**Section A: Organisation Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization Name** |  | | | |
| **Address Head Office** |  | | | |
| **Website:** |  | | **Type of Business:** | |
| **Site Address(s) including branch offices** |  | | | |
| **Name of the Top Management** |  | | | |
| **Primary Contact Person** |  | | | |
|  | | | |
|  | | | |
| **Standards** |  | | | |
| **Total Employees** |  | | | **No of shifts:** |
| **Number of employees in scope:** |  | | | **Approximate number of employees working from Office:** |
| **Scope of Certification** |  | | | |
| **Processes / departments / services within scope:** |  | | | |
| **Outsources processes** |  | | | |
| **Business location/s in scope** |  | | | |
| **Any ISO/IEC 27001:2022 control identified as “Not Applicable”? If yes, please specify** | **A.8.30 of ISO 27001:2022** | | | |
| **ISMS documented and implemented?** | **Yes  No** | | | |
| **ISMS Internal audit and management review meeting conducted?** | **Yes  No** | | | |
| **How long your organization has been practicing ISMS ?** | **Year:** | **Month:** | | |
| **Any Information which cannot be shared** | **Yes  No** | | | |

**Section B: Type of Certification**

|  |  |
| --- | --- |
| **Type of Certification** | **Initial Certification ☐ Recertification ☐ Transfer of Certification** |
| **If Transfer Certification** | **Transfer Surveillance  Transfer Recertification** |
| **Current Certificate valid till:** |
| **Current Certification Body:** |

**Section C: If Multisite Organisation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Multisite Organization  Yes  No** | | | | | | |
| **Do you have more sites other than the main site (Y/N)?** | | | | **Do all sites carry out similar activities (Y/N)?** | | |
| **Sr No.** | **Describe the activities (i.e., Full scope or partial with definition)** | | | | **Shift Work? Y/N** | **Total No of Employees** |
| **Main Site** | **Address:** | | | |  |  |
| **Scope** | | | |
| **Fully Centralised** | **Partially Centralised** | **Not Centralised** | |
| **Site 1** | **Address:** | | | |  |  |
| **Scope** | | | |
| **Site 2** | **Address:** | | | |  |  |
| **Scope** | | | |
| **Fully Centralised** | **Partially Centralised** | **Not Centralised** | |
| **Total Number of Employees for all sites:** | | | | | | |
| **Note :** temporary / part-time / limited duration / contracted workers are employed, please provide an estimate in full operational hours, i.e. 10 persons X average working shifts or hours of 4 HRS / daily standard working hours (8 HRS) = 5 persons  For more sites: Add additional Sites | | | | | | |

**Section D: Only Applicable for ISMS Questionnaire (Annexure 1 for ISO 27001 and Annexure 2 for ISO 27701)**

Annexure 1 For ISO 27001 (Select any one appropriate option from the following list)

