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| |  |  | | --- | --- | | **TÜV Rheinland InterCert d.o.o. – Business stream systems** |  | | **11000 Beograd** | **phone.: (+381) 011 36 16 156** | | **Kosovska 10** | **e-mail:** [**Ivana.Dimitrijevic@tuv.com**](mailto:Ivana.Dimitrijevic@tuv.com)**;**  [**jovana.spasojevic@rs.tuv.com**](mailto:jovana.spasojevic@rs.tuv.com) | | **Contact persons: Ivana Dimitrijević, Jovana Spasojević** | **Web site:** [**www.tuvrheinland.rs**](http://www.tuvrheinland.rs) | |

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| **Registered office (head office)**  **Sedište preduzeća** | |
| **Company name**  **Naziv preduzeća** |  |
| **Address**  **Adresa** |  |
| **Postal code, city**  **Poštanski broj, mesto** |  |
| **VAT number**  **PIB broj** |  |
| **Managing director**  Last name, first name  Direktor (prezime, ime) |  |
| **Phone** |  |
| **E-mail** |  |

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| --- | --- | --- | --- |
| **Primary contact**  **Primarni kontakt** | | | |
| **Last name, first name**  **Prezime, ime** |  | | |
| **Position**  **Pozicija** |  | **Phone** |  |
| **E-mail** |  | **Mob.** |  |
| **Web Page**  **Web stranica** |  | | |

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| **Please mark required standards** (please add standard if not listed)  **Molimo Vas obeležite željeni standard** (molimo dodajte standard, ukoliko nije na listi) | | | | | | | |
|  | **ISO 9001** |  | **SCC\*/SCC\*\*/p** |  | **EN 9100** |  |  |
|  | **ISO 14001** |  | **SCP** |  | **ISO 28000** |  |  |
|  | **ISO 50001** |  | **ISO/IEC 27001** |  | **ISO 29990** |  |  |
|  | **ISO 45001** |  | **ISO/IEC 20000** |  |  |  |  |

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| **Multi-site certification within the group with legally independent companies**  **Sertifikacija na više lokacija unutar grupe sa pravno nezavisnim kompanijama** |
| Certification requirements for multi-site procedures are specified in ISO 17021, IAF MD 1 and in the OFFICIAL NOTICE on the inadmissibility of "matrix certifications" of the Deutsche Akkreditie-rungsstelle GmbH (DAkkS).  Zahtevi za sertifikaciju za postupke na više lokacija navedeni su u ISO 17021, IAF MD 1 i u ZVANIČNOM OBAVEŠTENJU o neprihvatljivosti „matričnih sertifikata“ Deutsche Akkreditie-rungsstelle GmbH (DAkkS).  According to the information in the official notification of the DAkkS, an organisation with several legal entities has to prove the eligibility for a multi-site certification by proving the access rights of the contracting party (certificate holder) to one of the possibilities mentioned in the following table. Please enter the name(s) of the legal entity(ies) in the table on the following page and tick the respective applicable characteristic.  Prema informacijama u zvaničnom obaveštenju DAkkS-a, organizacija sa više pravnih lica mora da dokaže da ispunjava uslove za sertifikaciju na više lokacija dokazivanjem prava pristupa ugovorne strane (nosioca sertifikata) jednoj od mogućnosti navedenih u sledeća tabela. Molimo unesite naziv(a) pravnog(ih) lica(a) u tabelu na sledećoj stranici i označite odgovarajuću primenljivu karakteristiku.  Please send the relevant evidence (official certificates, documents, certified by a notary public if necessary, signed by the company management in the case of internal documents) together with this questionnaire.  Molimo vas da uz ovaj upitnik pošaljete relevantne dokaze (službene potvrde, dokumenta, po potrebi overene kod javnog beležnika, potpisane od rukovodstva kompanije u slučaju internih dokumenata).  **Only if one of these characteristics is fulfilled, the suitability for a multi-site certification is given.**  **Samo ako je jedna od ovih karakteristika ispunjena, daje se pogodnost za sertifikat na više lokacija.**  **Please contact us if you have any questions. Thank you**  **Ako imate pitanja, kontaktirajte nas. Hvala vam** |

