



This form is designed to capture information related to your company's management system and to establish your readiness to apply for certification in accordance with the relevant standard _____ (state the standard of interest).

Information contained in this form and any associated documentation submitted to BOBS remains at all times confidential between the Client and BOBS.

Please complete and return to Manager - Certification Services, Botswana Bureau of Standards, Private Bag BO 48, Gaborone.

- 1. Name of company:
- 2. Is your company registered?
- 3. Where is your company located?.....
(village/town/plot no.)
- 4. What is your company's core business processes, products and services:
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- 5. Are your organization's activities, product(s) and services subjected to any laws, regulations, permits, licences and any official authorizations?
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- 6. What is your permanent staff compliment?.....
- 7. Do you operate a Shift System?.....
- 8. Is the Certification required for Whole Organization: or Section(s) of the Organization:
- 9. Scope of Certification applied for:
- 10. How long have you been operating your Management System?.....months
- 11. Do you have a Management Representative?Name: Position.....
- 12. How many Internal Audits, covering the whole organization, have you done?.....
- 13. How many Management Reviews have you done?
- 14. Do you have trained internal auditors?..... How many?
- 15. Is your Manual ready?If no, when will it be ready?
- 16. Do you have a documented Policy statement?
- 17. Do you have documented objectives?
- 18. Does your Manual contain your company's organizational structure to show the reporting lines? ...
- 19. Have you covered all the requirements of the standard and also documented the mandatory procedures?
- 20. Does your Manual contain a description of the interaction between your processes?.....
- 21. Does your Manual contain the details of and justifications for any exclusions from scope?.....

Name: _____ Date: _____