



## APPLICATION QUESTIONNAIRE - MANAGEMENT SYSTEM CERTIFICATION

### Completion Guidance Note:

On receipt of this completed Questionnaire, SON MSC will prepare and submit a No Obligation proposal detailing the assessment, certification and other costs.

If you are an existing client applying for an Adjustment to Scope please indicate additions only i.e. additional sites, activities etc. in the relevant sections please

### Standards Organisation of Nigeria Management Systems Certification (SON MSC) Policy Statement on Safeguarding Impartiality:

#### INTRODUCTION

SON in providing Management Systems Certification is committed to unbiased and impartial service that gives confidence to the public. This policy provides information on how management of impartiality with regard to the various parties associated with SON is being handled.

#### PARTIES INCLUDE

- i) Audit personnel - auditors, technical experts, audit trainees and observers
- ii) Certification personnel - Client officers, Technical Review Committee, Certification Decision Committee
- iii) Consultant organizations

Our policy in ensuring that impartiality is maintained when dealing with clients or unanticipated situation include but not limited to:

SON does not provide management system consultancy services neither does SON outsource audits or certification. All services provided by SON-MSC directorate and its parent body, SON, have been identified and reviewed for potential conflicts of interest.

Recognizing that the weight of confidence in our services rest on the competence of our personnel and the integrity of our processes, we are committed to ensuring prompt and effective action to prevent possible threat of

- I. Self interest
- II. Self review
- III. Familiarity
- IV. Intimidation
- V. Advocacy

To that effect threats to impartiality have been identified in our risk register

Personnel taking part in certification activities are required to act impartially when executing their responsibilities and understand potential/perceived conflicts of interest.

Personnel will not be influenced by financial, commercial, or other pressures when conducting certification activities, and will take action to address any situation that would affect impartiality. Personnel are required to disclose any potential conflicts of interest in Auditors Declaration Form as well as Audit Plans prior to implementation.



In the event of application from an MDA where the body is an organization in authority over SON-MSC directorate or SON, steps appropriate to mitigating potential threat that may exist would be taken to ensure objectivity.

**NOTE:**

- Additional sheets may be attached where necessary

**Section 1: Company/Organization Details**

<b>NAME (Legal Entity)</b>		
<b>TRADING NAME</b> for Certificate(if different)		
<b>MAIN ADDRESS (i.e. Head Office)</b>		
<b>INVOICING ADDRESS</b> (If Different from main address)		
	<b>Website</b>	
<b>CONTACT PERSON</b>		
<b>POSITION</b>		
	Tel/Mobile :	
	e-mail :	
<b>TOTAL NUMBER OF EMPLOYEES</b>	(Please give total in the Company for which certification is being sought)	

1b. for organisation with several sites within scope of the certification. Please list **ALL** sites, their addresses, specific activities performed at each site and the number of staff at each site on a separate sheet using the format below. Then attach to this form.

S/No	Site Name	Address	Activities	Number of staff



Tick to indicate an extra sheet added: Yes  No

1c. If organisation has temporary sites within scope of certification, please provide details on a separate sheet using the format below and attach to this form

S/No	Site Name	Address	Activities	Number of Employees at each temporary site

Tick to indicate an extra sheet added: Yes  No

**Section 2: Background Information**

2.1 a) Has any previous contact been made with SON Personnel, i. e via telephone, email, etc

Yes No

b) If yes, please state the name of the person, date of meeting/visit etc

c) Where did you hear about SON Management Systems Certification?

d) Do you currently use any other SON services?

Yes  No

e) Please state which SON service(s) used.

f) If your organisation interacts with any department of SON that issue standardization marks (MANCAP SONCAP etc), please indicate name of officers you deal with

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2.2 What statutory & regulatory requirements are applicable to your organisation? Kindly state the sections/subsection of these laws?

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**Section 3: Certification requirements (please indicate)**

Please indicate if you are a SON Client applying for;

- Fresh application
- Transition
- Adjustment of Scope
- Transfer

For Transfers please Indicate:

Management System..... Certificate Expiry date.....

