="checkbox"/> Project / service location 工程项目/服务地点 <input type="checkbox"/> Designated project / service location 指定工程项目/服务地点			
No. of project / service location: 项目/服务地点数目:				Please specify at Section II 请在第二部分列明
Outsourcing work %: 外判工作比率:	<input type="checkbox"/> N/A 不适用	<input type="checkbox"/> Outsourcing <50% <input type="checkbox"/> 外包比例 < 50%	<input type="checkbox"/> Outsourcing 50%-70% <input type="checkbox"/> 外包比例 :50% - 70%	<input type="checkbox"/> Outsourcing >70% <input type="checkbox"/> 外包比例 > 70%
Detail of outsourcing process(es): 列出外判内容 :				
Phone No.: 电话号码:				
Email: 电邮地址:				
Contact Person: 联络人:				
Apply Certification Standard: 申请标准:				
Core Business Activities: 主要业务:				
Process/Function/Operation Flow 行业流程、涉及部门及运作流程:				
Human/Technical Resources/other requirement /any relevant legal obligations				



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人事、技术要求、其他要求及行业相关法例:		
New Certification /Recertification /Extension of Scope: 新认证/再认证/扩展认证范围:		
Name of ISO Consultant: 顾问名称:		
Integrated Management System: 合并管理体系:	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 不是
Expected Date for Certification: 预期认证的时间:		
Language use: 所选用语言:	<input type="checkbox"/> English英文 <input type="checkbox"/> Chinese中文 <input type="checkbox"/> Other 其他: _____	

Section II: Please provide project / service location information below.

第二部分：请列出项目/服务地点，以供参考。

No. 项目	Project / service location 项目/服务地点	Site Address 地址 (√和项目名相同)	Type 类别	Progress (%) 完成进度 (%)
1				
2				
3				
4				
5				

Section III: For ISO 9001 / ISO 27001 / ISO 20000 Certification application.

第三部分：适合申请 ISO 9001 / ISO 27001 / ISO 20000 认证之公司填写。

- a) Number of prosecutions in last year 过往一年的检控数目: QMS ISMS SMS
- b) Number of customer complaint in last year 过往一年的客户投诉数目: QMS ISMS SMS
- c) Number of information security in last year 过往一年信息保安事故数目: _____
- d) Effective No. of personnel* 有效员工数目*: _____
- e) No. of shift work 轮班数目: _____
- f) Number of security controls are excluded 哪些安全控制措施被排除在外: _____

* Effective No. of personnel for ISO 9001 / ISO 27001 / ISO 2000 consists of all personnel (permanent, temporary, and part-time) involved within the scope of certification including those working on each shift. When included within the scope of certification, it shall also include contractors / subcontractors' personnel performing work or work-related activities that are under the control or influence of the organization, that can impact on the organization's performance.



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ISO 9001 / ISO 27001 / ISO 20000 有效人员包括所有参与认证范围工作之员工（固定、临时和兼职）和轮班员工，所有在组织监控下或可影响组织业务之承办商或分销商员工也应计算在内。

g) Please Tick the follow items:
请在合适项目上打勾：

Type(s) of business and regulatory requirements (select 1 out of 3) 业务类型和法规要求（3选1）		
<input type="checkbox"/> non-critical business sectors and non-regulated sectors <input type="checkbox"/> 非关键业务和非监管业务	<input type="checkbox"/> Client has customers in critical business sectors <input type="checkbox"/> 贵公司客户从事关键业务	<input type="checkbox"/> Client work in critical business sectors <input type="checkbox"/> 贵公司从事关键业务
Process and tasks (select 1 out of 3) 流程和任务（3选1）		
<input type="checkbox"/> Standard processes with standard and repetitive tasks, lots of persons doing work <input type="checkbox"/> 大部分员工从事标准和重复性的流程	<input type="checkbox"/> Standard but non-repetitive processes, with high number of products or services <input type="checkbox"/> 标准但非重复的流程，能获得大量的产品或服务	<input type="checkbox"/> Complex processes, high number of products and services, many business units <input type="checkbox"/> 业务部门众多而且流程复杂，能获得大量的产品和服务
Level of establishment of the MS (select 1 out of 3) 管理系统创建的级别（3选1）		
<input type="checkbox"/> ISMS is already well established and/or other management systems are in place <input type="checkbox"/> 信息保安管理体系和/或其他管理体系也已经建立完善	<input type="checkbox"/> Some elements of other management systems are implemented, others not <input type="checkbox"/> 管理体系只有部分已在执行，其他还未创建	<input type="checkbox"/> No other management system implemented at all, the ISMS is new and not established <input type="checkbox"/> 基本没有实施其他管理体系，信息保安管理体系是全新，并且还未创建

