Change of Address Application Form

A standard processing fee is charged, for all fees please visit-
ISOQAR's Member area and see ISOQAR's invoicing process

Certificate Number	
Company Name	

Old Address	
Head Office (HO) or Site number (e.g. 002) (the site number is detailed on the certification annex)	
New address (if site is now virtual, note correspondence address)	
If the change relates to more sites, please complete a list with the above information	

Please select the applicable standard(s) and complete the relevant section(s) below

	Management system certification standard
☐	ISO 9001 – Quality
☐	ISO 14001 – Environmental
☐	ISO 45001 – Health & Safety
☐	ISO 27001 – Information Security
☐	ISO 22301 – Business Continuity
☐	ISO 50001 – Energy
☐	ISO 42001 – Artificial Intelligence
☐	Other / non-accredited (detail below)

	Product certification standard
☐	BS EN 1090-1 – Structural Steel (select EXC below)
	☐ EXC1 ☐ EXC2 ☐ EXC3 ☐ EXC4
☐	EN ISO 3834 – Fusion Welding (select part below)
	☐ Part 2 ☐ Part 3 ☐ Part 4
☐	Other / non-accredited (detail below)

ISOQAR Limited
Cobra Court, 1 Blackmore Rd
Stretford, Manchester, M32 0QY
Tel 0330 828 2756
Email info@isoqar.com
Web www.isoqar.com

Applicable to all Standards:	Provide more details here:
Have there been any changes to staff numbers? (if yes, please complete Annex A below)	
Have there been any changes to the Management System?	
Have there been any changes to the activities carried out under the certified scope?	
Is it a Rented or Owned property?	
ISO 14001 Specific:	Provide more details here:
Have there been any significant changes to your environmental aspects?	
Have the Emergency preparedness procedures been tested? (e.g. fire, spills, flood…)	
ISO 45001 Specific:	Provide more details here:
Have you carried out Risk assessments of the new premises?	
Have the Emergency preparedness procedures been tested? (e.g. fire, first aid, accident reporting...)	
ISO 27001 Specific:	Provide more details here:

Have you carried out an Information Security risk assessment of the new premises?	
Have there been any changes to your physical and environment controls (e.g. controls for Physical entry, Physical security monitoring, Working in secure areas, Storage media)	
ISO 22301 Specific:	Provide more details here:
Has a Business Continuity risk assessment been carried out?	
Have you carried out any exercise & testing activities that are specific to the new premises?	
ISO 50001 Specific:	Provide more details here:
Have you updated your Energy Review?	
Has this resulted in any adjustments to your energy baseline?	
BS EN 1090 & ISO 3834 specific:	Provide more details here:
Has essential equipment been calibrated, tested or validated?	
Virtual Site Specific: (Please note your scope wording will be updated to reflect any distinctions between physical and virtual processes. Your address will be recorded as correspondence address on your certificate)	

Are your activities conducted entirely virtually? (e.g. no physical activities conducted at customer site such as installation, repair)	
Is appropriate ICT in place and is the management system and supporting evidence is fully accessible remotely? (e.g. Teams, Skype, Zoom, DropBox, etc)	

Please be aware that if the information provided does not satisfactorily fulfil the standard requirements a visit to the new premises will be required prior to issuing a certificate.

Effective change date	
Contact Name	
Position in organisation	
Signature	
Date	

TERMS AND CONDITIONS

Upon signed acceptance of this application, the applicant agrees to enter a legally enforceable agreement for the continued provision of certification activities. The applicant also agrees to comply with ISOQAR's Rules of Registration, Logo Rules and general Terms and Conditions. A copy of which is available at online at: ISOQAR's Member area. Please read the Rules and note they are periodically reviewed and subject to amendment.

Certification will be provided by ISOQAR Limited, which is the legal entity holding accreditation to ISO/IEC 17021 and ISO/IEC 17065, with the United Kingdom Accreditation Service (UKAS).

The applicant also agrees to inform ISOQAR immediately of any accidents or incidents causing significant environmental contamination (ISO 14001) or serious health and safety incidents reportable to the competent regulatory authority (ISO 45001) and confirm that you have informed the relevant regulatory authority.

BRCGS and IFS and FSSC applicants are also agreeing to authorise ISOQAR to provide a copy of their reports to the BRCGS or IFS or FSSC or any BRCGS or IFS or FSSC member to whom the supplier provides goods or services.

BS EN 1090 applicants also agree to inform ISOQAR of new or changed essential facilities and equipment, responsible welding coordinator, new welding processes, type of parent metal and the associated welding procedure qualification record (WPQR).

EN ISO 3834 applicants are also agreeing to inform ISOQAR of any changes in the scope and/or design of products manufactured, changes in the application of or range of welding processes used, changes in the grades of materials welded or notable increases in existing material thicknesses, changes in welding coordinators or their authority

Annex A

Staff breakdown

The number of personnel consists if all personnel (permanent, temporary, part-time and contractors) involved within the scope of certification including those working on each shift (if applicable).
Please complete table A1 for a single site certification, and table A1 + A2 for a multisite certification.

Table A1

Activity / role *(please adapt the below to your organisation)*	**Full time**	**Part time**		**Contractors**	
	Numbers	**Numbers**	**Average hours per week**	**Numbers**	**Average hours per week**
Management					
Sales					
Finance					
HR					
Admin					
Product development					
Supervisors					
Operations *(Please define additional activities/roles below and provide personnel numbers for each e.g. cleaners, security, transport, call centre, electricians, etc.)*					

Table A2

Site location	**Total staff numbers per site**
Head office	

Table A3 – please select low, medium or high risk for the statements on the left.

	Low	Medium	High
Amount of confidential or sensitive information dealt with in the scope area	**Low Risk** - Only little sensitive or confidential information (e.g. staff records and some business information	**Medium Risk -** Some sensitive / confidential information (small amounts of customer or third party information)	**High Risk -** Higher amount of sensitive or confidential Information (e.g. health, personally identifiable information, insurance, banking)
Number of processes covered in the scope area	**Low Risk** - Only one key business process with few interfaces and few business units involved	**Medium Risk -** 2–3 simple business processes with few interfaces and few business units involved	**High Risk - More** than 2 complex processes with many interfaces and business units involved
Number of "assets" within the scoped area	**Low Risk** - Few critical assets (fewer than 10 servers or networks)	**Medium Risk -** Some critical assets (over 10 but fewer than 50 servers or networks)	**High Risk** - Many critical assets (over 50 servers or networks over multiple locations)
Level of outsourcing (including work done by other departments within the organisation but not in scope)	**Low Risk** - No outsourcing or outsourcer has a certified ISMS	**Medium Risk -** Some functions such as facilities, payroll or development	**High Risk** - Major use of cloud or other systems such as outsourced IT
Level of development of computer systems	**Low Risk** - No in-house development	**Medium Risk -** Occasional	**High Risk** - Frequently
Disaster recovery sites	**Low Risk** - No need, office hours only or VPN	**Medium Risk** - Single site	**High Risk** - Multiple sites

Table A4

Additional 27001 Questions	**Personnel Count**
Please detail the number of employees that have administrator rights, privileged access rights, access management accounts to your systems and data – IT management, heads of	
Please detail the number of employees that have restricted access to your systems and data – Non-administrators or no privilege access rights	
Please detail the number of employees that have limited access to your systems and data – Call centre staff, warehouse staff, Shop floor workers, some delivery drivers, installers	
Please detail the number of employees that have no or read only access to your systems and data? – cleaners, security, 0-hour contracted personnel	