



BOTSWANA BUREAU OF STANDARDS

Standards Mark Pre-application Questionnaire

CE/CT/P01/F01

Issue No: 01

This questionnaire should be completed and returned together with the Application to use the Standards Mark (BOBS/EC/CE/CT/01/A01) to:

*Manager - Certification Services
Botswana Bureau of Standards
Private Bag BO 48, Gaborone*

It is intended to provide preliminary information relative to your company’s ability to control the quality and continuing conformity of your production process and products to the requirements of relevant specification and thus help to establish your readiness to apply for certification in accordance with the relevant standard.

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

- 1. Company Name:
- 2. Is your company registered? Registration No.:
- 3. Where is your company located?
(plot no/street/town)
- 4. What is your company’s core business processes, products and services?
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- 5. Are your company’s activities, product(s) and services subjected to any laws, regulations, permits, licences and any official authorizations?
- 6. What is your permanent staff compliment?.....
- 7. Do you operate a Shift System?.....
- 8. For which product(s) is certification sought?
- 9. To which standard?
- 10. Are you familiar with the BOBS Standards Mark Certification Scheme and the Quality Plan Guidelines?
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- 11. Do you have a documented Quality Plan? If no, when will it be ready?
- 12. Are your operations aligned/to be aligned with what is documented in the Quality Plan?
- 13. Do you have quality assurance check points in the production process?
- 14. Do you maintain records for quality assurance?
- 15. Do you have a person appointed for the quality assurance?

Name: *Position:*.....

- 16. Do you have internal testing facilities? Do you have any measuring equipment?

Name: _____ **Sign:** _____ **Date:** _____