

管理体系认证申请书编号 Application No.: _____



管理体系/服务认证申请书

Application for Management System/Service Certification

申请方名称/Name of applicant: _____

电 话/ Tel: 40008-99588

邮 编/P.C: 610017

客户专线/Customer hotline: 13310062606

网 站/Website: WWW.TUVHD.COM

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地 址/Add.: 中国•成都市锦江区东华正街 42 号 24 楼 / 24th Floor, No.42, Donghuazheng Street, Jinjiang District, Chengdu, China

注 1: ☐为选项, 当标识空白☐时, 表示未选择该项; 当标识为☒时, 表示选择该项; Note 1: ☐is an option, when marked as blank☐, it indicates that the item is not selected; When marked as ☒, it indicates that the item is selected;

1.0 组织基本信息 Basic information of certification applicant (*为必填内容*is required)

*组织名称 *Name of applicant					
*注册地址 *Addr. Of applicant(registration)					
*通讯地址 *Addr. of applicant(contact)					
*生产/经营地址 *Production/business Add.. (含多场所, 与注册地相同也应填写 Including multi-site, it shall also be filled in when the address is same as the address of registration)	[如有固定分场所、临时现场、虚拟场所时, 请填写附件(多场所清单)] [If there are fixed sub-sites, temporary sites and virtual sites, please fill in the attachment (multi-site list)]:				
*联系人 *Contacts		*职务 *Position		*联系方式 *TEL:	
*最高管 *Top management		*职务 Position		*联系方式 *TEL:	
组织传真 Fax		E-mail		组织注册资本 Registered capital	
*统一社会信用代码 *Unified social credit code		网址 Website		*邮编 *P. C	
*合同范围 *Scope of the contract	☐ 管理体系认证 Management system certification ☐ 服务认证 Service certification				
*认证目的 *Purpose of certification	☐ 通过认证 Get certified ☐ 获得管理提升 Management improvement (☐ 一般 General ☐ 强烈 Strong)				
*申请认证类型 *Type of certification application	☐ 初次认证 Initial certification ☐ 再认证 Re-certification ☐ 扩项申请 Expanding the scope of certification ☐ 证书转换申请 transfer of certificate ☐ 特殊审核申请 special audits: _____				
*对认证证书的要求 *Requirements for certificate	(1) 是否需要认证证书副本 Is a copy of the certificate required?	☐ 否 No; ☐ 是 Yes, 需要证书副本____张 copies are required;			
	(2) 是否需要认证证书子证? Is a sub-certificate required?	☐ 否 No; ☐ 是 Yes, 需要子证书____套 sets sub-certificates are required (多组织时 in case of multiple organizations);			
	(3) 证书需求时间 The time required for the certificate: _____				
	(4) 证书的其他特殊要求 Other special requirements for the certificate: _____				
*拟认证的管理体系领域及管理标准 *Management system fields to be certified and management standards	(1) ☐ _____ (2) ☐ _____ (3) ☐ _____ (4) ☐ _____ (5) ☐ _____ (6) ☐ _____ (7) ☐ _____ (8) ☐ _____				

	(9) ☐ _____ (10) ☐ _____ (11) ☐ _____ (12) ☐ _____ (13) ☐ _____ (14) ☐ _____ (15) ☐ _____ (16) ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____
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(17) ☐ _____(18) ☐ _____(19) ☐ _____(20) ☐ _____(21) ☐ _____(22) ☐ _____(23) ☐ _____(24) ☐ _____(25) ☐ _____(26) ☐ _____(27) ☐ _____(28) ☐ _____(29) ☐ _____(30) ☐ _____(31) ☐ _____(32) ☐ _____(33) ☐ _____(34) ☐ _____(35) ☐ _____(36) ☐ _____(37) ☐其他 Others:_____

(18) ☐ _____ (19) ☐ 其它 Others: _____					
*受审核方的组织规模 *Organizational scale	固定分场所数量 No. of permanent sub-sites	临时分场所数量 No. of temporary sub-sites	虚拟场所数量 No. of virtual sites	受审核方组织员工总数 Total No. of employees	申请体系/服务覆盖范围员工总数 Total number of employees covered by the application system/service (不同领域不一致时, 分别注明 In case of inconsistency in different fields, indicate separately)
*受审核方管理体系/服务覆盖员工数 (不同领域不一致时, 分别注明) *No. of employees covered by the management system/service (In case of inconsistency in different fields, indicate separately)	其中常规员工数 No. of regular employees		承包商人数 No. of contractors		
	其中临时工作人员工数 No. of temporary employees		平均工作小时数 Average No. of working hours		
	其中兼职工作人员工数 No. of part-time employees		平均工作小时数 Average No. of working hours		
	其中重复工作人员工数 No. of employees with repeat work		重复工作内容 Repetitive work content		
	其中倒班员工数 No. of employees in shifts		倒班班次 No. of shifts		