|  |  |
| --- | --- |
| **Annexure A.1** | |
| 1. **Complexity of the ISMS: (**Information Security Requirement, confidentiality, integrity, and availability) | |
| * I) Only little sensitive or confidential information, low availability requirements   II) Few critical assets (< 20) and only one key business process with few interfaces and few businesses units involved. |  |
| * I) Higher availability requirements or some sensitive / confidential information   II) Some critical assets (< 100) and 2–3 simple business processes with few interfaces and few business units involved |  |
| * I) Higher amount of sensitive or confidential, information (e.g., health, personally identifiable information, insurance, banking) or high availability requirements)   II) Many critical assets (>100) and more than 2 complex processes with many interfaces and business units involved |  |
| 1. **The type(s) of business performed within scope of the ISMS** | |
| * Low risk business without regulatory requirements * . |  |
| * High regulatory requirements. |  |
| * High risk business with (only) limited regulatory requirements |  |
| 1. **Previously demonstrated performance of the ISMS** | |
| * Not certified but ISMS fully implemented over several audit and improvement cycles, including documented internal audits, management reviews and effective continual improvement system |  |
| * Not certified but partially implemented ISMS: Some management system tools are available and implemented; some continual improvement processes are in place but partially documented. |  |
| * ISMS is not fully established (e.g., lack of management system specific control mechanisms, immature continual improvement processes, ad hoc process execution) |  |
| 1. **Extent and diversity of technology utilized in the implementation of the various components of the ISMS (e.g., number of different IT platforms, number of segregated networks)** | |
| * Highly standardized environment with low diversity (few IT-platforms, servers, operating systems, databases, networks, etc.) |  |
| * Standardized but diverse IT platforms, servers, operating systems, databases, networks. |  |
| * High diversity or complexity of IT (e.g., many different segments of networks, types of servers or databases, number of key applications) |  |
| 1. **Extent of outsourcing and third-party arrangements used within the scope of the ISMS.** | |
| * No outsourcing and little dependency on suppliers or Well-defined, managed and monitored outsourcing arrangements and Outsourcer has a certified ISMS Relevant independent assurance reports are available |  |
| * Several partly managed outsourcing arrangements |  |
| * High dependency on outsourcing or suppliers with large impact on important business activities, or Unknown amount or extent of outsourcing, or several unmanaged outsourcing arrangements |  |
| 1. **Extent of information system development** | |
| * No in-house system development, Use of standardized software platforms |  |
| * Use of standardized software platforms with complex configuration/parameterization, (Highly) customized software, some development activities, (in-house or outsourced) |  |
| * Extensive internal software development activities with several ongoing projects for important business purpose |  |
| 1. **Number of sites and number of Disaster Recovery (DR)** | |
| * Low availability requirements and no or one alternative DR site |  |
| * Medium or High availability requirements and no or one alternative DR Site |  |
| * High availability requirements e. g. 24/7 services, Several alternative DR sites, Several Data Centers. |  |
| 1. **For surveillance or re-certification audit: The amount and extent of change relevant to the ISMS in accordance with ISO/IEC 17021-1, 8.5.3** | |
| * No changes since last re-certification audit |  |
| * Minor changes in scope or SoA of ISMS, e.g., some policies, documents, etc. Minor changes in the factors above |  |
| * Major changes in scope or SoA of ISMS, e.g., new processes, new business units, areas, risk assessment management methodology, policies and documentation, risk treatment |  |
| **Annexure A.2: Business complexity** | |
| 1. **Type(s) of business and regulatory requirements** | |
| * Organization works in non-critical business sectors and non-regulated sectors |  |
| * Organization has customers in critical business sectors |  |
| * Organization works in critical business sectors |  |
| **NOTE:** Critical business sectors are sectors that may affect critical public services that will cause risk to health, security,  economy, image, and government ability to function that may have a very large negative impact to the country. | |
| 1. **Process and tasks** | |
| * Standard processes with standard and repetitive tasks; lots of persons doing work under the organization’s control carrying out the same tasks; few products or services |  |
| * Standard but non-repetitive processes, with high number of products or services |  |
| * Complex processes, high number of products and services, many business units included in the scope of certification (ISMS covers highly complex processes or relatively high number or unique activities) |  |
| 1. **Level of establishment of the Management System** | |
| * ISMS is already well established and/or other management systems are in place |  |
| * Some elements of other management systems are implemented, others not |  |
| * No other management system implemented at all, the ISMS is new and not established |  |
| **Annexure A.3: Information Technology complexity** | |
| 1. **IT infrastructure complexity** | |
| * Few or highly standardized IT platforms, servers, operating systems, databases, networks, etc. |  |
| * Several different IT platforms, servers, operating systems, databases, networks |  |
| * Many different IT platforms, servers, operating systems, databases, networks |  |
| 1. **Dependency on outsourcing and suppliers, including cloud services** | |
| * Few or highly standardized IT platforms, servers, operating systems, databases, networks, etc. |  |
| * Several different IT platforms, servers, operating systems, databases, networks |  |
| * Many different IT platforms, servers, operating systems, databases, networks |  |
| 1. **Information System development** | |
| * None or a very limited in-house system/application development |  |
| * Some in-house or outsourced system/application development for some important business purposes |  |
| * Extensive in-house or outsourced system/application development for important business purposes |  |

Annexure 2 For ISO 27701 (Select only one option from the following)

|  |  |
| --- | --- |
| 1. **For PIMS requirement** | |
| * Customer is only a PII Controller |  |
| * Customer is only a PII Processor |  |
| * Customer is both PII Controller and Processor |  |

**Annexure 3: Please fill for ISO 9001:2015 only (Refer Note & Fill)**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **IMPACT ON EFFORT (LOW/MEDIUM/HIGH)** | **GRADE** |
| RISK CATEGORY | Medium |  |
| Dependency on outsourcing and suppliers, including cloud services | Medium |  |
| Information System development | Medium |  |
| CLIENT ENVIRONMENT: Helpdesk tool hosted on Cloud AWS. | | |

**NOTE:** RISK CATEGORY - Where failure of the product or service causes no injury/causes injury / causes economic catastrophe or puts life at risk. DEPENDENCY ON OUTSOURCING AND SUPPLIERS, INCLUDING CLOUD SERVICES – Little or No / Medium/ High Dependency INFORMATION SYSTEM DEVELOPMENT – None / Some/ Extensive in-house or outsourced system/application development for important business purposes

**Section E Other Information**

|  |  |
| --- | --- |
| **Languages used within business** |  |
| **Is your organization already certified with any other compliance standard? If so, please state the Management Standard and Certificate Number** | **Yes  No** |
|  |
| **Are there any elements of your ISMS which are integrated with the other Standard(s), as follows?**   * **Management review, internal audit, document and record control.** * **Continual improvement and communications with interested parties.** * **Competence evaluation and awareness training.** * **Risk management** |  |
| **Is there a single Integrated Management System Team whose responsibility includes implementation and maintenance of the ISMS, and who can respond to questions about the entire Integrated Management System?** | **Yes  No** |
|  |
| **Any specific legal or regulatory requirements that is applicable to the scope of certification? If yes, please provide details** | **Yes  No** |
|  |
| **Any records or documents which cannot be reviewed by Accorp Partners Cert Inc. Assessor even after signing the non-disclosure agreement? If yes, please provide details** | **Yes  No** |
|  |
| **Did your organization take assistance from a consultancy organization in the development or implementation of ISMS? If yes, please provide details.** | **Yes  No** |
|  |

**Section F: Declaration**

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| --- |
| **Declaration**  **I confirm that I am authorised by the organisation to request this quotation and that the above information is correct. I confirm that the organisation undertakes to comply with the regulations relating to registration and to pay all fees and charges connected with the registration process, irrespective of the eventual granting of registration.** |
| **Name of Applicant (Signature):**  **Date:** |