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| ***All fields in sections 1, 2, 4 are to be filled in (where not applicable write N.A.). Sections 3 must be filled in only in case of certificate transfer from another Certification Body.***  |
| **1. DATA OF THE ORGANISATION APPLYING FOR CERTIFICATION** |
| Registered Name:       | Registered Office address:       |
| VAT Number or Tax ID code:       | NACE Code: |
| Contact Person:       | e-mail:       | Tel:       |
| PEC and SDI (if applicable):       | Internet site:       |
| Does your Organisation belong to a Group, Holding, Corporation etc...? [ ]  YES [ ]  NO |
| If YES, write the name of the Entity: |
|  | **HOW DID YOU LEARN ABOUT THE SERVICE (***Choose one of the following***)** |
| [ ]  Trade Association | [ ]  Email Marketing  | [ ]  Event | [ ]  Linkedin | [ ]  Financial Market | [ ]  Referral | [ ]  Web Site RINA | [ ]  Webinar | [ ]  Other:       |

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| **2. INFORMATION RELATED TO CERTIFICATION** |
|  | **TYPE OF CERTIFICATION** |
| [ ]  FIRST CERTIFICATION | [ ]  RECERTIFICATION | [ ]  TRANSFER OF CERTIFICATE (CHANGE OF CERTIFICATION BODY) |
| [ ]  EXTENSION OF CERTIFICATION ([ ]  SCOPE [ ]  SITE) | [ ]  REDUCTION OF CERTIFICATION ([ ]  SCOPE [ ]  SITE) |
|  | **REFERENCE STANDARD(S)** |
| [ ]  ISO 9001 | [ ]  IATF 16949\* | [ ]  EN9100/10/20\* | [ ]  ISO3834\* | [ ]  ISO/IEC 20000-1 |
| [ ]  ISO 14001 | [ ]  EMAS | [ ]  ISO30000 | [ ]  ISO13485\* | [ ]  ISO 22301 |
| [ ]  ISO 45001 | [ ]  OHSAS18001 | [ ]  ISO39001 | [ ]  IRIS | [ ]  UNI/PdR 33:2017 |
| [ ]  ISO 37001\* | [ ]  SA8000\* | [ ]  ISO22000\* | [ ]  FSSC22000\* | [ ]  UNI/PdR 42:2018 |
| [ ]  ISO/IEC 27001\* | [ ]  ISO/IEC 27017\*- 27018\* | [ ]  ISO/IEC 27701\* | [ ]  Long term preserv. AgID | [ ]  Infection prevention and control |
| [ ]  Other:       | (\*) It’s necessary to fill in also specific annex |
|  | **CONSULTANCY COMPANY** |
| Did a consultancy company help prepare the management system documents? [ ]  YES [ ]  NO |
| If YES, enter the name of this company ([[1]](#footnote-1)):       | Name(s) of consultant(s) (1):       |
|  | **OTHER AND/OR INTEGRATED MANAGEMENT SYSTEMS** |
| Has the Organisation implemented any other management systems? [ ]  YES [ ]  NO | If YES, which standards are involved?       |
| Are the management systems integrated? [ ]  YES [ ]  NO | If YES: [ ]  totally or [ ]  partially integrated |
| Is certification required for more than one site? [ ]  SI [ ]  NO | If YES, is there a single management system for all sites? [ ]  SI [ ]  NO |
| Any management system certificates already obtained: [ ]  YES [ ]  NO (If YES, attach a copy of the certificate) | Is the certificate currently valid? [ ]  YES [ ]  NO |
|  | **REMOTE ACTIVITIES DURING THE AUDIT** |
| Is the Organization interested in performing part of the audit remotely? [ ]  YES [ ]  NO |
| If YES:1. Has the Organization an Internet connection of a quality suitable for the software/technology used to perform remote activity? [ ]  YES [ ]  NO
2. Has Organization’s documented information of applied management system(s) available on databases? [ ]  YES [ ]  NO
 |
|  | **ACCREDITATIONS, LANGUAGES, SAFETY CONDITIONS** |
| Accreditations requested: | [ ]  ACCREDIA | [ ]  ANAB | [ ]  INMETRO | [ ]  RENAR | [ ]  Other:       | [ ]  Other:       |
| Audit language: | [ ]  Italian | [ ]  English | [ ]  Spanish | [ ]  Portuguese | [ ]  Turkish | [ ]  Rumenian | [ ]  Bulgarian | [ ]  German | [ ]  Other:       |
| Safety conditions at sites to be audited:       |
| Main mandatory legislation related to the activities (attach documentation if necessary):       |

