

# FEASIBILITY CHECK QUALITY, ENVIRONMENT, OCCUPATIONAL HEALTH AND SAFETY

## Explanation:

Must be filled in by the client:

- Section 1 to 9
- Fields with a green frame must be completed only in case of Environmental certification.
- Fields with a yellow frame must be completed only in case of OH&S certification.

Must be filled in by the lead auditor: Section 10 (only for OH&S)

Must be filled in by the Customer Service Center: Section 11

## 1. ADDRESS / CONTACT PERSON

<b>Company:</b>	
Street:	
Postal code, City:	
Phone / Mobile:	
Fax:	
E-mail / Website:	
Contact Person to Quality Austria:	Name:
	E-mail:
	Function:

## 2. DATA OF THE ORGANIZATION

Legal form:	
Top management:	
VAT number:	
Main business purpose:	Trade <input type="checkbox"/> Service provision <input type="checkbox"/> Production <input type="checkbox"/>
Size of the organization: *)	Small enterprinse <input type="checkbox"/> Medium-sized / large enterprise <input type="checkbox"/>
Group affiliation:	
Sector:	
Field of activity, Main products: (please enter the most essential ones) [Fof medical devices, indicate the „technical area“ acc. to IAF MD9:2011]	

### \*) Notes on table – Classification of corporate entities:

Classification of corporate entities acc. to UGB § 221: Small organizations are those which do not exceed at least two of the three characteristics listed below for the past two fiscal years at the time of the mandatory conformity assessment (e.g. audit):

1. Balance sheet total 1.5 million Euros
2. 10 million Euros in sales revenues in the last twelve months before the balance sheet date
3. 50 employees on an annual average



### 3. INFORMATION ON ORGANIZATIONAL STRUCTURE

		Site	Number of employees	Number of shifts	Employees per shift
<b>IF APPLICABLE</b>	Site 1 (Head office)				
	Site 2				
	Site 3				
	Site 4				
	Site 5				
	Site 6				
	Employees in total				

Site specifics:

**For certification in the field of Occupational Health and Safety, the following must be taken into account in the above table:**

- in the case of seasonal work, the number of employees shall consider the area in which most workers are present in the organization (e.g. tourism, harvesting...).
- The number of workers (full-time equivalents) shall include temporary workers.
- In the „comments“ field, indicate any contractors who perform their work in the organization under supervision (not independently).

**Similar work with low risk** (e.g. cleaning, security, sales, administration, call center, etc.):

Short description of low-risk activities	Number of employees in this field of activity

### 4. ALLOCATION TO ECONOMIC ACTIVITY

This list of areas of accreditation is based on the statistical nomenclature of economic activities (NACE Rev. 2), published as Regulation (EC) No. 1893/2006 of the European Parliament and of the Council in the Official Journal of the European Union No L 393/1 of 30 December 2006. Column 1 refers to the EAC scope and columns 4 and 5 to NACE classification.

NACE Code acc. to Regulation No. 3037/90:	
EAC Code:	



EAC			NACE Rev. 2	
Scope No.:		Description	Section	Group / Class
1	<input type="checkbox"/>	Agriculture, Hunting, Forestry & Fishing	01, 02, 03	
2	<input type="checkbox"/>	Mining and Quarrying, Extraction of crude petroleum and natural gas	05, 06, 07, 08, 09	
3	<input type="checkbox"/>	Food products, Beverages and Tobacco	10, 11, 12	
4	<input type="checkbox"/>	Textile and Textile Products	13, 14	
5	<input type="checkbox"/>	Leather and Leather Products	15	
6	<input type="checkbox"/>	Wood and Wood Products	16	
7	<input type="checkbox"/>	Pulp, Paper and Paper Products	17	
8	<input type="checkbox"/>	Publishing Companies		58.1, 59.2
9	<input type="checkbox"/>	Printing Companies	18	
10	<input type="checkbox"/>	Coke and Refined Petroleum Products	19	
11	<input type="checkbox"/>	Nuclear Fuel		24.46
12	<input type="checkbox"/>	Chemicals, Chemical Products and Fibres	20	
13	<input type="checkbox"/>	Pharmaceuticals	21	24.4
14	<input type="checkbox"/>	Rubber and Plastic Products	22	
15	<input type="checkbox"/>	Non-metallic Mineral Products	23 (excl. 23.5 and 23.6)	
16	<input type="checkbox"/>	Concrete, Cement, Lime, Plaster etc.		23.5, 23.6
17	<input type="checkbox"/>	Basic metals and Fabricated Metal Products	24 (excl. 24.46) 25 (excl. 25.4)	33.11
18	<input type="checkbox"/>	Machinery and Equipment	28	25.4 30.4 33.12 33.2
19	<input type="checkbox"/>	Electrical and Optical Equipment, Communication Technology, Medical Devices	26, 27	33.13 33.14 95.1
20	<input type="checkbox"/>	Ship building		30.1 33.15
21	<input type="checkbox"/>	Aerospace		30.3 33.16
22	<input type="checkbox"/>	Other Transport Equipment, Manufacture of motor vehicles / parts of motor vehicles	29, 31, 32	30.2 30.9 33.17
23	<input type="checkbox"/>	Manufacturing not elsewhere classified	31, 32	33.19
24	<input type="checkbox"/>	Recycling		38.3
25	<input type="checkbox"/>	Electricity supply		35.1
26	<input type="checkbox"/>	Gas supply		35.2
27	<input type="checkbox"/>	Water supply	36	35.3
28	<input type="checkbox"/>	Construction	41, 42, 43	
29	<input type="checkbox"/>	Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods	45, 46, 47	95.2
30	<input type="checkbox"/>	Hotels and Restaurants	55, 56	
31	<input type="checkbox"/>	Transport, Storage and Communication	49, 50, 51, 52, 53, 61	
32	<input type="checkbox"/>	Financial Intermediation, Real Estate, Renting	64, 65, 66, 68, 77	



