

# Request and Quotation for TISAX®

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**In order to be able to submit a reliable offer for a TISAX assessment, the basis of the assessment must first be established. This basis is generally defined through registration of the participant accompanied by full information. An individual assessment is offered and carried out for each individual “TISAX Scope” that is registered, leading to issue of the relevant label.**

## Participant registration

A detailed description can be found online free of charge in the detailed TISAX Participants' Handbook (from ENX/TISAX). This shows a) how to register as a participant and b) how each scope is registered. In particular, the procedure if several sites have to be taken into consideration is explained. These detailed descriptions are illustrated by means of informative diagrams.

## “TISAX SCOPE REGISTRATION EXCERPT”

Following successful registration, a so-called “TISAX SCOPE REGISTRATION EXCERPT” becomes available for each registered scope. This is generated as a PDF file in either German or English from the TISAX database. The complete “Excerpt” is the essential basis for TÜV NORD CERT in order to calculate the time and cost of the assessment. Additional information is also needed for the calculation, and this has to be requested from the participant.

## Further information

For example, it must be clear if consultancy organisations (or individual consultants) have had a role in the development, implementation or operation of the ISMS, or if they are still involved. In such a case it must be clarified if TÜV NORD CERT has any relationships with the consultants, in order to be able to exclude any potential conflicts of interest. It is also possible for the participant to state preferred dates for the assessment, which will be taken into consideration if possible. Further information, for example regarding the maturity level and complexity of the ISMS, is also required for accurate calculation of the time needed.

## Clarification of open points

If there are gaps or contradictions in the Excerpt (e.g. if the industries are not shown), clarification has to be sought from the participant.

## Calculation of the “Assessment Programme”

When all the open points have been clarified, the assessment programme is carried out by qualified personnel using the tool provided, and within a few days an offer is generated and sent to the customer.

In general, the assessment team and the dates have not yet been confirmed or specified at this time. This only occurs after the customer has accepted the offer.

## Multi-site assessments

Several sites can belong to one scope, which then receive only one label for all of them (as long as the objectives of the assessment are the same). In certain cases, a simplified group assessment is possible (“Simplified Group Assessment”) – the conditions can be found Participants' Handbook.

## Extensions

It is also possible to include further sites into an existing Scope. For this, further offers and subsequent assessment activities are required, which are described in a separate document.

## Framework contracts

It is possible to agree framework agreements in which for example daily rates or further conditions are agreed. A framework agreement, however, does not free TÜV NORD CERT from the obligation of generating an individual process for every registered scope (regardless of the number of associated sites). The calculation and offer process must take place for each scope.

**22. May 2019, Dr. H. Saalfeld  
Specialist Management, TISAX**