BOBS.MSC.PROC6.F02

FORM

APPLICATION FOR MANAGEMENT SYSTEM CERTIFICATION

MANAGEMENT SYSTEMS CERTIFICATION SCHEME

	APPLICATION FOR MANAGEMENT SYSTEM CERTIFICATION		
	DOCUMENT NO: BOBS.MSC.PROC6.F02	**ISSUE NO:** 03	**EFFECTIVE DATE:** 2024-06-01

Completed forms shall be hand delivered or addressed to:

The Manager - Certification Services, Botswana Bureau of Standards, Plot 55745, Main Airport Road, Block 8, Private Bag BO 48, Gaborone, Botswana. Fax: (+267) 3903120 or email infoc@hq.bobstandards.bw

Please read the notes on the reverse of this application form before completing this application.

PART 1: ORGANIZATION DETAILS

Name of Organization	
Certificate of Incorporation	
Applicants full name(s)	
Designation	
Contact person's name	
Designation	

_____ *(telephone)*	_____ *(fax)*	_____ *(email)*

_____ *(postal address)*

_____ *(physical address/plot number)*

PART 2: INFORMATION ABOUT THE MANAGEMENT SYSTEM

Description of the main activities of the organization:

Applicable statutory/regulatory requirements *(state the laws, regulations and the permits, licences held)*

Certification required for *(tick ✓ as applicable)*	Whole		or Section(s)		of the Organization

If Section(s), please give details below otherwise indicate as NOT APPLICABLE)

Sections/activities	Nature of activity

Details of outsourced activities/processes *(complete the section below if there are outsourced processes)*

Outsourced activity/process	Control measure

Sites to be covered by the certification *(give details of the list all the sites to be covered by the certification below)*

Branch/division and location	Nature of activity	Staff Compliment
Head Office (applying office)		

Details of shift operated to covered by the certification *(please give details below as applicable or indicate N/A)*

Division on shift	Shift times and Nature of activity	Staff compliment

PART 3: MANAGEMENT SYSTEM FOR WHICH CERTIFICATION IS SOUGHT

Scope of certification (applied for		

Management System Standard applied for *(please tick ✓ as applicable)*	
BOS ISO 9001 – *Quality Management Systems - Requirements*	
BOS ISO 14001 – *Environmental Management Systems - Requirements*	
BOS OHSAS 18001 – *Occupational Health & Safety Management Systems - Requirements*	
BOS ISO 22000 – *Food Safety Management Systems - Requirements*	
Other *(specify)* _____	

Please provide information related to your organization's management system	
Estimated period of implementing the management system *(in months)*	
# of Internal system audits, covering the whole organization conducted	
# of systems management reviews conducted/held	

Any justification for exclusions of the requirements of the standard *(as applicable)*	YES	NO

Exclude clause	Justification

Appointed Management Representative *(submit copy of appointment letter)*	YES	NO
Have trained internal system auditors *(submit list/register of internal QMS auditors)*	YES	NO
Documented Policy statement *(submit a copy of the signed Quality Policy)*	YES	NO
Established Objectives and targets	YES	NO
Used consultancy services in establishing the system *(submit name and credentials of consultant)*	YES	NO

PART 4: DOCUMENTS/INFORMATION SUBMITTED TO BOBS WITH THE APPLICATION

S/N	Document Title	Documents Type	Document No.	Version No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

PART 5: DECLARATION

I, the authorized representative of the applicant and undersigned, declare that the information given in this application is correct to the best of my knowledge and belief. I undertake to inform BOBS immediately of any changes with respect to the application and accept full responsibility of any costs incurred as a result of any changes not reported to BOBS timeously.

I confirm that my organization understand how BOBS undertakes the certification process, and are familiar with the standard(s) and other criteria against which the certification is sought. Upon certification our organization agrees to comply with the BOBS Management Systems Certification Scheme and the Certification Contract.

We undertake to pay the prescribed fees and to abide by the Act.

_____	_____	_____	_____
name	*designation*	*signature*	*date*

NOTES TO THE APPLICANT

1. Please ensure that you have familiarized yourself with the BOBS Management Systems Certification Brochure and associated documents;
2. This application form is to be completed in full by a representative authorized to make declarations on behalf of the organization. Applications submitted with some parts not completed may not be accepted;
3. Your organization shall nominated a person who will be the primary contact between your organization and BOBS on all matters related to certification, this person may be the Management Representative;
4. Please ensure that you have provided accurate and up-to-date information in all parts of this application form;
5. The application fee must be paid in advance or at the time of submitting this application. Please note that applications received without proof of payment will not be processed.

