



Management system for educational organizations Application Form ISO 21001 教育组织管理体系认证申请表

Please complete this questionnaire in detail and attach any relevant information describing your organization's scope of operation, eg. organization 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，并附上贵机构经营范围有关资料，如组织产品简介或组织结构图等。我们收到资料后，会为机构备妥审核费用及时间安排计划书。

SECTION A: Applicant Information 申请人资料

Organization Name (English 英文) _____

组织名称 (Chinese 中文) _____

Address (English 英文) _____

地址 (Chinese 中文) _____

Post code (邮政编码) _____

Organization Code(组织机构代码) (请见组织机构代码证) _____

Billing Address * (English 英文) _____

付款通知地址 * (Chinese 中文) _____

(* If different from above 如与上述相同则不用填写)

Phone 电话 _____ Fax 传真 _____

Web site 网址 _____ E-mail 电邮 _____

Headmaster/ Chairman (English 英文) _____

校长/董事长 (Chinese 中文) _____

Management Representative (English 英文) _____

管理者代表 (Chinese 中文) _____

Human Resources Manager (English 英文) _____

人事部负责人 (Chinese 中文) _____

Please select the type of your organization:

请选择贵机构所属教育组织类型:

- 学前教育 初级教育 中等教育 大学/学院 职业教育 继续教育(成人教育) 辅导, 训练和指导
 其他

Please submit 请提供:

- Certificate of Business Registration 营业执照
 Organization Chart with no. of employee breakdown 组织架构图
 Process Flow Chart in different departments 各部门工作流程图



SECTION B: Certification Information 认证资料

1) If your organization has already registered with SGS, please indicate your further application and certificate number by ticking appropriate box.

如贵机构已经通过 SGS 认证/注册, 请列明现在所需的申请及证书编号, 在合适 内填上“√”:

- Change / Extend Scope of Certification Renewal of Certification Certificate Number
更改或扩大认证范围 更新认证 证书编号

Please describe education products, and/or services which is intended to include within the scope of registration. 请列出或描述认证范围所包括的教育产品或/及服务:

IMPORTANT: The information provided will be used to define your Company's scope of registration and will appear on your Certificate.
重要提示: 以下资料将用作定义贵公司的注册范围及显示于证书上。

(Please attach a full list of products, processes and / or services. 请附上贵公司之产品、或服务之资料。)

What is the approximate number of pages contained in the organization's EOMS document? excluding copies of forms?

贵组织的 EOMS 教育组织管理体系文件约有多少 (份) (不包括表格)?

How many forms are in current use? 目前采用表格共有多少份?

What is the total number of employees in the organization to be registered?

申请认证范围内的总雇员: _____ number of people 人数

Please provide the following information, as appropriate, for each site. The information of the design center should be included if so. (Use a separate sheet if necessary.)

请提供以下资料, 详述贵机构的情况, 如涉及设计, 请说明设计的主要课程或项目 (必要时, 请自行分页来填写资料), 可附上排课表

Sites 场所	Address 地址	No. of Employees 人数	8 hours/Extra 8 hours 8 小时以/8 小时以外	Major Departments 主要部门
1				
2				
3				
4				

1) Does the Organization have any approvals or trainings granted by other certification bodies? If so, please list.

贵机构曾否获得其它认证机构的认证或培训? 如有, 请列出。

2) Is the Organization a member of any education associations? If so, please list.

贵机构是否某些教育协会之会员? 若是, 请列出。



3) Please advise the certification schedule of your Organization (for reference only).

请提供贵机构认证计划时间表(只供参考用)。

Submit Application 递交申请表 _____

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

Certification Assessment 正式审核 _____

During the Certification Assessment, will 3-month management records be available to
Demonstrate the suitability, adequacy and effectiveness of Education Organization Management System?
正式审核时, 可提供三个月的管理记录以证明教育组织管理体系的适宜性, 充分性和有效性?"

Has the Organization appointed any management consultant? If so, please list. 贵机构是否聘用管理咨询公司? 如有, 请注明。

Name in print 正楷姓名 _____ Signed 签署 _____

Position in Company 职位 _____ Date 日期 _____

* In the event of any inconsistency between the English version and the Chinese version, the English version shall prevail, to the extent of such inconsistency or conflict. *

* 以上中文译本倘与英文译本在语义上有不一致或抵触之处, 概以英文为准。 *