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|  | **Multi-site certification within the group**  **with legally independent companies**  **Sertifikacija na više lokacija unutar grupe**  **sa pravno nezavisnim kompanijama** | | |
|  |  | **or / ili** | **or / ili** |
|  | **Has an interest equal to the majority of the voting rights**  **Ima interes jednak većini glasačkih prava** | **is a shareholder with an arbitrary share and has the right to appoint or dismiss the executive bodies of the company**  **je akcionar sa proizvoljnim udelom i ima pravo da imenuje ili razrešava izvršne organe preduzeća** | **due to a concluded control agreement, profit transfer agreement**  **zbog zaključenog ugovora o kontroli ugovor o prenosu dobiti** |
|  | The status of 'sister company' within the same group does not in itself meet any of the above conditions with respect to other affiliates  Status „sestrinske kompanije“ unutar iste grupe sam po sebi ne ispunjava nijedan od gorenavedenih uslova u odnosu na druge pridružene kompanije | | |
| **Location Name and address**  **Naziv i adresa lokacije** |  | | |
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| **Questions for combined audits only** (e.g. ISO 9001 + ISO 14001)  **Pitanja koja se odnose samo na kombinovanu proveru** (npr. ISO 9001 + ISO 14001) |
| Combined audits may only be carried out simultaneously if the following aspects of the combined standards (e.g. ISO 9001 + ISO 14001) are integrated and/or their implementation is combined:  System documentation/planning, corporate policy, objectives and programmes, internal audits, measures for improvement, management review. The authorized representative (responsible for the system) must also be the same for all standards.  If any of these criteria are **not** fulfilled, please provide details below:  Kombinovane provere mogu se istovremeno obavljati samo ako su integrisani sledeći aspekti kombinovanih standarda (npr. ISO 9001 + ISO 14001) i / ili je njihova primena kombinovana:  Dokumentacija / planiranje sistema, korporativna politika, ciljevi i programi, interne provere, mere za poboljšanje, preispitivanje od strane rukovodstva. Ovlašćeni predstavnik (odgovoran za sistem) takođe mora biti isti za sve standarde.  Ako bilo koji od ovih kriterijuma **nije** ispunjen, molimo navedite dole detalje: |
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| **What is the required scope (wording) of the certificate?**  Please provide a brief description of the company's purpose and primary fields of activity (products and services)  **Koja je zahtevana oblast sertifikacije (formulacija na sertifikatu)?**  Navedite kratak opis svrhe kompanije i osnovne oblasti aktivnosti (proizvodi i usluge) |
|  |
| (E.g. manufacture and sale of XXX products, as well as assembly and consultancy services in the field of YYY)  (Npr. proizvodnja i prodaja XXX proizvoda, kao i usluge montaže i konsultacija na polju YYY) |

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| **Responsibility for development/design**  **Odgovornost za razvoj / projektovanje** | | |
| 1. **Is your company responsible for the development of the products/services?**   **Da li je vaša kompanija odgovorna za razvoj proizvoda / usluga?** | yes / da | no / ne |

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| 1. **Who determines requirements regarding products/services to ensure that they are suitable for the subsequent production process/provision of services?**   **Ko određuje zahteve koji se odnose na proizvode / usluge kako bi se osiguralo da su oni pogodni za proizvodni proces / pružanje usluga?**  **The company / Preduzeće**  **The customer/other stakeholders / Kupac/druge zainteresovane strane**  **The customer and the company / Kupac i preduzeće** |

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| **Outsourced processes**  **Autsors procesi** | | | |
| 1. **Are any processes outsourced (e.g. procurement, sales, manufacturing processes)?**   **Da li su neki procesi obezbeđeni iz autsorsa (npr. nabavka, prodaja, proizvodni procesi)?** | | yes | no |
| **If yes, which?**  **Ako jesu, koji?** |  | | |
| 1. **Do the outsourced processes have a direct effect on the provision of products/services?**   **Da li autsors procesi imaju direktan uticaj na pružanje proizvoda / usluga?** | | yes / da | no / ne |