The information provided in this application will enable Certification International to provide a Quotation of Fees for the Certification Programmed for your organization. It will also ensure that your application for Certification is progressed in an efficient and effective manner. Please provide as much detail as possible in each section, and return to Certification International. The application applies to single premises or to a group of premises operating related activities.

The information which you provide will be treated with the strictest confidence

CERTIFICATION PROCESS

APPLICATION FOR CERTIFICATION

3. The stage 1 audit shall be conducted within six (6) months from the date of receipt of the application.

STAGE 1 AUDIT

2. The stage 2 audit shall be conducted within three months from the stage 1 audit.

STAGE 2 AUDIT AND RECOMMENDATION

1. Recommendation for certification shall be made within three months after the stage 2 audit.

CERTIFICATION DECISION/GRANTING

SURVEILLANCE

1. Application for recertification
2. Recertification audit
3. Recommendation for recertification

RECERTIFICATION

BOBS shall provide the organization with quotes for the Stage 1 and Stage 2 audits and the subsequent audits, atleast two weeks prior to audits. Travel will not be part of the quotation but will be charged at actual cost. Cost estimates will be provided for the certification activities based on BOBS prevailing charges.

Stage-1 Audit

The Stage 1 audit is to evaluate your location and site-specific conditions and to determine preparedness for the Stage 2 audit. This will include a review of your organization's documentation, a review of the understanding and implementation of the standard and related statutory, regulatory requirements, establish that internal audits and management review are conducted, verifying the scope of certification applied for and for planning for the Stage 2 Audit. The audit may identify any areas of concern that could become nonconformities at the State 2 audit. The organization shall be presented with a written report detailing the audit findings. In order to become certified, the organization must demonstrate that its management system is functioning and the various control mechanisms are operable. Before the Stage 1 audit is conducted, the management system should have been in effect for a minimum of six months, one complete internal audit shall have been conducted and one management review shall have been conducted.

Stage-2 Audit

The Stage 2 audit is conducted to determine if the organization has successfully established, documented and implemented all of the requirements specified in the ISO 9001 standard. This is accomplished via an in-depth review of the organization's documentation and the confirmation of their implementation to verify conformance to the standard. The audit is performed in accordance with the requirements of the BOBS Management System Certification Scheme. This audit will involve on-site interviews, examinations of documents and records and observations to thoroughly determine the implementation of the standard. Areas of concern identified in Stage 1 shall also be reviewed. Nonconformities identified during the audit shall be documented and classified either as major or minor nonconformities against the clauses of the standard. The organization shall be and BOBS shall conduct an on-site verification and closure of the nonconformities prior to certification. A written audit report, detailing containing the nonconformities, is issued after the audit.

Corrective Action Audits

Where major nonconformities are identified during the audit, the organization shall be required to submit a comprehensive corrective action plan based on a root-cause analysis, supporting evidence and where necessary an onsite verification and clearance prior to a recommendation for issuance and/or maintenance of certification.

Decisions on Certification

Following your stage 2 and subsequent surveillance audits and based on the results of the audits, the audit team leader shall make a recommendation to the Certification Approvals Committee (CAC) for a decision to grant, maintain, modify the scope, suspend, terminate and annul the certification. For the initial or recertification audits, the CAC shall also review the corrective actions implemented to resolve any non-conformances raised and based on satisfactory completion of these two activities a certificate which is valid for a three-year period will be issued.

Surveillance Assessments

Following issuance of certification BOBS conducts periodic surveillance activities and onsite surveillance audits at six months intervals as a minimum. All surveillance audits of your organization will be agreed upon by appointment, thereby ensuring availability of relevant personnel.

Special and Short-notice audits

BOBS shall conduct special and/or short-notice audits in response to feedback from the market, changes and/or application for modification of scope, to investigate complaints and as follow-up on suspended certifications. Special and/or short-notice audits shall be audits with notifications made to organizations within a period not exceeding three (3) working days. BOBS shall exercise additional care in the assignment of the audit team because the organization may not have the adequate opportunity to object to the audit team members.

Modification of Scope of Certificate

Modification (reduction or extension) of the initial certified scope are possible during the period of certification. These shall either be modification to sites and the areas of business, where your organization can apply for adding and/or excluding some of the sites and business areas covered by the initial scope. Application for modification shall be submitted on the appropriate application for atleast three (3) months in advance. An audit for the modification of scope shall be conducted independently or combined with the surveillance audits for purposes of establishing the effect of the modification to the certification and a recommendation shall be presented to the CAC for decision on maintaining the certification

Recertification Audits

During the third year of certification and atleast six months prior to the expiration of the certificate, the organization shall apply for a recertification. A stage 1 audit may be conducted if there have been major changes to the documentation during the previous certification cycle. The stage 2 or recertification audit shall be conducted and a recommendation made before the expiration of the valid of the certificate.