



MANAGEMENT SYSTEM CERTIFICATION APPLICATION FORM

Section 1

1.1 Company/Organization Details

NAME (Legal Entity)						
TRADING NAME for Certificate(if different)						
MAIN ADDRESS (i.e. Head Office)						
INVOICING ADDRESS (If Different from main address)						
PHONE NUMBER						
	Website					
CHIEF EXECUTIVE NAME						
PHONE NUMBER						
KEY CONTACT PERSON						
POSITION						
	Tel/Mobile :					
	e-mail :					
TOTAL NUMBER OF EMPLOYEES	(Please state the Total No. of employee within your company for which certification is sought.)	Company Employees within the Scope (Breakdown) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%;">Total Permanent</td> <td style="width: 50%;">Total Temporary</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Total Permanent	Total Temporary		
Total Permanent	Total Temporary					
Management systems that your company have (including those that this application does not cover)	ISO 9001:2015 <input type="checkbox"/> ISO 14001:2015 <input type="checkbox"/> ISO 45001:2018 <input type="checkbox"/> ISO 22000:2018 <input type="checkbox"/> FSSC 22000 <input type="checkbox"/> OTHER, please specify:					



<p>Are there any clause(s) excluded from the applicable Standard(s).</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, indicate and justify?</p>
<p>Are there any outsourced processes?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, provide details</p>

1.2 For Multi-sites (i.e. several sites within your certification scope. Please list **ALL** sites on a separate sheet using the format below and attach to the completed form.

S/No	Site Name	Address	Activities	Number of staff

Tick to indicate an extra sheet added: Yes No

1.3 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:

2.1 Legal Requirements

What statutory & regulatory requirements (Legislation) are applicable to your organisation and sites? Kindly state the Title/sections/subsection of these requirements of the law(s)?

Section 3:

3.1 Certification requirements (please indicate)

Please indicate service(s) for which you are applying below:

Fresh application	<input type="checkbox"/>
Transition	<input type="checkbox"/>
Adjustment of Scope	<input type="checkbox"/>
Transfer of certification	<input type="checkbox"/>
Information update (Existing client)	<input type="checkbox"/>



3.2 Fresh Application

Also, indicate management system(s) for which you seek certification:

- ISO 9001: 2015 Quality Management System (QMS)
- ISO 14001: 2015 Environmental Management System (EMS)
- ISO 22000: 2018 Food Safety Management System (FSMS)
- FSSC 22000 Food Safety System Certification (FSSC)
- ISO 45001:2018 Occupational Health & Safety Management System (OHSMS)
- Integrated Management System (integration of any of the above systems)
- Pre-assessment (Optional)

3.3 Certification Transfer Information

For Transfers please Indicate:

Management System Certificate(s) to Transfer -----

Certificate Number -----

Initial certification date -----

Current certification date -----

Certificate Expiry date -----

Name of former certification Body -----

Reason(s) for Transfer -----

Last audit date(s) -----

Next audit due date (s) -----



Section 4

4.1 Scope

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.

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

4.1.2 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	Farming of Animals	AI	Farming of Animals for Meat/Milk/Eggs/honey	Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey production growing, keeping, trapping and hunting (slaughtering at point of hunting) Associated farm packing and storage.	



			<i>All</i>	<i>Farming of Fish and Seafood</i>	<i>Raising fish and seafood used for meat production Growing, trapping and fishing (slaughtering at point of capture) Associated farm packing and storage</i>	
	<i>B</i>	<i>Farming of Plants</i>	<i>BI</i>	<i>Farming of Plants (other than grains and pulses)</i>	<i>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.</i>	
			<i>BII</i>	<i>Farming of Grains and Pulses</i>	<i>Growing or harvesting of grains and pulses for food Associated farm packing^b and storage</i>	
<i>Food & Feed processing</i>	<i>C</i>	<i>Food manufacturing</i>	<i>CI</i>	<i>Processing of perishable animal products</i>	<i>Production of animal products including fish and seafood, meat, eggs, dairy and fish products</i>	
			<i>CII</i>	<i>Processing of perishable plants products</i>	<i>Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses</i>	
			<i>CIII</i>	<i>Processing of perishable animal and plants products (mixed products)</i>	<i>Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready-to-eat meals</i>	
			<i>CIV</i>	<i>Processing of ambient stable products</i>	<i>Production of food products from any source that are stored and sold at ambient temperature, including canned foods,</i>	