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| 1. **How/where, is the execution of outsourced processes monitored?**   **Kako / gde se nadgleda izvršenje autsors procesa?**  **At the supplier / Kod isporučioca**  **At our company / U preduzeću**  **Both / Na oba mesta** |

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| **Transfer of certificates** (only relevant if you already have an existing and valid certificate)  **Prenos sertifikata** (relevantno samo ako već imate postojeći i važeći sertifikat) | | |
| **Advanced level of the management system**  (the last 3 audits were without deviations)  Please send us the respective audit reports  Napredni nivo sistema menadžmenta  (poslednje 3 provere su bile bez neusaglašenosti)  Pošaljite nam odgovarajuće izveštaje sa provera | yes / da | no / ne |

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| **Which legal requirements apply?**  Where appropriate, please list any legal requirements that apply to the products and/or contracts with your customers.  **Koji zakonski zahtevi se primenjuju?**  Prema potrebi, navedite sve zakonske zahteve koji se odnose na proizvode i / ili ugovore sa vašim kupcima |
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| **Is a security clearance required to view documents?**  If applicable, please state legal obligations regarding the classification of their documents.  **Da li je za pregled dokumenata potrebna bezbednosna dozvola?**  Ako je primenjivo, navedite zakonske obaveze u vezi sa klasifikacijom njihovih dokumenata. |
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| **Did a consultant/consultancy provide support for the development or implementation of the management system?**  If yes, please name the consultant/consultancy  **Da li je konsultant pružio podršku razvoju ili primeni sistema menadžmenta?**  Ako je odgovor da, molimo navedite ime konsultanta / konsultanta |
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| **Locations**  **Lokacije** | |
| **Total number of locations to be certified  (please complete pages four and five separately for each location)**  **Ukupan broj lokacija koje treba sertifikovati**  **(molimo popunite stranice četiri i pet odvojeno za svaku lokaciju)** |  |
| **Of which, number of production locations or locations from which services are provided:**  **Od kojih, broj proizvodnih lokacija ili lokacija sa kojih se pružaju usluge:** |  |

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| **A multi-site certification is only possible if the following are in place:** (Please click to confirm)  **Grupna sertifikacija je moguća samo ako su uspostavljeni sledeći podaci:**  (Molimo kliknite da biste potvrdili) | | | |
|  | A uniform management system  Jedinstven sistem upravljanja |  | Central (legal and contractual) authority for all locations  Centralna (pravna i ugovorna) vlast za sve lokacije |
|  | Central management representatives  Predstavnici centralnog menadžmenta |  | Only for AZAV: dependent locations only  Samo za AZAV: samo zavisne lokacije |
|  | Central evaluation of all internal audits  Centralna evaluacija svih internih provera |  | Only for OHSAS: uniform risk categories (to be completed by TÜV Rheinland)  Samo za OHSAS: jedinstvene kategorije rizika  (popunjava TUV Rheinland) |
|  | Similar products/services/processes at all locations(multi-site certification) or downstream products/services/processes at all locations (corporate scheme/matrix certification)  Slični proizvodi / usluge / procesi na svim lokacijama (sertifikacija na više lokacija) ili proizvodi / usluge / procesi na nižim lokacijama (sertifikacija korporativne šeme / matrice) | | |

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| **Which type of group certification is required?**  **Koja vrsta grupne sertifikacije je potrebna?** | |
| **Sampling procedure** (sites with the same processes and products are audited according to the sampling procedure - not possible with IRIS!) Procedura uzorkovanja (lokacije sa istim procesima i proizvodima se revidiraju prema proceduri uzorkovanja - nije moguće sa IRIS-om!) |  |
| **Closely associated sites** (sites are managed "as one site"; all sites are audited; only possible if processes at the different sites build on each other - e.g. production of pigments at site 1, production of paints at site 2, administrative activities at site 3 = headquarters) **Blisko povezane lokacije (lokacije se upravljaju „kao jedna lokacija“; sve lokacije se revidiraju; moguće samo ako se procesi na različitim lokacijama nadovezuju jedni na druge – npr. proizvodnja pigmenata na lokaciji 1, proizvodnja boja na lokaciji 2, administrativne aktivnosti na lokaciji 3 = sedište)** |  |