Name of former certification Body .....

Optional Pre-assessment

Also, indicate management system(s) you are requesting for:

- ISO 9001: 2015 Quality Management System (QMS)
- ISO 14001: 2015 Environmental Management System (EMS)
- ISO 22000: 2005 Food Safety Management System (FSMS)
- FSSC
- OHSAS 18001: 2007 Occupational Health & Safety Management System (OHSAS)
- Integrated Management System (integration of any of the above systems)



**Section 4: Scope**

4.1a Please describe the scope (products/services or product/service categories) of your organisation activities for which certification is sought -Attach any relevant supportive information to explain what you do on each item in the scope

Note: **Business (product/service) that you are not executing will not be accepted for certification.**

4.1 b List any other product(s) or service(s) offered and or department(s), which is exempted from certification scope or for which certification, is not sought for.

4.1c For Management Systems other than food safety, Please tick the appropriate code that matches the operations of the applied scope

EA Code	Scope Description	Tick as applicable
1	<i>Agriculture, fishing</i>	
2	<i>Mining and quarrying</i>	
3	<i>Food products, beverages and tobacco</i>	
4	<i>Textile and textile products</i>	
5	<i>Leather and leather products</i>	
6	<i>Wood and wood products</i>	
7	<i>Pulp, paper and paper products</i>	
8	<i>Publishing companies</i>	
9	<i>Printing companies</i>	
10	<i>Manufacture of coke and refined petroleum products</i>	



11	<i>Nuclear fuel</i>	
12	<i>Chemicals, chemical products and fibres</i>	
13	<i>Pharmaceuticals</i>	
14	<i>Rubber and plastic products</i>	
15	<i>Non-metallic mineral products</i>	
16	<i>Concrete, cement, lime, plaster etc.</i>	
17	<i>Basic metals and fabricated metal products</i>	
18	<i>Machinery and equipment</i>	
19	<i>Electrical and optical equipment</i>	
20	<i>Shipbuilding</i>	
21	<i>Aerospace</i>	
22	<i>Other transport equipment</i>	
23	<i>Manufacturing not elsewhere classified</i>	
24	<i>Recycling</i>	
25	<i>Electricity supply</i>	
26	<i>Gas supply</i>	
27	<i>Water supply</i>	
28	<i>Construction</i>	
29	<i>Wholesale and retail trade:- repair of motor vehicles, motorcycles and personal and household goods</i>	
30	<i>Hotels and restaurants</i>	
31	<i>Transport, storage and communication</i>	
32	<i>Financial intermediation: real estate; renting</i>	
33	<i>Information technology</i>	
34	<i>Engineering services</i>	
35	<i>Other service</i>	
36	<i>Public administration</i>	
37	<i>Education</i>	
38	<i>Health and social work</i>	
39	<i>Other social services</i>	

4.1d For Food safety Management System Including (FSMS , FSSC) select the relevant cluster, category and sub category

Cluster	Category		Subcategory		Examples of activities	Tick as applicable
Farming	A	<i>Farming of Animals</i>	AI	<i>Farming of Animals for Meat/Milk/Eggs/honey</i>	<i>Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey</i>	



					production growing, keeping, trapping and hunting (slaughtering at point of hunting) Associated farm packing and storage.
			All	Farming of Fish and Seafood	Raising fish and seafood used for meat production Growing, trapping and fishing (slaughtering at point of capture) Associated farm packing and storage
	B	Farming of Plants	BI	Farming of Plants (other than grains and pulses)	Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushroom, etc.) and hydrophytes for food Associated farm packing and storage.
			BII	Farming of Grains and Pulses	Growing or harvesting of grains and pulses for food Associated farm packing <sup>b</sup> and storage
Food & Feed processing	C	Food manufacturing	CI	Processing of perishable animal products	Production of animal products including fish and seafood, meat, eggs, dairy and fish products
			CII	Processing of perishable plants products	Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses
			CIII	Processing of perishable animal and plants products (mixed products)	Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready-to-eat meals
			CIV	Processing of ambient stable products	Production of food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt
	D	Animal Feed Production	DI	Production of feed	Production of feed from a single or mixed food source,