二、组织其他信息 Other information

*是否曾经获得过管理体系认证/服务认证证书 Has the auditee ever obtained Management System Certification/Service Certification Certificate? (初次认证或转换机构应填写 It shall be filled in when initial certification or transfer of certification body)	☐ 否 No, 初次申请 initial application ☐ 是 Yes, 请填写下表 please fill in the following table				
	原证书领域 Original certificate field	颁证机构 Certification body	证书编号 Certificate No.	证书状态 Certificate status	颁证日期 Issue date
原证书是否被暂停/撤销 Has the original certificate been suspended/withdrawn?		☐ 否 No ☐ 是, Yes 原因 reason: _____			
*拟认证的范围 Scope of certification to be certified (不同领域, 分别注明 Different fields, indicate separately)	☐ (1) 管理体系认证拟认证的范围 Scope of management system certification:				

	☐ (2) 服务拟认证范围 Scope of service certification (3) 删减/不适用条款 Deleted / N/A clauses: ☐ 无删减/不适用 None ☐ 有删减/不适用 Clauses No. : _____;
*拟认证覆盖的产品及活动的外包说明 Outsourcing instructions for products and activities to be covered by certification:	☐ 无外包 None ☐ 有外包, 主要的外包、外委的类型 Main type of outsourcing : _____
文件发布实施时间 Implementation time of document release:	_____年 YY_____月 MM_____日 DD
期望审核时间 Expected audit time:	_____年 YY_____月 MM
能否安排在周六、周日或法定节假日进行现场审核 Whether on-site audit can be arranged on a Saturday, Sunday or statutory holidays?	☐ 能 Yes ☐ 否 No
作息时间 Work and rest time:	上午 A.M: _____ 下午 P.M: _____ 能否为审核适当调整 Can it be appropriately adjusted for audit: ☐ 能 Yes ☐ 否 No
审核时所用语言 Audit language	☐ 中文 ☐ English ☐ 其它 Other: _____
是否需结合审核 (适用于多体系) Whether combined audit is required?(applicable to multiple systems)	☐ 是 Yes ☐ 否 No
在期望审核时间, 拟认证范围内的产品和服务是否有正常的生产和服务 Is there normal production and service for products and services within the scope of proposed certification at the expected audit time?	☐ 是 Yes ☐ 否 No
生产/服务提供方式 Production/service provision mode:	☐ 连续生产/服务 Continuous production/service ☐ 季节性生产/服务, 时间 Seasonal production/service, Time: _____
是否接受了咨询服务 Has the auditee received consulting services?	☐ 否 No ☐ 是 Yes, 咨询单位名称 Name of consulting unit: _____
是否被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中被列入“严重违法企业名单” Has it been ordered by law enforcement and regulatory authorities to suspend operations for rectification or included in the "List of Serious Illegal Enterprises" in the National Enterprise Credit Information Publicity System ?	☐ 否 No ☐ 是 Yes, 说明 Note: _____
其它需要说明的问题 Is there any other problem to be explained?	☐ 无 No ☐ 有 Yes, 说明 Note: _____

3.0 受审核方的申请材料清单 List of application materials of auditee (通用部分 General Part) (* 为必填内容* is required)

* (1) 拟认证组织的法律地位证明 (副本的复印件或扫描件 photocopy or scans of the duplicate) Proof of legal status of the organization to be certified: ☐ 营业执照 Business License ☐ 事业单位法人证书 Legal Person Certificate of Public Institutions
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- ☐ 社会团体登记证书 Registration Certificate of Social Organizations
☐ 非企业法人登记证书 Registration Certificate of Non-enterprise Legal Person
☐ 党政机关设立文件 Documents on the establishment of Party and Government Organs
☐ 其他说明 Other notes: _____

* (2) 多场所组织的每个场所的法律地位证明 (适用于固定多场所 applicable to permanent multi-site) (副本的复印件或扫描件 photocopy or scans of the duplicate) Proof of legal status of each site of a multi-site organization:

- ☐ 无固定多场所 No permanent multi-site
☐ 营业执照 Business License (适用于企业 applicable to enterprise)
☐ 事业单位法人证书 Legal Person Certificate of Public Institutions
☐ 社会团体登记证书 Registration Certificate of Social Organizations
☐ 非企业法人登记证书 Registration Certificate of Non-enterprise Legal Person
☐ 党政机关设立文件 Documents on the establishment of Party and Government Organs
☐ 其他说明 Other notes: _____

* (3) 拟认证组织的资质或许可证明 Qualification or license certificate of the organization to be certified (副本的复印件或扫描件 photocopy or scans of the duplicate):

