



Please complete this questionnaire in detail and attach any relevant information describing your company's scope of operation, e.g. company brochures or organization chart. On receipt of the completed questionnaire, we will submit you a proposal detailing assessment costs and time scales.

请填写本调查表，并附上贵司经营范围有关资料，如公司产品简介或组织结构图等。我们收到资料后，会为贵司准备报价建议书，包括审核费用及时间安排。

SECTION A: Applicant Information 申请人资料

Company Name (English)

公司名称 (中文)

Registered Address, Post Code(English)

注册地址及邮政编码 (中文)

Operation Address, Post Code*(English)

经营地址及邮政编码* (中文)

(* If different from above registered address 如与上述注册地址不同，需填写)

Official website 官网网址 _____ Phone 电话 _____

General Manager 总经理 _____

Contact number and email address
联系方式 (电话及邮箱) _____

Authorized person responsible for management system

授权的管理体系负责人 _____

Contact number, email address and fax
联系方式 (电话、邮箱及传真) _____

Contact person 公司联络人 _____

Contact number, email address and fax
联系方式 (电话、邮箱及传真) _____



SECTION B: Certification Information 认证资料

1) Please submit following documents and information for certification application review. 请提供以下用于认证申请评审的文件和信息。

- Copy of legal status document with official seal (Certificate of Business Registration / Organization Code, Certificate of Public Institution with Legal Person Status, Registration Certificate of Legal Person for Non-governmental Organization, Registration Certificate of legal person for Non-enterprise Entities); 法律地位证明文件的复印件，加盖公章（工商登记证/营业执照/组织机构代码证书，事业单位法人证书、社会团体登记证书、非企业法人登记证书）；
- Copy of legal and legislation related administrative license, qualification certificates, compulsory certifications or other licenses within the activities of quality management system, with official seal; 质量管理体系覆盖的活动所涉及法律法规要求的行政许可证明、资质证书、强制性认证等证书（复印件并加盖公章）；
- The list of quality standard for products or services within the applied scope of QMS; 质量管理体系覆盖范围内的产品或服务的质量标准清单；
- Organization Chart 组织架构图；
- Process Flow Chart 工艺流程图；
- Documented information of QMS, including scope of quality management system, justification for any requirement of the international standard not applicable to the scope of QMS, documentation system of QMS e.g., quality manual and documented procedures, quality policy and quality objectives, etc.; 质量管理体系成文信息，包括质量管理体系范围、对于质量管理体系范围内任何不适用的标准要求的理由说明、质量管理体系文件系统如质量手册、程序文件、质量方针和质量目标等；
- Evidences for planning and implementation of internal audit and management review, e.g., internal audit plan and report, management review meeting minutes, action plan, and etc. 策划和实施内部审核和管理评审的证据，如内部审核计划和报告，管理评审会议纪要和行动计划等。
- Evidences for quality management system performance, e.g., KPI achievement data, and etc. 质量管理体系绩效的证据，如关键绩效指标 KPI 的达成情况等。
- If it's a multi-site certification, please submit above information for each site where applicable. 如果是多场所认证，请提供每一个场所适用的上述信息。
- Where applicable, the above information can be obtained via below approaches 适用时，上述信息可通过以下途径查询：

2) Information related to implementation of quality management system 质量管理体系运行信息

The start date of quality management system implementation. For initial certification, at least 3 months operational records shall be available to demonstrate the suitability, adequacy and effectiveness of quality management system.

贵公司质量管理体系正式开始运行日期是____年____月____日。初次审核时，应提供至少三个月的质量记录，以证明质量管理体系的适宜性、充分性和有效性。

3) Please describe the scope of certification applied for, shift pattern and related activities, and employee headcount 请描述申请的认证范围、班次时间安排和相关活动以及员工人数

Scope of certification 认证范围 (including product or service 包括产品或服务)	
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Shift No. 班次	Shift Patterns 班次时间安排	Related Activities/Works 相关的活动/工作内容
1		
2		
3		
4		