33	<input type="checkbox"/>	Information Technology	62	58.2 63.1
34	<input type="checkbox"/>	Engineering Services	71, 72, 74, (excl. 74.2, 74.3)	
35	<input type="checkbox"/>	Other Services; business, management and tax consultancy, Technical, physical and chemical testing and analysis	69, 70, 73, 78, 79, 80, 81, 82	74.2 74.3
36	<input type="checkbox"/>	Public administration	84	
37	<input type="checkbox"/>	Education	85	
38	<input type="checkbox"/>	Health and Social Work, Human health activities, Veterinary activities	75, 86, 87, 88	
39	<input type="checkbox"/>	Other Social Services; Sewage and refuse disposal	37, 39, 60, 79, 90, 91, 92, 93, 94, 96	38.1 38.2 59.1 63.9

**5. BASIS (REGULATIONS, STANDARDS, GUIDELINES, STATUTORY REQUIREMENTS, EU DIRECTIVES)**

Which Standard(s) should the audit / assessment be based on?

ISO 9001 <input type="checkbox"/>	ISO 14001 <input type="checkbox"/>	ISO 45001 <input type="checkbox"/>	EMAS <input type="checkbox"/>
Other Standards:			

**6. OTHER SYSTEM DATA**

**Degree of system implementation:**

in the early stages  partially implemented  ready for certification  unknown

**How many certificates are you aiming for?**

Do you already have a valid certificate? Yes  No

What Standard(s) / Regulation(s)?

Certified by (name of Certification Body)

**7. DESIRED DATE AND FURTHER PROCEDURE**

Do you have a desired date for the audit?

Do you want to have short audits?

Yes  No

Were you / Are you being supported externally by a consultant in the development and implementation of your management system?

Yes  No



Name of the consulting company:

Name of the consultant Berater:

How / by whom did you become aware of Quality Austria?

Other remarks:

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Place, Date

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Company signature

## 8. ENVIRONMENTALLY RELEVANT INFORMATION (only for certifications acc. to ISO 14001 and EMAS)

What basic <u>raw materials</u> are used to manufacture products or provide services?			
What basic <u>operating supplies</u> are used to manufacture products or provide services?			
Which basic <u>waste</u> is produced during manufacture of products or provision of services?			
Environmental aspects:	<input type="checkbox"/> Air <input type="checkbox"/> Sewage <input type="checkbox"/> Waste	<input type="checkbox"/> Hazardous waste <input type="checkbox"/> Land contamination <input type="checkbox"/> Waste heat	<input type="checkbox"/> Noise <input type="checkbox"/> Dust <input type="checkbox"/> Odor <input type="checkbox"/> Other
Additional environmentally relevant features (if any):			
Has an environmental assessment already been carried out?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has an environmental audit / eco-audit already been carried out?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has an environmental review already been carried out?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Performed by:			
Name of the consultant:			



9. OH&S RELEVANT INFORMATION (ONLY FOR CERTIFICATION ACC. TO ISO 45001, SCC/SCP, AUVA-SGM)

Activities: (short description of the main business activities and associated hazards and occupational health and safety risks)			
Facilities / areas / temporary sites relevant to occupational health and safety			
Existing (required) official approval:	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
Additional OH&S related legal specifics:			
Problems with law – signs of legal problems in the field of occupational health and safety	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Potential accidents and emergency situations			
<b>Accident statistics</b>			
Were there any severe accidents / incidents and ( or authority interventions in the past three years?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Accident statistics available?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Accident statistics trend?	<input type="checkbox"/> constant	<input type="checkbox"/> increasing	<input type="checkbox"/> decreasing
<b>OH&amp;S Representatives in the organization</b>			
Occupational physician is appointed	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Safety expert is appointed	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Are workers' representatives assigned for occupational health and safety	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Number of safety experts - complies with legal requirements	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Number of first aiders - complies with legal requirements	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Work place evaluation (risk assessment) established and up-to-date	<input type="checkbox"/> Yes		<input type="checkbox"/> No
List of relevant hazardous working materials			
(Up-to-date) safety data sheets are available	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Other / additional Representatives, e.g. radiation safety officer			



10. INFORMATION ON AUDIT TIME CALCULATION (must be filled in by the AUDITOR; ONLY for CERTIFICATION ACC. TO ISO 45001, SCC/SCP, AUVA-SGM)

Based on the above information from the client and the risk analysis below, the effective number of employees can be determined as follows:

<b>Multiplication factor „1“:</b> Similar / identical workplaces where workers are directly exposed to mechanical, physical and chemical hazards (e.g. assembly, maintenance, chemical production)	Number of employees:
<b>Multiplication factor „0,1“ *:</b> Similar / identical workplaces where workers are not exposed to any or little mechanical, physical and chemical hazards (e.g. administration, sales etc.)	Number of employees:
<b>Multiplication factor „0,xx“ *:</b> Justification for reduction:	Number of employees:
<b>*Risk analysis in case of reduction of effective number of employees:</b> Reduction of audit time does not endanger the effectiveness of the audit.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other remarks:	
Reviewed by (Name of the lead auditor, Date):	

11. FEASIBILITY CHECK (must be filled in by QUALITY AUSTRIA)

Is the auditor approved for the specified scopes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Approved for the specified models / standards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, comment:		

Reviewed by (Name of the person responsible in the CSC, Date):

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