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| **3 ONLY FOR TRANSFER OF CERTIFICATION FROM ANOTHER CERTIFICATION BODY (ALWAYS ATTACH THE CERTIFICATE ISSUED BY THE PREVIOUS CERTIFICATION BODY):** |
| Reason for seeking transfer:       |
| **Are any non conformities issued by the previous CB still open and has the implementation of the relevant corrective actions not yet been checked?** [ ]  YES [ ]  NO  |
| **if YES, specify the type of non conformity:** **[ ]  Major NC** [ ]  Minor NC | **Any pending legal proceedings: [ ]  YES [ ]  NO** |
| **Date and type of next audit:       [ ]  First surveillance [ ]  Second surveillance [ ]  Recertification**  |
| Were any complaints received during the last year: [ ]  YES [ ]  NO  | If YES, were they suitably managed and any appropriate corrective actions implemented? [ ]  YES [ ]  NO |
| FIELDS INDICATED IN BOLD ARE NECESSARY TO PREPARE THE TECHNICAL-ECONOMIC OFFER. FAILURE TO COMPLETE THE OTHER FIELDS WILL RESULT IN THE NECESSITY TO PROVIDE THE INFORMATION BEFORE YOU CAN PROCEED WITH THE TRANSFER ACTIVITY. |

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| **4. DETAILED INFORMATION RELATED TO CERTIFICATION: ACTIVITIES/PROCESSES TO CERTIFY – PERMANENT SITES INCLUDED IN THE CERTIFCATION – PERSONNEL (NUMBER AND TYPE)** |
|  | **ACTIVITY TO BE CERTIFIED (TO BE WRITTEN IN THE CERTIFICATE)** |
| 🡪       |
|  | **PERMANENT SITES AND CONNECTED PROCESSES OF THE ORGANIZATION TO BE INCLUDED IN THE CERTIFICATION** |
| a) In the table below indicate all the permanent sites subject to certification (registered office, offices, plants, warehouses, etc.). Attach additional sheet, if necessary.b) In the column “Activities/processes carried out related to certification scope”, for each site to include in the certification, point out which activities and processes are carried out (e.g. production, purchasing, management of resources etc…) c) In the columns relating to the number of personnel, for each site to include in the certification, consider the one who works on behalf of the Organisation for the activities included in the scope of the requested management system. Enter the data of total number of personnel for each site listed, specifying how many employees and personnel operating under other contractual forms (e.g. collaborators, subcontractors, consortium members, temporary workers….). Where applicable, provide data of any part-time personnel, seasonal personnel and shift workers. |

