

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

申请组织名称 Name of applicant: _____

申请方及所代表的受审核方已通过汉德官网获取《公开文件》已知悉相关规定，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 audited party represented by them have obtained the "Public Documents" through the official website of Hande and are aware of the relevant regulations. They voluntarily apply for certification from Hande Certification and Inspection Co., Ltd. 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: ☐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;

一、申请组织基础信息 Apply for basic organizational information					
申请组织名称 Name of applicant					
注册地址 Company Registered Address					
实际生产/经营地址 Production/business Add..	[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:	
最高管理者 Top management		职务 Position		联系方式 TEL:	
组织传真 Fax		E-mail		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	
组织规模 Organizational scale	组织员工总数 Total No. of employees		申请覆盖范围员工总数(不同领域不一致时, 分别注明)Total number of employees covered by the (In case of inconsistency in different fields, indicate separately)		
组织雇员情况 Employee situation of the audited party	倒班作业班次 Shift work schedule: _____ 班 schedule, 倒班人数 Number of shifts: _____ 人 重复雇员人数 Number of duplicate employees: _____ 人; 重复工作内容说明 Explanation of Repetitive Work Content: _____ 兼职/临时雇员人数 Number of part-time/temporary employees: _____ 人, 兼职工作内容说明: _____				
组织运作情况 Organizational operation status	☐ 连续作业, ☐ 季节性作业, ☐ 周期性作业。季节性、周期性作业情况说明:				
作息时间调查 Survey on work and rest schedule	作息时间 Time Table: AM _____ 至 PM _____, 休息日 Rest Day: _____, 是否接受调整 Do you accept the adjustment: ☐ 接受 ☐ 不接受				
期望审核时间 Expected audit time	_____ 年 YY _____ 月 MM (认证覆盖产品和服务需有正常的生产和服务 Certification covers products and services that require normal production and service)				
证书需求时间 Certificate demand time	_____ 年 YY _____ 月 MM _____ 日 DD				

外包过程/职能 Outsourcing process/function	☐ 有外包, 控制类型和程度说明 Including outsourcing, description of control type and degree: _____ ☐ 无外包 None		
接受咨询情况 Consultation status	☐ 否 No ☐ 是 Yes, 咨询单位名称 Name of consulting unit: _____		
其他机构认证证书情况 Certification status of other institutions	☐ 无 None, 初次申请 initial application ☐ 有 have, 请填写具体信息:		
	原证书领域 Original certificate field	颁证机构 Certification body	到期日期 Issue date
	如原证书已被暂停或撤销请说明理由 If the original certificate has been suspended or revoked, please explain the reason: _____		
是否申请多体系结合审核 Should we apply for a multi system integration review: ☐ 是 Yes ☐ 否 No			
近1年内是否发生过重大质量/环境/安全事故或违规处罚 Have there been any major quality/environmental/safety accidents or violations in the past year: ☐ 否 No ☐ 是 Yes, 说明 Note: _____			
文件发布实施时间 Implementation time of document release: _____年 YY____月 MM____日 DD			
二、组织的申请认证信息 Application certification information of the organization			
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: _____		
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;		
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);		
认证证书标识 Certification certificate identification	☐ CNAS (☐ QMS ☐ EMS ☐ OHSMS) ☐ TUVHD 备注 Note: _____		
其他特殊要求 Other special requirements: _____			
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) ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ (17) ☐ _____ (18) ☐ _____ (19) ☐ _____ (20) ☐ _____ (21) ☐ _____ (22) ☐ _____ (23) ☐ _____ (24) ☐ _____ (25) ☐ _____ (26) ☐ _____ (27) ☐ _____ (28) ☐ _____ (29) ☐ _____ (30) ☐ _____ (31) ☐ _____ (32) ☐ _____ (33) ☐ _____ (34) ☐ _____ (35) ☐ _____ (36) ☐其他 Others: _____
拟认证的服务领域 及管理标准 Service fields to be certified and management standards	(1) ☐ _____ (2) ☐ _____ (3) ☐ _____ (4) ☐ _____ (5) ☐ _____ (6) ☐ _____ (7) ☐ _____ (8) ☐ _____ (9) ☐ _____ (10) ☐ _____ (11) ☐ _____ (12) ☐ _____ (13) ☐ _____ (14) ☐ _____ (15) ☐ _____ (16) ☐ _____ (17) ☐ _____ (18) ☐其它 Others: _____;