No, 编号	Type of personnel 工作人员类型	Description 描述	Total (x) / per person working hours 总人数 (x) / 人均工作时间
a	Indirect administrative / office staff (staff who work in general business / support roles	No. of the permanent personnel 长期工作人员数	

b	where the day to day activities would not generally need to be subject to detailed audit), e.g. HR, finance 间接行政人员和各类办公室人员数 (从事通用行政职能的员工, 其日常活动通常不需要接受详细的审核), 如人事、财务	Temporary / part-time personnel / the employees partially in scope 临时/兼职/部分在认证范围内工作人员	
		Per person working hours (hours/day) 人均工作时间 (小时/日)	
c	Personnel who works in non-shifts and engaged in repetitive processes 从事非轮班的、重复的过程的人员(*注 1)	No. of the permanent personnel 长期工作人员数	
d		Temporary / part-time / non-permanent (contractors and subcontractors) 临时/兼职 (包括承包商和分包商)	
e	Personnel who works in shifts and engaged in repetitive processes 从事轮班的、重复的过程的人员(*注 1)	Per person working hours (hours/day) 人均工作时间 (小时/日)	
		No. of personnel who works in key shift 关键班次员工数(*注 3)	
f	Personnel who works in shifts and engaged in non-repetitive processes 从事轮班的、非重复的过程的人员	No. of others who works in the rest of shifts 其他非关键班次员工数	
		No. of personnel who works in key shift 关键班次员工数(*注 3)	
g	Personnel who works in non-shifts and engaged in non-repetitive processes 从事非轮班的、非重复的过程的人员	No. of others who works in the rest of shifts 其他非关键班次员工数	
h		No. of the permanent personnel 长期工作人员数	
i	The temporary personnel (non-skilled) 临时的、无特别技能的员工(*注 2)	Temporary / part-time / non-permanent (contractors and subcontractors) 临时/兼职 (包括承包商和分包商)	
		Per person working hours (hours/day) 人均工作时间 (小时/日)	
		Number 人数	
		总计 (a+b+c+d+e+f+g+h+i)	

*注 1: 重复的过程, 是指从事某些被认为是重复的活动 (重复做同一件事几次), 如: 清洁工、基础保安人员、销售人员、呼叫中心、砌砖工人、运输人员、病房工作人员、组装简单的产品、包装、分拣等

*注 2: 在技术水平较低的组织中, 可以大量雇用临时的、无特别技能的员工, 来代替自动化过程, 如: 人工收割, 这一折减与其他人数调整不相容, 即不能再以“重复过程”或其他情况再折减人数

*注 3: 关键班次, 是指最能实现对客户活动的全部范围内的管理体系的有效实施进行评审的班次, 通常是员工人数较多的班次

4) Please tick at the checkbox below for certification standards and the types of certification applied for. 请勾选本次申请认证的标准及类型

ISO9001:2015 without any requirements not applicable to the scope of the quality management system
ISO9001:2015 质量管理体系标准, 体系范围内没有任何不适用的标准要求

ISO9001:2015 with standard requirements not applicable to the scope of the quality management system.
ISO 9001: 2015 质量管理体系标准, 体系范围内有不适用的标准要求
Please list relevant standard clause(s) 请列出相关标准条款 _____

Initial Certification 初次认证

Renewal of Certification 再认证

Certification scope change 认证范围变更 Please describe the details of the change. 请描述变更详情: _____

Transfer of Certification from other certification body 转换认证机构

Please provide following information and ensure your organization has authorized your current issuing certification body to provide the information sought by SGS, including but not limited to audit reports of current certification cycle, evidence of implementation of corrections and corrective actions in respect of all outstanding major nonconformities, acceptance of plans for correction and corrective action for all outstanding minor nonconformities. 请提供以下信息, 并确保已授权当前的发证机构提供 SGS 所需要的信息, 包括但不限于: 当前认证周期的审核报告、未解决的重大不符合项的纠正和纠正措施实施证据、未解决的轻微不符合项的纠正和纠正措施计划的接受证据等:



Previous Certification Body 原认证机构	Accreditation Body 原认可机构	Previous Certificate Number 原证书编号	Previous Certification Validity Period 原证书有效期

5) Please tick at the checkbox below to indicate if you have following facilities and operation systems in your organization. 请勾选以下项目，表明贵司是否拥有相应的设施和运营系统。