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|  | Site name and/or type | Address | Activities/processes carried out related to certification scope | Total number of personnel who contribute to the activities included in the scope of certification (SUM OF THE NEXT TWO COLUMNS) | No. employees | Number of personnel operating under other contractual forms (e.g. contractors, consortium members, collaborators,...) |  | PART-TIME PERSONNEL[ ]  N.A. | SEASONAL STAFF[ ]  N.A | SHIFT WORKERS[ ]  N.A |
| 1 | Main site |       |       |       of whom |       |       |  | No. of part-time personnel      Average hrs/week:       | Maximum annual number of seasonal staff      Period of maximum presence of seasonal workers:       | No. of shift workers      No. of work shifts:      Maximum number of workers in the larger shift       |
| 2 |       |       |       |       of whom |       |       |  | No. of part-time personnel      Average hrs/week:       | Maximum annual number of seasonal staff      Period of maximum presence of seasonal workers:       | No. of shift workers      No. of work shifts:      Maximum number of workers in the larger shift       |
| 3 |       |       |       |       of whom |       |       |  | No. of part-time personnel      Average hrs/week:       | Maximum annual number of seasonal staff      Period of maximum presence of seasonal workers:       | No. of shift workers      No. of work shifts:      Maximum number of workers in the larger shift       |

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|  | **ANY OUTSOURCED ACTIVITIES** |
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|  | **ANY EXCLUSIONS** |
| Exclusions of requirements of the ISO 9001/ISOTS16949/EN9100/9110/9120 standards, ISO IEC 27001 Annex A [ ]  YES [ ]  NO | If YES which ones?       |
| Exclusions of other sites of the Organisation [ ]  YES [ ]  NO | Exclusions of other activities/services provided outside the Organisation [ ]  YES [ ]  NO If YES which ones?       |
|  | **PROCESSES, ACTIVITIES, DOCUMENTED INFORMATION, AREAS WHERE THE ORGANISATION OPERATES THAT ARE NOT TOTALLY ACCESSIBLE DURING THE AUDIT (security, confidentiality….)** **[ ]  N.A** *If applicable include a list in the space below* |
| 🡪       |
|  | **TEMPORARY SITES AND/OR ANY EQUIPMENT OR INFRASTRUCTURE INVOLVED IN THE PROCESSES/ACTIVITIES, WHETHER OR NOT FIXED.** |
| Specify whether the Organization operates in temporary sites (e.g. in waste and transport collection, in street sweeping, in construction/installation yards, in service delivery centers such as cooking centers, in cleaning services, in assistance services for goods or people, etc.) and/or use any equipment or infrastructure, whether or not fixed (e.g. electrical cabins; gas cabins; water supply sources such as springs, wells, photovoltaic fields/systems; etc.). |
| [ ]  **PRESENCE OF TEMPORARY SITES AND/OR EQUIPMENT OR INFRASTRUCTURES, FIXED OR NOT FIXES [ ]  N.A.** |
| If any temporary sites are present provide the requested information in the table below for each type of identified temporary site (add a separate list, if necessary).  |
|  | **Temporary site and type***(e.g. waste and transport collection, street sweeping, construction/installation yards, service delivery centers such as cooking centers, cleaning services, assistance services for goods or people, etc.).* | Average no. of temporary sites per type on an annual basis  | No. of personnel per type | Geographic location (e.g. Nations and/or regions…) |
|  |       |       |       |       |
|  |       |       |       |       |
| *Below, indicate whether and what equipment or infrastructure, fixed or not, is involved in the processes/activities (e.g. electrical substations, gas substations, water supply sources such as springs, wells, photovoltaic fields/systems, etc.).*  |
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**PRIVACY NOTICE**

Pursuant to art 13 of Regulation (EU) 2016/679 (hereinafter, the “GDPR”) and in relation to data provided by the Client or obtained by the Controller during the contractual relationship for the proposed services, the Client is hereby informed that its data will be processed by the following means and for the following purposes:

**1. DATA CONTROLLER**

RINA S.p.A., whose registered office is in Genoa (Italy), via Corsica 12, Tax code and VAT n° 03794120109, as well as the Company(ies) in the RINA Group are Joint Controllers according to art.26 GDPR. The Controller can be contacted via the contact details shown on the www.rina.org website, or via the e-mail address for the Data Protection Officer rina.dpo@rina.org.