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| **Desired audit date (CW)**  **Željeni datum provere (KN)** |  |
| **Date and signature confirming the accuracy of the information provided**  **Datum i potpis koji potvrđuju tačnost datih informacija** |  |
| **Recorded by TÜV Rheinland employee**  **Zapisano od strane TÜV Rheinland zaposlenika** |  |
| **Discussed with** (name of customer)  **Razgovarano sa** (ime kupca) |  |
| **How did you hear about TÜV Rheinland?**  **Kako ste čuli za TUV Rheinland?** |  |

**Please complete the following pages separately for each location.**

**Sledeće stranice ispunite odvojeno za svaku lokaciju.**

|  |  |
| --- | --- |
| **Registered office** (head office, location 1 etc.)  **Registrovana kancelarija** (sedište, lokacija 1 itd.) | |
| **Company name**  **Naziv preduzeća** |  |
| **Address**  **Adresa** |  |
| **Postal code, city**  **Poštanski broj, mesto** |  |

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| --- | --- | --- | --- |
| **Type of location**  **Tip lokacije** | | | |
| **Head office** (executive management/board, HR, administration etc.)  **Sedište** (izvršna uprava / odbor, kadrovi, administracija itd.) | | |  |
| **Supporting location** (administration, R&D, logistics, procurement, sales etc.)  **Lokacija za podršku** (administracija, istraživanje i razvoj, logistika, nabavka, prodaja itd.) | | |  |
| **Location involved in production/provision of services**  **Lokacija uključena u proizvodnju / pružanje usluga** | | |  |
| **Main activities at location** (please provide a short description)  **Glavne aktivnosti na lokaciji**  (Molimo unesite kratak opis) |  | | |
| **Are the following services carried out at the location?** (Please tick as appropriate)  **Da li se sledeće usluge obavljaju na lokaciji?** (Molimo označite prema potrebi) | | | |
| (This information is required for group price reductions)  (Ovi podaci su potrebni za grupna sniženja cena) | Yes, also applies to other locations  Da, odnosi se i na druge lokacije | Yes, at this location only  Da, samo na ovoj lokaciji | no  ne |
| Design and development activities  Aktivnosti projektovanja i razvoja |  |  |  |
| Procurement  Nabavka |  |  |  |
| HR management  Upravljanje ljudskim resursima |  |  |  |
| Document management  Upravljanje dokumentima |  |  |  |
| Evaluation of compliance with legal requirements  Ocena usaglašenosti sa zakonskim zahtevima |  |  |  |
| Policy, objectives, management reviews  Politika, ciljevi, preispitivanja od strane rukovodstva |  |  |  |
| Planning and assessment of internal audits  Planiranje i procena internih provera |  |  |  |

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| **Existing system certifications at the location**  **Postojeće sertifikacije sistema na lokaciji** | **Certification body**  **Sertifikaciono telo** | **Valid until**  **Važi do** |
| **ISO 9001** |  |  |
| **ISO 14001** |  |  |
| **IATF 16949** |  |  |
| **ISO/IEC 27001** |  |  |
| **ISO/IEC 20000** |  |  |
| **ISO 50001** |  |  |
| **ISO 45001** |  |  |
| **Others (please specify)**  **Ostalo (molimo navedite)** |  |  |
| Please attach copies of current certificates.  Molimo priložite kopije trenutnih sertifikata. | | |

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| **Total number of employees at the location**  **Ukupan broj zaposlenih na lokaciji** | |  | |
| **of which:**  **od kojih:** | | | |
| **Marginally employed staff** (e.g. max. 15 hours) or auxiliary staff (simple tasks, e.g. seasonal workers for harvests)  **Marginalno zaposleno osoblje** (npr. najviše 15 sati) ili pomoćno osoblje (jednostavni zadaci, npr. sezonski radnici za žetvu) |  | **Other part-time staff** (max. half day)  **Ostalo osoblje sa skraćenim radnim vremenom** (maks. pola dana) |  |
| **Trainees**  **Praktikanti** |  | **Disabled staff** (if sheltered workshop)  **Osoblje sa invaliditetom** (ako je odvojena radionica) |  |
| **Drivers**  **Vozači** |  | **Field staff** (messengers, salespeople etc.)  **Terensko osoblje** (glasnici, prodavci itd.) |  |