- | | |
|--|--|
| ☐ 无资质/许可要求 No qualification/Licensing requirements | ☐ 资质证书 Qualification Certificate |
| ☐ 工业产品生产许可证 Industrial Product Production License | ☐ 安全生产许可证 Safety Production License |
| ☐ 行业入网证 Industry Network Access Certificate | ☐ 餐饮服务许可证 Catering Service License |
| ☐ 特种设备许可证 Special Equipment License | ☐ 卫生许可证 Hygiene License |
| ☐ 其他许可证证明/说明 Other License certificates or notes: _____ | |

* (4) 商标注册证明复印件或商标授权使用证明 Photocopy of trademark registration certificate or trademark authorization certificate (复印件或扫描件 photocopy or scanning copy) (认证证书中表明注册商标时需提供 required when the registered trademark is indicated in the certification certificate):

- ☐ 无商标注册 No trademark registration
☐ 认证证书中不需要表明注册商标 The registered trademark does not need to be indicated in the certificate
☐ 商标注册证明复印件或商标授权使用证明 Copy of trademark registration certificate or trademark authorization certificate
☐ 其他说明 Other notes: _____

* (5) ☐ 有效版本的管理体系文件 Effective version of management system documents (如: 管理体系说明及体系文件清单、管理手册、程序文件汇编、管理制度汇编等 such as: management system description and system document list, management manual, compilation of procedure documents, compilation of administration system etc.);

* (6) 组织结构图及职能分配表 Organization chart and function distribution table:

- ☐ 单独提供文件 Documents provided separately
☐ 包含在提供管理体系文件中 Included in the management system documents provided

* (7) 生产流程图/服务提供流程图 Production process flow chart/service provision flow chart (或服务蓝图 or service blueprint):

- ☐ 单独提供文件 Documents provided separately
☐ 包含在提供管理体系文件中 Included in the management system documents provided

* (8) ☐ 生产/服务设备设施清单; List of production/service equipment and facilities

* (9) 监视和测量资源清单 List of monitoring and measuring resources (检测设备 testing equipment):

- ☐ 无监测设备 No monitoring equipment
☐ 监视和测量资源清单 List of monitoring and measuring resources (检测设备 testing equipment)

* (10) 特种设备检测报告 Test report of special equipment

- ☐ 无特种设备 No special equipment ☐ 特种设备检测报告 Special equipment inspection report

(11) 其他 Others: _____;

4.0 受审核方的管理体系/服务申请材料清单 List of application materials for management system/service of auditee (专用部分 Special Part) (必须选项 Mandatory option)

管理体系 Management System:

- (1) ☐ 一个组织多个名称 (多块牌子一套人马) 的说明 Description of an organization with multiple names
(2) ☐ 多场所清单 (含固定多场所、临时多场所、虚拟多场所) Multi-site list (including multi-site, temporary multi-site and virtual

multi-site)

- (3) ☐ 关于转换认证机构的声明 Statement on transfer of certification body
- (4) ☐ 认证信息变更申请表 Application form for change in certification information
- (5) ☐ 多领域管理体系一体化程度自评表 Self-assessment form for integration level of multi-field management system
- (6) 特定领域管理体系认证申请材料补充清单 Supplementary list of application materials for management system certification in specific fields:
- (6-1) ☐
- (6-2) ☐
- (6-3) ☐
- (6-4) ☐
- (6-5) ☐
- (6-6) ☐
- (6-7) ☐
- (6-8) ☐
- (6-9) ☐
- (6-10) ☐ 其他 Others: _____
- (6-11) ☐ 其他 Others: _____
- (7) 特定领域服务认证申请材料补充清单 Supplementary list of application materials for Service certification in specific fields:
- (7-1) ☐
- (7-2) ☐
- (7-3) ☐
- (7-4) ☐
- (7-5) ☐
- (7-6) ☐
- (7-7) ☐
- (7-8) ☐
- (7-9) ☐
- (7-10) ☐ 其他 Others: _____
- (7-11) ☐ 其他 Others: _____
- (8) ☐ 其他 Others _____

注：上述选项，一旦选择，必须提供对应的材料。Note: Once the above options are selected, the corresponding materials must be provided.

