

SCI QUAL INTERNATIONAL PTY LTD

ENQUIRY & APPLICATION/RENEWAL FORM FOR CERTIFICATION

PART 1 - ENQUIRY

Note: If our quotation is accepted we will send you a copy of this form for you to sign and return as acceptance of our quote and confirmation that the details are correct

Enquiry <input type="checkbox"/> Application <input type="checkbox"/> Renewal <input type="checkbox"/>	
COMPANY DETAILS	
COMPANY NAME	
TRADING NAME	
ABN	
WEBSITE	
POSTAL ADDRESS	
LOCATION ADDRESS	
ORGANISATION REPRESENTATIVE	
POSITION WITHIN ORGANISATION	
EMAIL PRIMARY CONTACT	
EMAIL ACCOUNTS	
TELEPHONE	
MOBILE	
NAME OF CONSULTANT USED TO DEVELOP MANAGEMENT SYSTEMS	
IS THE SYSTEM FOR WHICH YOU SEEK CERTIFICATION INTEGRATED WITH ANY OTHER MANAGEMENT SYSTEM?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please describe

PLEASE INDICATE THE STANDARD/S AGAINST WHICH CERTIFICATION IS SOUGHT		
<input type="checkbox"/> ISO 9001:2015	<input type="checkbox"/> OHSAS 18001:2007	<input type="checkbox"/> NHVAS
<input type="checkbox"/> ISO 14001:2015	<input type="checkbox"/> ISO 9001 + HACCP	
<input type="checkbox"/> AS/NZS 4801:2001	<input type="checkbox"/> ISO 27001:2013	

Please list all locations that you wish to appear on your certificate?

****Refer to Appendix A – JAS-ANZ MD1-2007: Section 3 Eligibility of an Organization for Sampling**

		EMPLOYEES						
	Brief description of scope/activities of site	# Full Time	# Part Time	# Casual	# Contractors	# FTE	Shifts Y/N	Include on Cert Y/N
Head Office Address								
Site 1 Address								
Site 2 Address								
Site 3 Address								
Site 4 Address								

Breakdown of role <i>Eg. Taxi Drivers</i>	Full Time 15	Part Time 10	Casual	Contractors 20
If shifts are operated – how many shifts?				
How many employees per shift?				
Are different activities carried out on each shift?				
<i>If you have more sites please attach a separate list.</i>				

Are any activities outsourced?
e.g. IT

Are you part of a group of companies as a sister company or a subsidiary?
If Yes give details

Please supply any additional information that you believe may be relevant to your application.

List any specific standards and/or Codes of Practice & Regulatory Requirements that may impact on this certification.

NAME TO APPEAR ON CERTIFICATE

Please ensure that this is the correct name of your company as it will be published on your certificate, on the JAS-ANZ Register.

SCOPE OF CERTIFICATION

Indicate what you wish to appear on the JAS-ANZ register and on your certificate. This should best describe the activities of your organisation but ***should not include any marketing or promotional elements e.g. best in field or unique methodology***

Attach additional sheet if space provided is insufficient

Do you have any management systems certified by another Certification Body? If so please provide the name of the Certification Body, the certification date and the certification expiry date.

Certification Body	Standard	Certification Date	Certification Expiry Date

Do you have any Major Corrective Action Requests outstanding with another Certification Body?

(Please note you will be required to provide a copy of your most recent report prior to Transfer.)

CERTIFICATION AGREEMENT TO BE SIGNED BY COMPANY REPRESENTATIVE

I/We warrant that we have viewed the information on SQI Website www.sciquail.com.au in terms of the SQI Regulations and the Certification Process and that the information contained in this Application for Assessment is true and correct.

I/We confirm that SQI may vary the Assessment methods and costs if incomplete information was provided at the Initial Assessment/Audit stage.

I/We confirm that the Company/Organisation named in this Application has agreed to proceed with all Assessment/Audit Activities leading to Certification/Registration by SQI.

I/We undertake to pay all other costs required under the Regulations governing the SQI Scheme for Registration connected with Assessment and administration, irrespective of the eventual granting of a Certificate of Registration.

In the event of being granted a Certificate of Registration, I/We undertake to conform to the Regulations governing the SQI Scheme for Registration and in particular to pay all annual fees charged for Registration, Certificate maintenance and Assessment Cancellation fees if applicable.

SQI may cancel Certification if fees are not paid in full in a timely manner.

I/We, accept that this agreement entered into is an agreement covering a surveillance audit program over a 3 year period, subject to the terms and conditions of the Regulations and that notice of NOT to renew a Certificate of Registration must be given to SQI not later than two (2) months before the expiration date of the Certificate.

I/We accept that SQI may modify or vary the Audit methodology, Scope of Certification, Surveillance Schedule and costs depending upon the findings of SQI Assessors/Auditors of your Company or Organisation.

I/We warrant that all information in any Annexure to this document is true and correct.

I/We warrant that SQI will be advised within 3 working days of any Product Recalls or issues related to product safety, food safety or legality to enable us to establish if this presents any issues relating to certification.

I/We warrant that SQI will be advised of the closure of any sites covered by your certification. Failure to do so will be considered a misuse of the certification and could result in cancellation of your certification.