- Video/tele conference system 视频/电话会议系统 Web conference system 网络会议系统
 Interactive communication network 网络交互式通信 Remote monitoring and control system 远程监控系统
 Shared electronic management system documents 共享的电子化管理体系文件
 Enterprise Resource Planning (ERP) System 企业资源计划系统 Manufacturing Execution System (MES) 制造执行系统
 Customer Relationship Management(CRM) System 客户关系管理系统
 Electronic Human Resource (EHR) System 电子人力资源管理系统 Office Automation System (OA) 办公自动化系统
 Others 其他: _____

6) Please tick 'Yes' or 'No' to indicate whether there are unattended work sites subjected to monitor and control remotely. 请勾选“是”或“否”，表明公司是否存在远程监控的无人值守的工作场所 Yes No

7) Please describe if there is any outsourcing process, e.g., part of production/service processes, storage, transportation and maintenance, etc. 请描述是否存在任何外包过程，如部分生产或服务的过程外包，仓储、运输及设备维护等。

8) Please provide following information for other management system certified 请提供贵司已获认证的其它管理体系的下列相关信息：

Certification Standard 认证标准	Certification Body 认证机构	Certificate Number 证书编号

9) Are there any special requirements and expectations from the interested parties, including requirements and expectations from your customers? If yes, please describe in detail. 是否有任何来自于相关方的特殊要求或期望，包括贵公司客户？如有，请提供详情：

10) Are there any significant customer complaints or products/services were judged as nonconformance by the governmental supervision authorities within previous 12 months? If yes, please provide relevant information (As required by CNCA, if the organization has been suspended to rectify the nonconformities by the governmental supervision authorities, or listed in the "List of Serious Illegal Enterprises" in National Enterprise Credit Information Publicity System (<http://www.gsxt.gov.cn/index.html>), the certification application shall not be accepted).

在过去的 12 个月中是否有重大的客户投诉，或产品/服务被政府执法监管部门认定为不合格？如果有，请提供相关信息（注：依据中国国家认证认可监督管理委员会的要求，被政府执法监管部门责令停业整顿或在“全国企业信用信息公示系统”（网址：<http://www.gsxt.gov.cn/index.html>）中被列入“严重违法企业名单”的申请组织，认证机构不应受理其认证申请）。

11) Please advise the intended certification schedule of your organization. 请提供贵司认证计划时间表

Submit Application 递交申请表 _____

Pre-Certification Assessment (Optional) 预审核（可选择项目） _____

Certification Assessment 正式审核 _____

12) Has your organization engaged any management system consultant? If yes, please describe in detail. 贵司是否聘用管理体系咨询顾问？如是，请列明。

13) Any other issue that your organization considers necessary to explain to SGS. 贵司认为有必要向 SGS 说明的其他事宜：



14) If it is a multisite certification, please complete the separated multisite certification annex for more information of multisite. 如果这是多场所认证，请完成另一份多场所附加信息的调查表。

Remark:

Your organization shall inform SGS, without delay, of changes which may affect the capability of the management system continue fulfilling the requirements of the certification standard where it occurs, include but not limited to following changes: 贵司应即将可能影响管理体系持续满足认证标准要求的能力的变更事宜通知认证机构，包括但不限于以下方面的变更：

- a) The legal, commercial, organizational status or ownership 法律地位、经营状况、组织状态或所有权；
- b) Organization structure and management staffs (e.g. key managerial, decision-making or technical staff) 组织和管理层（如关键的管理、决策或技术人员）；
- c) Contact address and sites 联系地址和场所；
- d) Scope of operations under the certified management system 获证管理体系覆盖的运作范围；
- e) Major changes to the management system and process 管理体系和过程的重大变更；
- f) Legal requirements, sector or regulatory schemes 法律要求，行业性或强制性制度要求；
- g) Significant complaints from clients and interested parties, or media exposure 客户及相关方有重大投诉抱怨，或媒体曝光；
- h) Products or services delivered were judged as not conformed to the legal requirements by governmental supervision authorities 提供的产品或服务被政府执法监管部门认定不符合法定要求；
- i) Accidents relating to quality and safety 发生产品或服务的质量安全事故；
- j) Any other important changes may affect the implementation of quality management system, e.g. number of shifts, shift patterns and etc. 出现可能影响质量管理体系运行的其他重要变更，如工作班次的数量和班次时间安排。

Name in print 正楷姓名 _____ Signature 签署 _____

Position in Company 职位 _____ Date 日期 _____