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| **Shift work**  **Smenski rad** | | |
| **Does the company use shifts?**  **Da li se u preduzeću radi u smenama?** | yes / da | no / ne |
| **Type of shift**  early shift late shift night shift weekend  Tip smene rana smena kasna smena noćna smena vikend | | |
| **If yes, please indicate the number of shifts**  **Ako je odgovor da, navedite broj smena** | \_\_\_\_\_\_\_\_ number / broj | |
| **If yes, please indicate the number shift workers:**  **Ako je odgovor da, navedite broj radnika u smeni:** | \_\_\_\_\_\_\_\_ number / broj | |
| **Are they rolling shifts?**  **Da li se smene menjaju?** | yes / da | no / ne |
| **Are the same activities carried out by all shifts?**  **Da li se iste Aktivnosti obavljaju u svim smenama?** | yes / da | no / ne |

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| **Registered office** (head office, location 1 etc.)  **Registrovana kancelarija** (sedište, lokacija 1 itd.) | |
| **Company name**  **Naziv preduzeća** |  |
| **Address**  **Adresa** |  |
| **Postal code, city**  **Poštanski broj, mesto** |  |

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| --- | --- | --- | --- |
| **Type of location**  **Tip lokacije** | | | |
| **Head office** (executive management/board, HR, administration etc.)  **Sedište** (izvršna uprava / odbor, kadrovi, administracija itd.) | | |  |
| **Supporting location** (administration, R&D, logistics, procurement, sales etc.)  **Lokacija za podršku** (administracija, istraživanje i razvoj, logistika, nabavka, prodaja itd.) | | |  |
| **Location involved in production/provision of services**  **Lokacija uključena u proizvodnju / pružanje usluga** | | |  |
| **Main activities at location** (please provide a short description)  **Glavne aktivnosti na lokaciji**  (Molimo unesite kratak opis) |  | | |
| **Are the following services carried out at the location?** (Please tick as appropriate)  **Da li se sledeće usluge obavljaju na lokaciji?** (Molimo označite prema potrebi) | | | |
| (This information is required for group price reductions)  (Ovi podaci su potrebni za grupna sniženja cena) | Yes, also applies to other locations  Da, odnosi se i na druge lokacije | Yes, at this location only  Da, samo na ovoj lokaciji | no  ne |
| Design and development activities  Aktivnosti projektovanja i razvoja |  |  |  |
| Procurement  Nabavka |  |  |  |
| HR management  Upravljanje ljudskim resursima |  |  |  |
| Document management  Upravljanje dokumentima |  |  |  |
| Evaluation of compliance with legal requirements  Ocena usaglašenosti sa zakonskim zahtevima |  |  |  |
| Policy, objectives, management reviews  Politika, ciljevi, preispitivanja od strane rukovodstva |  |  |  |
| Planning and assessment of internal audits  Planiranje i procena internih provera |  |  |  |

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| --- | --- | --- | --- |
| **Existing system certifications at the location**  **Postojeće sertifikacije sistema na lokaciji** | **Certification body**  **Sertifikaciono telo** | **Valid until**  **Važi do** | |
| **ISO 9001** |  | |  | |
| **ISO 14001** |  | |  | |
| **IATF 16949** |  | |  | |
| **ISO/IEC 27001** |  | |  | |
| **ISO/IEC 20000** |  | |  | |
| **ISO 50001** |  | |  | |
| **ISO 45001** |  | |  | |
| **Others (please specify)**  **Ostalo (molimo navedite)** |  | |  | |
| Please attach copies of current certificates.  Molimo priložite kopije trenutnih sertifikata. | | | | |