I/We warrant that SQI will be advised without delay of any significant events including, but not limited to fatal incidents, serious injuries, occupational disease or legal action by a regulatory authority.

I/We warrant that SQI will be advised at the time of surveillance or re-certification, of any OHS related findings by third-parties.

I/We agree that we will fulfil the certification requirements, including implementing appropriate changes when they are communicated by Sci Qual International (SQI). This includes

1. completing the certification agreement;
2. paying all necessary fees;

I/We agree to make all the necessary arrangements for

1. the conduct of the evaluation and surveillance (if required), including provision for the examining documentation and records, and access to the relevant equipment, location(s), area(s), personnel, and client's subcontractors;
2. investigation of complaints;
3. the participation of observers, if applicable;

I/We agree that all claims regarding the certification will be consistent with the scope of certification.

I/We agree that we will not use our certification in such a manner as to bring SQI into disrepute and will not make any statement regarding our certification that SQI may consider misleading or unauthorized;

I/We agree that upon suspension, withdrawal, or termination of certification, we will discontinue the use of all advertising matter that contains any reference to certification and will take action as required by the certification scheme (e.g. the return of certification documents) and any other required measure;

I/We agree that copies of the certification documents provided to others, shall be reproduced in their entirety or as specified in the certification scheme;

I/We agree that in making reference to certification in communication media such as documents, brochures or advertising, we will comply with SQI requirements or as specified by the certification scheme;

I/We agree to comply with any requirements that may be prescribed in the certification scheme relating to the use of marks of conformity, and on information related to the product. We understand and accept that where we have used marks in a way deemed to be inappropriate by SQI that these will need to be removed promptly.

I/We agree to keep a record of all complaints made known to us relating to compliance with certification requirements and to make these records available to SQI when requested, and

1. We will take appropriate action with respect to such complaints and any deficiencies found in products that affect compliance with the requirements for certification;
2. We will document the actions taken;

I/We agree to comply with SQI appeal process.

I/We agree to inform SQI, without delay, of changes that may affect our ability to conform with the certification requirements

The only information that SQI will place in the public domain is the information on the certificate of compliance which includes the company name, standards that have been certified, scope of certification, site addresses and certification dates.

This is a legally enforceable document and the signature below denotes agreement to the terms and conditions contained in this document as required by our accreditation agreement with JAS-ANZ.

AUTHORISED REPRESENTATIVE		SIGNATURE	
POSITION		DATE	

Appendix A

IAF MD 1:2007

IAF Mandatory Document for the Certification of Multiple Sites Based on Sampling

Section 3. Eligibility of an Organization for Sampling

- 3.0.1 The processes at all the sites have to be substantially of the same kind and have to be operated to similar methods and procedures. Where some of the sites under consideration conduct similar, but fewer processes than others, they may be eligible for inclusion under multi-site certification providing that the sites(s) which conduct the most processes, or critical processes are subject to full audit.
- 3.0.2 Organizations which conduct their business through linked processes in different locations are also eligible for sampling providing all other provisions of this document are met. Where processes in each location are not similar but are clearly linked, the sampling plan shall include at least one example of each process conducted by the organization (eg. fabrication of electronic components in one location, assembly of the same components – by the same company in several other locations).
- 3.0.3 The organization's management system shall be under a centrally controlled and administered plan and be subject to central management review. All the relevant sites (including the central administration function) shall be subject to the organization's internal audit program and all shall have been audited in accordance with that program prior to the certification body starting its audit.
- 3.0.4 It shall be demonstrated that the central office of the organization has established a management system in accordance with the relevant management system standard under audit and that the whole organization meets the requirements of the standard. This shall include consideration of relevant regulations.
- 3.0.5 The organization should demonstrate its ability to collect and analyse data (including but not limited to the items listed below) from all sites including the central office and its authority and also demonstrate its authority and ability to initiate organizational change if required:
- System documentation and system changes;
 - Management review;
 - Complaints;
 - Evaluation of corrective actions;
 - Internal audit planning and evaluation of the results;
 - Changes to aspects and associated impacts for environmental management systems (EMS) and
 - Different legal requirements.
- 3.0.6 Not all organizations fulfilling the definition of “multi-site organization” will be eligible for sampling.
- 3.0.7 Not all management systems standards are suitable for consideration for multi-site certification. For example, multi-site sampling would be unsuitable where the audit of variable local factors is a requirement of the standard. Specific rules apply also for some schemes, for example those including automotive (TS 16949) and aerospace (AS 9100 series) and the requirements of such schemes shall take precedence.
- 3.0.8 Certification bodies should have documented procedures to restrict such sampling where site sampling is inappropriate to gain sufficient confidence in the effectiveness of the management system under audit. Such restrictions should be defined by the certification body with respect to:
- Scope sectors or activities (i.e. based on the assessment of risks or complexity associated with that sector or activity);
 - Size of sites eligible for multi-site audit;
 - Variations in the local implementation of the management system such as the need for frequent recourse to the use of plans within the management system to address different activities or different contractual or regulatory systems;
 - Use of temporary sites that operate under the management system of the organization and which are not to be included within the scope of certification.