					<i>intended for food-producing animals</i>
			DII	<i>Production of Pet food</i>	<i>Production of feed from a single or mixed food source, intended for non-food producing animals</i>
Catering	E	Catering			<i>Preparation, storage and, where appropriate, delivery of food for consumption, at the place of preparation or at a satellite unit</i>
Retail, transport and storage	F	Distribution	FI	<i>Retail / Wholesale</i>	<i>Provision of finished food products to a customer (retail outlets, shops, wholesalers)</i>
			FII	<i>Food Broking / Trading</i>	<i>Buying and selling food products on its own account or as an agent for others Associated packaging<sup>c</sup></i>
	G	Provision of Transport and Storage Services	GI	<b>Provision of transport &amp; storage services for perishable food and feed</b>	<i>Storage facilities and distribution vehicles for the storage and transport of perishable food and feed Associated packaging<sup>c</sup></i>
			GII	<b>Provision of transport and storage services for ambient stable food and feed</b>	<i>Storage facilities and distribution vehicles for the storage and transport of ambient stable food and feed. Associated packaging<sup>c</sup></i>
Auxiliary services	H	<i>Services Production of food packaging and packaging material Equipment manufacturing</i>			<i>Provision of services related to the safe production of food, including water supply, pest control, cleaning services, waste disposal</i>
	I				<i>Production of foodpackaging material</i>
	J				<i>Production &amp; development of food processing equipment &amp; vending machines</i>
Biochemical	K	Production of (Bio) chemicals			<i>Production of food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids Pesticides, drugs, fertilizers, cleaning agents</i>
<i>a Clusters are intended to be used for accreditation scope of accredited certification bodies, and for accreditation</i>					





bodies witnessing certification bodies.

b "Farm packing" means packaging without product modification and processing.

c "Associated packaging" means packaging without product modification and processing and without altering the primary packaging.

4.2 Are any of the processes covered within this scope outsourced to a third party? Yes  No   
If Yes please provide detailed explanation

**4.3:** Process flow description providing the flow of your activities from finding out what Customers want to delivery of the product or service, maintenance and/or disposal. (Increase the space as necessary)  
(example: marketing>product development>materials procurement>product/service-making>warehousing>delivery/distribution>after-sales service )

Large empty rectangular box for process flow description.



[Empty rectangular box for notes or additional information]

4.5 : Please List each Department/Unit/processes/sections covered under the scope of certification being sought for (attach a separate sheet as necessary)

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Tick to indicate an extra sheet added      Yes   No           

4.6: Please provide details on shifts using the format below on a separate sheet. Listing the activities carried out in each shift, number of personnel per shift and controls in each shift such as level of supervision.

a) Full time Personnel

Shift	Time (start& End)	Activities	Total personnel per shift	Controls

a) Part time Personnel


4.7 For **Food Safety applicants** (FSMS, FSSC), List the HACCP studies and process lines covered under the certification scope.

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**Section 5: Additional Information**

Date of commencement of implementation of the system .....  
Have you conducted internal audit Yes  No  (If yes, provide date(s) .....

on all sites within scope?

Have you conducted Management Review? Yes  No  (If yes, provide date .....

If you have used/intend to use Consultancy Services for the development of your management system, please give details of the Consultancy/ individual Consultant(s) involved provide details:

1. Training (Course Title, Name of Facilitator, Type of qualification.....  
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2. Implementation (aspects involved) .....  
.....
3. Auditing .....

I .....of .....having read and understood the Terms and Conditions guiding ISO Management Systems Certification, do hereby agree to abide by the same.

Signed: .....

Date: .....

**Chief Executive**



**STANDARDS ORGANISATION OF NIGERIA**

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**Enquiry officer Remark**

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**Group Head Remark/Approval**

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