**2. PURPOSE OF PROCESSING**

The Controller processes the personal data (hereinafter, “**personal data**” or also “**data**”) provided by the Client:

1. Without having to obtain your explicit consent, for the following purposes:
	* pre-contractual activities aimed at the proposal of offers and the establishment of the contractual relationship for the provision of the Controller's services (such as for example in the case of contact details collected directly from the interested data subject or otherwise publicly available);
	* to fulfil contractual, administrative and fiscal obligations arising from relationships in force (like fiscal data for the issuance of the invoice and relevant payment even if electronic, or contact details necessary for the registration and access to restricted areas on online platforms or mobile applications);
	* fulfil the obligations established by the specific contractual terms of the requested service and/or by any binding accreditation and/or certification requirements (such as the collection of audit evidence or other supporting documentation, also containing special categories of personal data defined at art. 9 GDPR such as health certificates, if required by law or by reference standard and therefore mandatory to obtain the service itself, provided both through traditional and digital methodologies, or furnished by remote tools);
	* to fulfil the obligations imposed by law or by an order of the competent Authority;
	* to exercise the Controller’s rights, such as the right of defence in a lawsuit.
2. Only with your prior consent, for the following promotional purposes:
	* to send you e-mails, post, sms and/or telephone calls, newsletters, commercial communications, and/or advertising materials on products or services offered by the Controller, and to measure the level of satisfaction with the quality of such services.
	* to use your images, photos and videos, taken on the occasion of the provision of the service, to document the success of the initiative, with the possibility of publication on the website www.rina.org, on the Company's official social media channels, or others external communication channels selected from time to time.

**3. PROCESSING METHOD**

The Controller will process personal data in accordance with the principles of lawfulness, fairness and transparency.

Your personal data are processed by means of the following operations: collection, recording, organisation, structuring, storage, consultation, adaptation or alteration, use, dissemination, disclosure by transmission, retrieval, alignment or combination, restriction, erasure or destruction of the data. Your personal details are subjected to both hard-copy and electronic processing.

The Controller will process the personal data for the time necessary to carry out the purposes indicated above and, in any case, for not more than 30 years from termination of contractual relations and not more than 2 years from collecting data for marketing purposes.

Once 10 years have passed since the contractual relations have ceased, access to the data will be limited to heads of departments.

Should the Controller have a documented need to store the data for a period longer than 30 years (e.g. if erasure could compromise its legitimate right to defence or in general, to safeguard its company assets), such further storage shall take place, limiting access to said data to the head of the legal department only, in order to guarantee the legitimate exercising of the right of defence of the Controller.

**4. RECIPIENTS OF THE DATA**

Your data may be made accessible for the purposes indicated in art 2.a and 2.b to the following recipients:

* + affiliate companies or subsidiaries of RINA Group, in Italy and abroad, to the extent to which this is necessary for processing, in conformity to the binding corporate rules adopted by RINA Group;
	+ companies or other third entities (credit institutions, professional firms, consultants, insurance companies for providing insurance services, auditing companies, supervisory institutions, etc.) who carry out activities on an outsourcing basis, on the Controller’s behalf;
	+ public entities, for fulfilling legal obligations.

Without requiring your explicit consent, the Controller may communicate your data for the purposes indicated in art 2.a to supervisory bodies, judicial authorities, insurance companies for providing insurance services, as well as to entities to which communication is mandatory in terms of the law, for carrying out said purposes.

**5. TRANSFERS OF DATA**

Personal data are stored on servers located within the European Union. In any case, it is understood that, should this be necessary, the Controller will have the right to move the servers even outside the EU. In such a case, the Controller hereby guarantees that transfers of data outside the EU will be done in accordance with the applicable laws, also by means of including standard contractual clauses provided for by the European Commission and adopting binding corporate rules for intra-group transfers.

**6. LEGAL BASIS OF THE PROCESSING**

The provision of data and related processing for the purposes indicated in art**.** 2.a is necessary in order to guarantee the Controller’s services you have requested, and for implementing the contract and any pre-contractual obligations. The legal basis of the aforementioned processing can be found in art. 6, par. 1, b) GDPR. Any refusal will make it impossible for the Controller to provide the services covered by the contract.

