



BOTSWANA BUREAU OF STANDARDS

Notice of changes form

BOBS/EC/CE/CT/01/F02

Issue No: 01

Note:

- This form shall be completed by a Client who wishes to notify BOBS of any planned changes to the processes or the certified product(s), which may affect the basis for the grant of the Standards Mark Licence. If not immediately reported through a letter, unplanned changes may also be reported using this form.
- BOBS reserves the right to make a special visit to assess the effect of the changes on conformity with the Standard.
- It is the responsibility of the Client to ensure that the Quality Plan is amended, as necessary, to reflect the changes.
- Where the product requirements (i.e. product standard) have been modified, BOBS shall immediately inform the Client, and shall state the date at which the new requirements will become effective.

PART 1. DETAILS OF THE CLIENT

Name of the Organization:.....
(full registered name of the organization as appears on the Certification Licence)

Scope of Certification:

Licence No.:.....

PART 2. DETAILS OF CHANGE

NATURE OF CHANGE (tick as applicable)

- Legal, Commercial, Organizational status or ownership *
- Organization, Management (for e.g. key managerial position, decision-making or technical staff) *
- Contact Address and Site/Location
- Changes to the Product *
- Changes to the production process or quality system
- Discontinuance of operations/product line

**Where necessary/required, the Client shall attach documents or records to further support the change.*