IT infrastructure complexity (select 1 out of 3) IT基础设施复杂度（3选1）		
<input type="checkbox"/> Few or highly standardized IT platforms, servers, operating systems, databases, networks <input type="checkbox"/> 很少或没有高度标准化的IT平台，伺服器，操作系统，数据库，网络	<input type="checkbox"/> Several different IT platforms, servers, operating systems, databases, networks <input type="checkbox"/> 拥有几种不同的IT平台，伺服器，操作系统，数据库，网络	<input type="checkbox"/> Many different IT platforms, servers, operating systems, databases, networks <input type="checkbox"/> 拥有多种不同的IT平台，伺服器，操作系统，数据库，网络
Dependency on outsourcing and suppliers, including cloud services (select 1 out of 3) 对外包和供应商的依赖，包括云服务（3选1）		
<input type="checkbox"/> Little or no dependency on outsourcing or suppliers <input type="checkbox"/> 很少或完全不依赖外包或供应商	<input type="checkbox"/> Some dependency on outsourcing or suppliers, related to some but not all important business activities <input type="checkbox"/> 对外包或供应商只有部分的依赖，但并非与重要的业务有关	<input type="checkbox"/> High dependency on outsourcing or suppliers, large impact on important business activities <input type="checkbox"/> 高度依赖外包或供应商，对重要业务的影响很大
Information System development (select 1 out of 3) 信息体系开发（3选1）		
<input type="checkbox"/> None or a very limited in-house system/application development	<input type="checkbox"/> Some in-house or outsourced system/application development for some important business	<input type="checkbox"/> Extensive in-house or outsourced system/application development for important business purposes



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<input type="checkbox"/> 没有或非常有限度开发内部系统/应用程序	purposes <input type="checkbox"/> 一些出于某些重要业务的需要而开发的内部或外包系统/应用程序	<input type="checkbox"/> 针对重要业务的需要而开发大量内部或外包系统/应用程序
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Section IV: information on ISMS arrangements within the organization

第四部分：组织内有关 ISMS 安排的信息

(For YES/NO questions, please mark your answer)

(是非题请选择您的答案)

1	Has a documented Statement of Applicability (SOA) been produced? 适用性声明 (SOA) 是否已文档化?	<input type="checkbox"/> Yes <input type="checkbox"/> 是	<input type="checkbox"/> No <input type="checkbox"/> 不是
2	How many of the ISO 27001 controls are justified for exclusion? Please list exclusions. 有多少ISO 27001控件项被排除在外? 请列出排除项目。		
3	Do you wish to include the location(s) of any third-party data centres in the scope statement? 您是否希望在范围声明中包括任何第三方数据中心的位置? If yes, then those data centres shall be mentioned in the scope. This will require those data centres to be audited, which will require additional audit time. 如果是, 则应在范围内提及这些数据中心, 这将需要对那些数据中心进行审计, 并需要额外的审计时间。	<input type="checkbox"/> Yes <input type="checkbox"/> 是	<input type="checkbox"/> No <input type="checkbox"/> 不是
4	Does your organization operate in a regulated sector (e.g. bank, insurance, utility etc) or non-regulated sector? 您组织的运作是属于受监管机构 (例如: 银行, 保险, 公用事业等) 的监管, 还是不受监管?	<input type="checkbox"/> Yes <input type="checkbox"/> 是	<input type="checkbox"/> No <input type="checkbox"/> 不是
5	Would you describe your IT infrastructure? 您会怎样描述您的 IT 基础设施? a) No of servers 服务器数量 b) No of applications without internet facing 没有使用网络应用程序的数量 c) No. of applications with internet facing 使用网络应用程序的数量 d) No. of network devices 网络设备量 e) No. of end user computer 终端用户电脑数量 f) How many server room / data centre used? 多少服务器机房/数据中心?		a) _____ b) _____ c) _____ d) _____ e) _____ f) _____
6	Would you describe your organisation as having limited (less than 5 application projects in a year) or significant application development for customer or internal use? 您是否形容您的组织应用程序开发为有限的 (一年少于 5 个应用程序项目开发) 或只为客户或内部使用开发重要应用程序?	<input type="checkbox"/> Yes <input type="checkbox"/> 是	<input type="checkbox"/> No <input type="checkbox"/> 不是
7	How many processes / controls are performed by outsourcing or suppliers? 多少流程/控制是由外包或供应商执行?		