5.0 申请方、受审核方应遵守认证的有关规定 The applicant and the auditee shall abide by the relevant provisions of certification

- (1) 为进行审核做好全部必要的安排，包括为进行初审、监督、再认证和解决投诉而准备待审查的文件、开放认证范围所覆盖的区域、提供必要的记录（含内部审核报告/管理评审报告）和准备相应的人员；Make all necessary arrangements for the audits, including preparing documents to be reviewed for initial audit, surveillance, re-certification and complaint resolution, opening up the areas covered by the certification scope, providing necessary records (including internal audit reports/management review reports) and preparing corresponding personnel;
- (2) 仅可就获准认证的范围做宣传；Only the scope of the approved certification can be advertised;
- (3) 在宣传认证结果时，不得损害认证机构的声誉，不得作出使认证机构认为误导或未授权的声明；Do not damage the reputation of the certification body when publicizing the certification results, and a statement that the certification body considers misleading or unauthorized shall not be made;
- (4) 当接到暂停或撤销认证通知时（不论如何决定的）应立即停止使用涉及认证内容的广告，并按认证机构的要求交回所有认证文件；在认证范围被缩小时，应当立即修改所有的广告材料；When notified of suspension or withdrawal of certification (No matter how it was decided), the use of advertisements involving certified content shall be stopped immediately and all certification documents shall be returned as required by the certification body; When the scope of certification has been reduced, all advertising materials shall be amended immediately;
- (5) 本次认证仅用来证明申请方管理体系/服务认证符合了特定标准或其它规范性文件，不得使用本次认证来暗示申请方产品或服务

等得到了认证机构的批准或保证; This certification only proves that the applicant's management system/service certification meets specific standards or other normative documents, and this certification shall not be used to imply that the applicant's products or services have been approved or guaranteed by the certification body;

(6) 确保不采取误导、欺诈等的不正当方式使用或部分使用认证文件、标志或报告; Ensure that certification documents, marks or reports are not used or partially used in improper ways such as misleading and fraudulent, etc;

(7) 在传播媒介(如互联网、宣传册或广告)或其他文件中引用认证状态时,应符合认证机构的要求; Conforms to the requirements of the certification body when making reference to its certification status in communication media (such as the internet, brochures or advertising) or other documents;

6.0 申请承诺 Application commitment

申请方及所代表的受审核方自愿向汉德认证检验股份有限公司提出认证申请。在此本申请方声明 The applicant and the auditee represented voluntarily apply to TUVHD Certification Testing Co., Ltd. for certification. The applicant hereby declares that:

(1) 我方自愿向汉德认证检验股份有限公司提出管理体系认证/服务认证申请,并承诺始终遵守有关认证证书及认证标志使用、认证信息变更通报等要求; We voluntarily submit an application for management system certification/service certification to TUVHD Certification Testing Co., Ltd and promise to always comply with the requirements for the use of certificates and marks and notification of changes in certification information;

(2) 我方在本表所填写内容均真实、准确、完整,如有虚假,自愿承担全部责任;在本表所填写内容在发生变化时及时通知汉德认证检验股份有限公司; All information we have filled in this form is true, accurate and complete, if it is false, we voluntarily assume full responsibility; We shall notify the TUVHD Certification Testing Co., of any changes to the contents filled in this form in a timely manner;

(3) 我方已阅读汉德认证检验股份有限公司有关公开文件,同意遵守认证有关规定,提供审核所需要的信息,并保证所提供的资料真实、合法、有效; We have read the relevant public documents of TUVHD Certification Testing Co., Ltd, agree to abide by the relevant certification regulations, provide the information required for the audit, and ensure that the information provided is true, legal and effective;

(4) 我方按规定支付认证费用; We pay the certification fees according to the regulations;

(5) 受审核方现行的管理体系/服务文件已经发布并实施,且已经完成了内部审核和管理评审; The currently effective management system/service documents of the auditee have been issued and implemented, and the internal audit and management review have been completed;

申请方代表签字/Signature of applicant's Rep.:

(盖章) (Seal)

日期/Date:

注 2: 若需更进一步了解 TUVHD 简介及联络信息、认证领域和认证业务、认证制度的说明、TUVHD 获取财务支持方式和认证收费标准、认证申请方和获证方的权利义务、申请方和获证组织向 TUVHD 申诉、投诉和争议的渠道、获证方的公告方式、获证方向认证机构通报其管理体系变更情况的渠道和要求、获证方未遵守法律法规要求的处理程序等,请查阅汉德认证检验股份有限公司网站网址 <http://www.tuvhd.com> 的公开文件或向汉德认证检验股份有限公司相关人员索取; Note 2: For further information on TUVHD, please refer to the public documents on the website of TUVHD Certification Testing Co., Ltd. <http://www.tuvhd.com> or obtain them from relevant personnel of the company, such as TUVHD profile and contact information, certification field and certification business, description of certification system, method of getting financial support and certification charging standards of TUVHD, rights and obligations of certification applicants and certified organization, channels of applicants and certified organization to appeal, complaints and disputes to TUVHD, the manner of announcement of certified organization, channels and requirements for certified organization to notify certification bodies of changes in their management systems, and handling procedures for certified organization failure to comply with laws and regulations, etc.