



BOTSWANA BUREAU OF STANDARDS

Member of International Organization for Standardization (ISO)

Plot No.14391, New Lobatse Road, Gaborone West Industrial, Private Bag BO 48, Gaborone, Botswana
Tel: (+267) 3164044, Fax: (+267) 3164042, E-mail: bobs.standard@info.bw

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Issue No.: 02

APPLICATION FOR PRE-AUDIT ASSESSMENT

We hereby apply for a pre-audit assessment of our management system(s).

We know the requirements and processes involved in this activity, as per the BOBS Management Systems Certification Scheme. We also understand that specific conditions may be prescribed for our type of business.

Please complete and return to the Managing Director, Botswana Bureau of Standards, Private Bag BO 48, Gaborone.

1. Details of the Applicant

Name of Applicant:
(full names of a person authorized to make declarations on behalf of the company)

Applicant's Designation:.....

Registered Name of the Business:

Certificate of Incorporation:

Address of the Organization:

.....
(postal address)

.....
(telephone) (facsimile) (email)

.....
(physical address/plot number)

2. Details of the Organization

Main Business Activity:.....

Total Number of Employees:.....

Do you operate a Shift System?.....

What proportion of workforce is on shift?.....

3. Details of the Management System

Standard(s) against which pre-audit assessment is sought

- BOS ISO 9001:2000, *Quality Management Systems – Requirements*
- BOS ISO 14001:1996, *Environmental management systems – Specification with guidance for use*
- BOS 61: 2002, *Occupational health and safety management systems – Specification*

Other management system standard(s)

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(code of the standard) (title of the standard in full)

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(code of the standard) (title of the standard in full)

Pre-audit assessment required for Whole Organization: or Section(s) of the Organization:

If Section(s), please provide full official name(s) of section(s):

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Scope of Certification envisaged:

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How long have you been operating your Management System?.....months

How many Internal Audits, covering the whole organization, have you done?.....

Name of the Management Representative:.....

4. Legislation

Are your organization's activities, product(s) and services subjected to any laws, regulations, permits, licences and any official authorizations? State the laws, regulations, permits, licences, etc.

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We undertake to pay the prescribed fees and to abide by the Standards Act, 1995.

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(Signature of the applicant)

.....
(Date: year / month / day)

All correspondence to be addressed to the Managing Director