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/服务认证拟认证的范围 Scope of Management System Certification/Service Certification to be Certified:
	管理体系 management system: 服务认证 Service Certification:
(2) 删减/不适用条款 (仅限质量类领域) Clauses not used (Quality related fields only): ☐ 无删减/无不适用 None ☐ 有删减/有不适用 Clauses No. : _____;	

三、受审核方需提交的申请材料清单 List of application materials to be submitted by the auditee

(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, 包括营业执照、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、党政机关设立文件, 等等 Including business license, certificate of legal representative of public institutions, certificate of registration of social organizations, certificate of registration of non enterprise legal representative, documents for the establishment of party and government organs, etc, 且 just:

(2) 若覆盖多场所活动, 还应提供每个场所的法律地位证明文件及中心职能机构与各分场所之间的法律或合同联系证明文件 (适用时) If covering multiple venues, legal status proof documents for each venue and legal or contractual connection proof documents between the central functional agency and each sub venue should also be provided (where applicable);

(3) 若受审核方与申请方不是同一组织, 还需提供双方关系的证明文件及受审核方接受审核的书面承诺 (适用时) If the audited party and the applicant are not from the same organization, proof of their relationship and a written commitment from the audited party to accept the audit (if applicable) must also be provided;

(4) 与认证范围相关资质或许可证明 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), 包括: 资质证书、工业产品生产许可证、安全生产许可证、行业入网证、餐饮服务许可证、特种设备许可证、卫生许可证、等等 Including: qualification certificate, industrial product production license, safety production license, industry network access license, catering service license, special equipment license, hygiene license, etc;

(5) 认证证书中表明注册商标时需提供商标注册证明复印件或商标授权使用证明复印件或扫描件 The certification certificate indicates that a copy of the trademark registration certificate or a copy or scanned copy of the trademark authorization certificate must be provided when registering the trademark;

(6) 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 For example: management system description and system document list, management manual, program document compilation, management system compilation, etc);

(7) 与认证范围有关的过程和活动方面的重要信息(可单独提供文件), 包括组织结构图及职能分配表、生产工艺流程图/服务提供流程图 (或服务蓝图)、生产/服务设备设施清单、监视和测量资源清单 (检测设备 t)、特种设备检测报告, 等等。 Important information on processes and activities related to the scope of certification (can be provided separately), including organizational chart and functional allocation table, production process flow chart/service provision flow chart (or service blueprint), list of production/service equipment and facilities, monitoring and measurement resource list (testing equipment t),

special equipment testing report, etc.

(8) 适用的法律法规和其他要求清单 (包括产品/服务执行的标准名称和代码) List of applicable laws, regulations, and other requirements (including standard names and codes for product/service implementation).

(9) 申请环境、职业健康安全管理体系认证, 还需提供: 重要环境因素清单 (EMS 适用)、主要危险源辨识和风险评价清单 (OHSMS 适用)、新、改、扩建环评、批复、验收与环境监测报告 (EMS 适用时)、安全评价/职业病危害评价、验收与职业危害因素检测报告 (OHSMS 适用时)、使用的危险材料清单 To apply for environmental and occupational health and safety management system certification, it is also necessary to provide: a list of important environmental factors (applicable to EMS), a list of major hazard identification and risk assessment (applicable to OHSMS), a new, renovated, and expanded environmental impact assessment, approval, acceptance, and environmental monitoring report (applicable to EMS), a safety assessment/occupational disease hazard assessment, acceptance and occupational hazard factor detection report (applicable to OHSMS), and a list of hazardous materials used.

(10) 申请能源管理体系认证还需提供主要能源消耗清单、能源绩效统计表、能源审计报告 (适用时)、能源评审报告 (适用时) Applying for energy management system certification also requires providing a list of major energy consumption, energy performance statistics table, energy audit report (when applicable), and energy review report (when applicable).

(11) 申请信息安全、信息技术服务管理体系认证, 还需提供: 信息安全风险评估报告、风险处置计划、适用性声明 (SoA) (ISMS 适用)、服务水平协议 (SLAs) (ITSMS 适用)、信息安全&信息技术服务管理体系信息调查表、保密和敏感信息资产和区域声明 To apply for certification of information security and information technology service management system, it is necessary to provide: information security risk assessment report, risk disposal plan, Statement of Applicability (SoA) (applicable to ISMS), Service Level Agreements (SLAs) (applicable to ITSMS), Information Security&Information Technology Service Management System Information Survey Form, Confidential and Sensitive Information Assets and Regional Declaration.

四、申请方及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.