					<i>biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt</i>	
	<i>D</i>	<i>Animal Feed Production</i>	<i>DI</i>	<i>Production of feed</i>	<i>Production of feed from a single or mixed food source, intended for food-producing animals</i>	
			<i>DII</i>	<i>Production of Pet food</i>	<i>Production of feed from a single or mixed food source, intended for non-food producing animals</i>	
<i>Catering</i>	<i>E</i>	<i>Catering</i>			<i>Preparation, storage and, where appropriate, delivery of food for consumption, at the place of preparation or at a satellite unit</i>	
<i>Retail, transport and storage</i>	<i>F</i>	<i>Distribution</i>	<i>FI</i>	<i>Retail / Wholesale</i>	<i>Provision of finished food products to a customer (retail outlets, shops, wholesalers)</i>	
			<i>FII</i>	<i>Food Broking / Trading</i>	<i>Buying and selling food products on its own account or as an agent for others Associated packaging^f</i>	
	<i>G</i>	<i>Provision of Transport and Storage Services</i>	<i>GI</i>	<i>Provision of transport & storage services for perishable food and feed</i>	<i>Storage facilities and distribution vehicles for the storage and transport of perishable food and feed Associated packaging^c</i>	
			<i>GII</i>	<i>Provision of transport and storage services for ambient stable food and feed</i>	<i>Storage facilities and distribution vehicles for the storage and transport of ambient stable food and feed. Associated packaging^f</i>	
	<i>H</i>	<i>Services</i>			<i>Provision of services related to the safe</i>	



Auxiliary services		Production of food packaging and packaging material Equipment manufacturing	production of food, including water supply, pest control, cleaning services, waste disposal	
	I		Production of food packaging material	
	J		Production & development of food processing equipment & vending machines	
Biochemical	K	Production of (Bio) chemicals	Production of food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids Pesticides, drugs, fertilizers, cleaning agents	

Note:

a Clusters are intended to be used for accreditation scope of accredited certification bodies, and for accreditation 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.

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

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4.2 Process Flow & description

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. **(attach a separate sheet as necessary)**



Tick to indicate an extra sheet added Yes No

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

Tick to indicate an extra sheet added Yes No

4.4 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 to reduce failed products or service.

a) Full time Personnel



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

b) Part time Personnel

Note: For Occupational Health and Safety Management systems applicants (OH&SMS), information provided above shall include personnel working on, as well as working away from the organisation's premises

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



4.6 For Occupational Health and Safety Management systems applicants (OH&SMS), indicate Identified OH&S Hazards and risks associated with your activities

Lined area for writing identified OH&S Hazards and risks associated with activities.



4.7 For **Environmental Management systems applicants** (EMS), indicate aspect(s) and Impact for the scope of your activities.

Dotted lines for handwritten input.

Sensitivity of audit site (Interest groups, high regulations, populations...)	
List of chemicals/materials in the site/facility. Details Hazardous Waste Management	
Detail significant utilities used in the site/facility (Gas, Electric, Water, Oil....)	
Details of Waste Management (Effluent treatment/discharge, solid waste management.....) at the site/facility	
Details of outsourced processes significant to the environment management (Outsourced effluent processing, waste disposal...)	

Attach documents as necessary.



Section 5

5.1 Additional Information

Date implementation of the system commenced

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:

1. Training (Course Title, Name of Facilitator, Type of qualification

2. Implementation (aspects involved)

3. Auditing



AGREEMENT TO COMPLY WITH REQUIREMENTS OF SONMSC CERTIFICATION BODY

1. I, do hereby declare that the information given in this application is correct to the best of my knowledge and I undertake to inform SONMSC of any changes with respect to these application and accept full responsibility of any costs incurred resulting from any changes not reported to SONMSC in good time.
2. I agree to comply with the requirements for certification and to supply any information needed for these application review and that our organisation will be governed by the criteria and/or requirement for certification of Management System(s) set out by SONMSC.
3. By endorsing this form and proceeding with certification, I hereby agree with the contract terms & conditions of SON-MSC.

SIGNATURE/DATE: _____