



BOTSWANA BUREAU OF STANDARDS

Member of International Organization for Standardization (ISO)

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MSC/PROC06.A07

Issue No.: 01

APPLICATION FOR PRE-AUDIT ASSESSMENT

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

We know the requirements and processes involved in this activity, as per the BOBS Management Systems Certification Scheme.

With this application form we enclose the following: (please indicate below):

Copy of the Manual	
Completed Pre-Application Questionnaire	
Application fee or proof of its payment	
Other documentation (specify any other attached to the application form)	

Part 1: General

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

Applicant's Designation:.....

Name of Organization:

Certificate of Incorporation:.....

Address of the Organization:

.....
(postal address)

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

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

Contact person:

Part 2: Information about the Organization

2.1 Describe the main activities/sections of the organization:

.....
.....

2.2 Type of assessment required:

Desk audit (i.e. Documentation Review)	
Site audit	

2.3 If site audit is included;

2.3.1 Please indicate if it is for the Whole Organization: or Section(s) of the Organization:

If Section(s), please underline those sections/activities in 2.1 above.

2.3.2 Does the organization have other branches/divisions at other locations:

If so, specify the sites/locations, their business activities and staff compliment:

Branch/division/site and location	Business activity	Staff Compliment

(Please tick those branches/divisions/sites which would be covered by the pre-audit assessment)

2.3.3 Total Number of Employees for sites/areas seeking pre-audit assessment:

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

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

Part 3: Management System

3.1 Scope of Pre-audit assessment:

3.2 How long have you been operating your Management System? _____ **months**

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

3.4 How many Management Reviews have you done? _____

Part 4: Criteria against which Pre-audit assessment is sought

4.1 Standard *(tick where applicable)*

- 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 areas/standard(s) _____

4.2 Documentation:

4.3 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.

Part 5: Declaration (to be completed by the person authorized to make declarations on behalf of the company)

I, the undersigned, declare the information given in this application correct to the best of my knowledge and belief. I undertake to inform BOBS immediately of any changes with respect to the application and accept full responsibility of any costs incurred as a result of any changes not reported to BOBS timeously.

We understand how BOBS undertakes the pre-audit assessment, and are familiar with the standard(s) and other criteria against which the assessment is sought.

We undertake to pay the prescribed fees.

(Name & Signature of Applicant)

(Date: year / month / day)

FOR OFFICIAL USE (to be completed by BOBS officer reviewing the application)

Application reviewed by:

(name & signature)

(date)

Comments by Reviewer:

All correspondence to be addressed to the Managing Director