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| **Total number of employees at the location**  **Ukupan broj zaposlenih na lokaciji** | |  | |
| **of which:**  **od kojih:** | | | |
| **Marginally employed staff** (e.g. max. 15 hours) or auxiliary staff (simple tasks, e.g. seasonal workers for harvests)  **Marginalno zaposleno osoblje** (npr. najviše 15 sati) ili pomoćno osoblje (jednostavni zadaci, npr. sezonski radnici za žetvu) |  | **Other part-time staff** (max. half day)  **Ostalo osoblje sa skraćenim radnim vremenom** (maks. pola dana) |  |
| **Trainees**  **Praktikanti** |  | **Disabled staff** (if sheltered workshop)  **Osoblje sa invaliditetom** (ako je odvojena radionica) |  |
| **Drivers**  **Vozači** |  | **Field staff** (messengers, salespeople etc.)  **Terensko osoblje** (glasnici, prodavci itd.) |  |

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| **Shift work**  **Smenski rad** | | |
| **Does the company use shifts?**  **Da li se u preduzeću radi u smenama?** | yes / da | no / ne |
| **Type of shift**  early shift late shift night shift weekend  Tip smene rana smena kasna smena noćna smena vikend | | |
| **If yes, please indicate the number of shifts**  **Ako je odgovor da, navedite broj smena** | \_\_\_\_\_\_\_\_ number / broj | |
| **If yes, please indicate the number shift workers:**  **Ako je odgovor da, navedite broj radnika u smeni:** | \_\_\_\_\_\_\_\_ number / broj | |
| **Are they rolling shifts?**  **Da li se smene menjaju?** | yes / da | no / ne |
| **Are the same activities carried out by all shifts?**  **Da li se iste Aktivnosti obavljaju u svim smenama?** | yes / da | no / ne |

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| **Registered office** (head office, location 1 etc.)  **Registrovana kancelarija** (sedište, lokacija 1 itd.) | |
| **Company name**  **Naziv preduzeća** |  |
| **Address**  **Adresa** |  |
| **Postal code, city**  **Poštanski broj, mesto** |  |

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| --- | --- | --- | --- |
| **Type of location**  **Tip lokacije** | | | |
| **Head office** (executive management/board, HR, administration etc.)  **Sedište** (izvršna uprava / odbor, kadrovi, administracija itd.) | | |  |
| **Supporting location** (administration, R&D, logistics, procurement, sales etc.)  **Lokacija za podršku** (administracija, istraživanje i razvoj, logistika, nabavka, prodaja itd.) | | |  |
| **Location involved in production/provision of services**  **Lokacija uključena u proizvodnju / pružanje usluga** | | |  |
| **Main activities at location** (please provide a short description)  **Glavne aktivnosti na lokaciji**  (Molimo unesite kratak opis) |  | | |
| **Are the following services carried out at the location?** (Please tick as appropriate)  **Da li se sledeće usluge obavljaju na lokaciji?** (Molimo označite prema potrebi) | | | |
| (This information is required for group price reductions)  (Ovi podaci su potrebni za grupna sniženja cena) | Yes, also applies to other locations  Da, odnosi se i na druge lokacije | Yes, at this location only  Da, samo na ovoj lokaciji | no  ne |
| Design and development activities  Aktivnosti projektovanja i razvoja |  |  |  |
| Procurement  Nabavka |  |  |  |
| HR management  Upravljanje ljudskim resursima |  |  |  |
| Document management  Upravljanje dokumentima |  |  |  |
| Evaluation of compliance with legal requirements  Ocena usaglašenosti sa zakonskim zahtevima |  |  |  |
| Policy, objectives, management reviews  Politika, ciljevi, preispitivanja od strane rukovodstva |  |  |  |
| Planning and assessment of internal audits  Planiranje i procena internih provera |  |  |  |

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| **Existing system certifications at the location**  **Postojeće sertifikacije sistema na lokaciji** | **Certification body**  **Sertifikaciono telo** | **Valid until**  **Važi do** | |
| **ISO 9001** |  | |  | |
| **ISO 14001** |  | |  | |
| **IATF 16949** |  | |  | |
| **ISO/IEC 27001** |  | |  | |
| **ISO/IEC 20000** |  | |  | |
| **ISO 50001** |  | |  | |
| **ISO 45001** |  | |  | |
| **Others (please specify)**  **Ostalo (molimo navedite)** |  | |  | |
| Please attach copies of current certificates.  Molimo priložite kopije trenutnih sertifikata. | | | | |

