**A. Details of Organization**

|  |  |  |
| --- | --- | --- |
| Name of Organization/Company |  | |
| Address |  | |
| Web site |  | |
| Legal Status (R.O.C. No. or R.O.B. No.) | Please provide us a copy of Registration of Company’s Certificate and Corporate Information via email bizdev@nioshcert.com.my | |
| Type of Organisation |  | |
| Bumiputera Status |  | |
| Contact Person | Name | Proposal to be issued to (please state full name as per IC) |
| Designation |  |
| E-mail |  |
| Telephone |  |
| Organization Size | Number of Employees |  |
| Annual Revenue |  |
| Number of sites / branches |  |
| Industry Sector |  | |
| Any certification obtained |  | |

**B. Details of verification requested**

|  |  |
| --- | --- |
| Sustainability Report Assurance Verification Needs and Expectations | |
| 1. Reason for seeking verification and assurance (objectives) |  |
| 2. Specific Aspects of Performance to be Verified |  |
| 3. Preferred Reporting Standards/ Frameworks |  |
| 4. Level of assurance |  |
| 5. Reporting Scope (Reporting Period and Organization Boundaries) |  |
| 6. Expected Timeline for Verification Process |  |
| 7. Concerns or Questions about the Verification Process |  |
| 8. Type of Assurance | Internal / External |

**C. Verification History**

|  |  |
| --- | --- |
| Previous Sustainability or ESG Reporting | |
| 1. Year of latest Sustainability Report | To provide copy of the report |
| 2. Period of reporting | 01.01.2023 – 31.12.2023 |

**D. Additional Information**

|  |  |
| --- | --- |
| Application services completed by: |  |
| Has your organization has been prepare for the report and supporting data for verification? |  |
| Consultant Details (in any) |  |
| Any further information you think may be important for us?  *Example: language differences, safety conditions issue at your site, threats to impartiality, etc.* |  |
| **Verification on information provided**  I/We herewith confirm the completeness and accuracy of the information given above and in any annexes which may be attached. I/We agree that this information may be stored for the purposes of drafting quotation and processing any resulting order or transactions. | |
| Signature and Position: |  |
| Date: |  |

**To be filled by: NIOSH Certification - Contract reviewer**

|  |  |  |
| --- | --- | --- |
| Contract review (Preliminary) | | |
| **Issues for review and consideration.** | | |
| **Whether impartiality issues (including conflict of interest) are cleared in line with the ISO/IEC 17029:2019 and no potential risk to impartiality** | There are no impartiality issues (including conflict of interest) that contravene the ISO/IEC 17029:2019, ISO 14065:2020. | Yes  No |
| **Whether NIOSHCert has the competent personnel at the time of the proposed desk review and site visit to provide the requested services** | NIOSHCert has a team available that has the competence and ability to perform the services. | Yes  No |
| **Whether the project falls within NIOSHCert’s accredited scopes** | NIOSHCert is accredited in the scope of the verification programme | Yes  No |
| **Whether NIOSHCert has necessary competence to take up the project** | Considerations of the validation/verification objectives, scope, criteria, level of assurance, materiality threshold, liability coverage  Considerations such as location(s) of the client organization's operations, time required to complete the project and any other issues influencing the validation/verification such as language, safety conditions, etc., have been taken into account | Yes  No |
| **Decision to prepare the strategic analysis and risk assessments** | | **Yes**  **No** |
| Application form checked by: |  | |
| Signature and Position: |  | |
| Date: |  | |

|  |  |
| --- | --- |
| **Decision to undertake the contract: Yes; No**  If “No”, please provide the justification: | |
| Reviewed & Approved by VVD: | **Signed:** |
| **Date:** |