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Section V: Information on SMS arrangements within the organization

第五部分：公司内有关 SMS 安排的信息

(For YES/NO questions, please mark your answer)

(是非题，请选择您的答案)

Potential decrease factors 潜在可减因素		
1	A low rate of change to the SMS and the service SMS和服务的低变化率	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
2	Previously demonstrated effective performance of the SMS e.g. previously certified with another accredited certification body. 先前证明了 SMS 的有效性能，例如：先前已获得另一家认可的认证机构的认证。	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
3	Combined audit of the SMS with one or more other relevant management systems SMS 与一个或多个其他相关管理体系的联合审核	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
4	Prior knowledge of the organization 对组织的先验知识 e.g. already certified to another standard by the same certification body. 例如：已由同一认证机构认证为另一标准。	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
5	A single, simple service 单一、简单的服务	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
6	Identical activities performed on all shifts, with appropriate evidence of equivalent performance on all shifts, e.g. service desk 在所有班次上执行相同的活动，并有适当的证据证明在所有班次上表现相同 例如：服务台	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
7	A significant proportion of service management personnel carry out a similar simple function 大部分服务管理人员执行类似的简单功能	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
8	Single site with low number of personnel 人员数量少的单一据点	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
9	A low level of reliance on other parties, such as suppliers, internal groups or customers acting as suppliers, involved in the provision of services. 对参与提供服务的其他方依赖程度较低，例如供货商、内部团体或充当供货商的客户	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是



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Potential increase factors 潜在可加因素		
1	Complicated logistics involving multi-jurisdiction, multi-site working, in the same, or across a number of, time zone(s) 涉及多辖区、多地点工作、在同一时区或跨多个时区的复杂物流	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
2	Complexity of language differences across different locations, e.g. personnel speaking in more than one language (requiring interpreter(s) or preventing individual auditors from working independently) 不同地点语言差异的复杂性, 例如 说一种以上语言的人员 (需要口译员或阻止个别审计员独立工作)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
3	Large size or complexity of the SMS scope, e.g. high number of services, personnel or locations, specialized services which are difficult to understand and maintain SMS 范围的大尺寸或复杂性, 例如 大量服务、人员或地点, 难以理解和维护的专业服务	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
4	High degree of legal and regulatory requirements affecting the client's SMS, e.g. intellectual property rights, privacy, food, drug, aerospace, nuclear 影响客户 SMS 的高度法律和监管要求, 例如 知识产权、隐私、食品、药品、航空航天、核	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
5	Different activities done in different shifts 不同班次完成的不同活动	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
6	Temporary sites within the scope of the SMS for a specific audit 特定审核 SMS 范围内的临时场所	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
7	Complex business processes performed within the scope of the SMS 在 SMS 范围内执行的复杂业务流程	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
8	A high level of reliance on other parties, such as suppliers, internal groups or customers acting as suppliers, involved in the provision of services 对参与提供服务的其他方 (例如供货商、内部团体或充当供货商的客户) 的高度依赖	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
9	Frequent addition of new services, removal of services, transfer of services or significant changes to services. 频繁添加新服务、删除服务、转移服务或对服务进行重大更改。	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是

We understand that the information provided by us for certification purpose may be examined by Accreditation Bodies as part of their assessment process.

我们明白以上数据有机会被认可机构作为他们评核的一部份。



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Client Company Name 客戶公司名稱:	
Client Representative 客戶代表:	
Title 職位:	
Date 日期:	
Company Chop & Signature 公司印章及簽署	

Please return the Application Form to Exquisite Certification and Audit Limited by email:

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請把此申請表格以電郵info@exquisite-service.com交回臻致認證有限公司。