Providing data for the purposes indicated in art. 2.b, on the other hand, is not mandatory. You may, therefore, decide not to provide any data or subsequently refuse processing of data already provided . The legal basis of the aforementioned treatment can be found in art. 6, par. 1, a) GDPR, the only consequence of such refusal will be that receiving newsletters, commercial communications, and advertising materials related to the services offered by the Controller will not be possible. However, you will continue to have the right to the services indicated in art. 2.a.

**7. RIGHTS OF THE DATA SUBJECT**

As the data subject, you have the right to:

1. obtain confirmation of whether or not personal details regarding you are processed or not, as well as to obtain a copy of said data;
2. obtain an indication of: a) the source of the personal data; b) the purposes and means of processing; c) the logic involved in the case of processing done with the help of electronic instruments; d) the identity and the contact details of the controller, controller’s representatives, processors and data protection officer; e) the recipients or categories of recipients to which the personal data can be communicated, or who can come to know the same as the designated representative within the territory of the State, processors, or employees who carry out processing;
3. obtain: a) updating, rectification, or completion of the data; b) erasure, transformation into an anonymous form or blocking of data processed in violation of laws; c) certification that the operations referred to in letters a) and b) have been made known, also in relation to their content, to those to whom the data have been communicated or disclosed by transmission, unless this is impossible or involves a disproportionate effort; d) a structured format, from the Controller, commonly used and provided in an intelligible and easily accessible form with the personal data related to you, and, where technically feasible, to obtain transmission of said data directly from one controller to another;
4. object to: a) processing of your personal data, even if pertinent to the purpose for which they were collected. b) processing of your personal data for the purposes of sending advertising or direct sales materials, or for carrying out market research or commercial communication, using automated telephone calling systems without an operator, by e-mail and or by means of traditional telephone and/or hard copy postal marketing methods. Such right of object may also be exercised only in part, thereby allowing the data subjects to choose whether to receive only communications using traditional means or only automated communications, or neither of the two types of communication.
5. Therefore, in your capacity as Data Subject, you have the rights pursuant to Arts. 15 – 21 of GDPR, as well as the right to lodge a complaint with the competent Authority pursuant to art 77 of GDPR.

**8. PROCEDURE FOR EXERCISING RIGHTS AND COMMUNICATIONS**

The Controller has appointed a Data Protection Officer, who can be contacted for all matters related to processing of your personal data and the exercising of related rights.

Therefore, you may contact the Data Protection Officer at any time, using the following procedure:

* + by sending a registered letter with notification of receipt to RINA S.p.A., via Corsica 12, 16128 Genova, for the attention of the Data Protection Officer, or by
	+ by sending an e-mail message to rina.dpo@rina.org.

We wish to state that you have the right to withdraw the consent given at any time by writing to rina.dpo@rina.org.

Yours sincerely,

I declare that I have examined the notice and accept its contents.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the Data Subject) (Place & Date)

For the purpose of receiving e-mails, post, sms and/or telephone calls, newsletters, commercial communications, and/or advertising materials on products or services the Controller offers, and to measure the degree of satisfaction with the quality of such services (non mandatory consent).

I give my consent 🞐 I do not give my consent 🞐

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of the Data Subject) (Place & Date)

For the purpose of using your images, photos and videos, taken on the occasion of the provision of the service, to document the success of the initiative, with the possibility of publication on the website www.rina.org, on the Company's official social media channels, or others external communication channels selected from time to time.

I give my consent 🞐 I do not give my consent 🞐

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of the Data Subject) (Place & Date)

1. () The name of the consultancy company enables RINA to avoid possible conflicts of interest between certification activities and the activities of the associated companies [↑](#footnote-ref-1)