



## Application Form

Item No.:

Basic Client Information					
Name of Client					
Registered address				Post code	
Business address				Post code	
Contact Person		Department		Title	
Telephone Number		E-mail		Fax Number	
Product/Activity involved in desired certification scope:					
Number of employees related to the scope of certification :			Working language: <input type="checkbox"/> Chinese <input type="checkbox"/> Other:		
<input type="checkbox"/> No shift <input type="checkbox"/> Shift, Number of related staff:		Number of shift:		Time of shift:	
<input type="checkbox"/> No same assembly line <input type="checkbox"/> Same assembly line,		Amount:		Number of related staff:	
Working time	Forenoon:		Afternoon:		Night :
Nature of work	<input type="checkbox"/> Year-round work <input type="checkbox"/> seasonal work:				
If belongs to a larger organization (such as group company, headquarter office, etc), please illustrate					
Name of the organization:					
Relationship with the organization:					
If the management system which applys certification contains outsourcing process or Business, please illustrate:					
outsourcing process or Business and contractor:					
If a client has obtained management system certification from other certification bodies, please illustrate:					



Name of the certification body:		Certification Standard:	
Certificate valid until:		Date of latest audit:	
If the certificate has been suspended or withdrawn, please illustrate the time and the reason:			
Time of the management system began to work :		Time of the lastest internal audit:	
If the management system is established with the help of consulting company , please illustrate the name of company's name			
Has the client been punished by the government, or encountered any major quality/environment/Occupational Health and Safety accident or food safety crisis during the last 12 months before the application? <input type="checkbox"/> No <input type="checkbox"/> Yes, if so, please briefly describe the relevant circumstances:			
<b>Certification Request</b>			
Certification standards: <input type="checkbox"/> ISO 9001:2008 <input type="checkbox"/> ISO 14001:2004 <input type="checkbox"/> OHSAS 18001:2007 <input type="checkbox"/> ISO 22000:2006 <input type="checkbox"/> HACCP <input type="checkbox"/> other:			
Expected on-site audit date: ____—____ (MM-YY)		Needs for Combined audit (appropriate for multi-system)? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Other requirements relevant to certification ( and audit)			
<b>Information need to be submitted while application</b>			
<ul style="list-style-type: none"> <li>✧ Valid version of management system documents (manual, documented procedures, etc)</li> <li>✧ Copy of business license or copy of Approval for company establishment</li> <li>✧ Production/Service Process Flow chart</li> <li>✧ Organizational structure chart</li> <li>✧ List of Certification Sites (appropriate for multi-site, such as branch company(ies), subsidiary plant(s),subsidiaries, branch office(s), etc)</li> <li>✧ Certificate issued by former certification body, last certification or recertification audit report,subsequent surveillance report,and nonconformities that arise from them. (appropriate for transfer of certification )</li> </ul>			
For ISO14001,OHSAS18001 certification applicant,the flloing documents are needed:			
<ul style="list-style-type: none"> <li>✧ Sketch map of geographic location.Plane layout diagram of factory area</li> <li>✧ List of significant environmental aspects / Major OHS hazards (Unacceptable risk)</li> <li>✧ The monitoring report of pollutant discharge/ the monitoring report of hazardous agents in the workplace</li> </ul>			



**For GB/T22000, HACCP certification applicant, the following documents are needed:**

- ✧ Detailed product description (including raw materials and end product) (Not needed for re-certification application if there is no change)
- ✧ Detailed process description (Not needed for re-certification application if there is no change)
- ✧ Self-declaration food certification applicant (form provided by CQC)
- ✧ Hazard analysis worksheet
- ✧ SSOP/OPRP, HACCP plan
- ✧ List of (applicable) laws, regulations and standards that must be obeyed during production, processing or service
- ✧ Copy of product standard documents with the stamps (put on record) of administrative departments of standardization of local government
- ✧ List of manufacturing/processing equipment and list of inspection equipment

**Declaration: we confirm that all the above-mentioned informtion (including documents) we provided are truthful**

client representative(Signature):

(Seal)

\_\_\_\_\_ (MM-DD-YY)

If you need further inforamtion of the following items, please refer to public documents directories of the Web-site of China Quality Certification Center <http://www.cqc.com.cn>, or ask for them from our staff: Introduction to CQC and contact information, certification service and scope of CQC, explanation on certification regulations, the way CQC obtains finacial support and Charging standard of certification, responsibility and authority of certification applicants and certified parties, the way that certification applicants and certified parties propose complaints, plead and objections to CQC, the way that certified parties being notified, the channel and requirement for certified parties on how to inform certificaiton body of the variation of management system, the settling procedure in case that certified parties fail to comply with the requirement of laws and regulations, introduction to IQNet and certification cooperation