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| **Total number of employees at the location**  **Ukupan broj zaposlenih na lokaciji** | |  | |
| **of which:**  **od kojih:** | | | |
| **Marginally employed staff** (e.g. max. 15 hours) or auxiliary staff (simple tasks, e.g. seasonal workers for harvests)  **Marginalno zaposleno osoblje** (npr. najviše 15 sati) ili pomoćno osoblje (jednostavni zadaci, npr. sezonski radnici za žetvu) |  | **Other part-time staff** (max. half day)  **Ostalo osoblje sa skraćenim radnim vremenom** (maks. pola dana) |  |
| **Trainees**  **Praktikanti** |  | **Disabled staff** (if sheltered workshop)  **Osoblje sa invaliditetom** (ako je odvojena radionica) |  |
| **Drivers**  **Vozači** |  | **Field staff** (messengers, salespeople etc.)  **Terensko osoblje** (glasnici, prodavci itd.) |  |

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| **Shift work**  **Smenski rad** | | |
| **Does the company use shifts?**  **Da li se u preduzeću radi u smenama?** | yes / da | no / ne |
| **Type of shift**  early shift late shift night shift weekend  Tip smene rana smena kasna smena noćna smena vikend | | |
| **If yes, please indicate the number of shifts**  **Ako je odgovor da, navedite broj smena** | \_\_\_\_\_\_\_\_ number / broj | |
| **If yes, please indicate the number shift workers:**  **Ako je odgovor da, navedite broj radnika u smeni:** | \_\_\_\_\_\_\_\_ number / broj | |
| **Are they rolling shifts?**  **Da li se smene menjaju?** | yes / da | no / ne |
| **Are the same activities carried out by all shifts?**  **Da li se iste Aktivnosti obavljaju u svim smenama?** | yes / da | no / ne |

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| **Registered office** (head office, location 1 etc.)  **Registrovana kancelarija** (sedište, lokacija 1 itd.) | |
| **Company name**  **Naziv preduzeća** |  |
| **Address**  **Adresa** |  |
| **Postal code, city**  **Poštanski broj, mesto** |  |

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| **Type of location**  **Tip lokacije** | | | |
| **Head office** (executive management/board, HR, administration etc.)  **Sedište** (izvršna uprava / odbor, kadrovi, administracija itd.) | | |  |
| **Supporting location** (administration, R&D, logistics, procurement, sales etc.)  **Lokacija za podršku** (administracija, istraživanje i razvoj, logistika, nabavka, prodaja itd.) | | |  |
| **Location involved in production/provision of services**  **Lokacija uključena u proizvodnju / pružanje usluga** | | |  |
| **Main activities at location** (please provide a short description)  **Glavne aktivnosti na lokaciji**  (Molimo unesite kratak opis) |  | | |
| **Are the following services carried out at the location?** (Please tick as appropriate)  **Da li se sledeće usluge obavljaju na lokaciji?** (Molimo označite prema potrebi) | | | |
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| Procurement  Nabavka |  |  |  |
| HR management  Upravljanje ljudskim resursima |  |  |  |
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| **ISO/IEC 20000** |  | |  | |
| **ISO 50001** |  | |  | |
| **ISO 45001** |  | |  | |
| **Others (please specify)**  **Ostalo (molimo navedite)** |  | |  | |
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| **Total number of employees at the location**  **Ukupan broj zaposlenih na lokaciji** | |  | |
| **of which:**  **od kojih:** | | | |
| **Marginally employed staff** (e.g. max. 15 hours) or auxiliary staff (simple tasks, e.g. seasonal workers for harvests)  **Marginalno zaposleno osoblje** (npr. najviše 15 sati) ili pomoćno osoblje (jednostavni zadaci, npr. sezonski radnici za žetvu) |  | **Other part-time staff** (max. half day)  **Ostalo osoblje sa skraćenim radnim vremenom** (maks. pola dana) |  |
| **Trainees**  **Praktikanti** |  | **Disabled staff** (if sheltered workshop)  **Osoblje sa invaliditetom** (ako je odvojena radionica) |  |
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