

CERTIFICATION APPLICATION FORM

Quality Management System: ISO 9001: 2015

Note : This application Form should be completed and submitted by the Authorised Representative of the applicant organisation.

FORM MATRIX

Section A	Organisation Information	Mandatory	Jump to SECTION A
Section B	Site Information	Mandatory	Jump to SECTION B
Section C	Management System Information	Mandatory	Jump to SECTION C
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Section A: Organisation Information

Section A1: Registration Information of the organisation

Company Name:	<input type="text"/>
Trading Name:	<input type="text"/>
Company / Organisation Type:	<input type="text"/>
Reg. No	<input type="text"/>
Attach Reg. Certificate with Submission	<input type="text"/>
VAT. No	<input type="text"/>

Section A2: SAHPRA Licence information

Registered Wholesaler	<input type="text"/>	SAHPRA Licence Number
Registered Manufacturer	<input type="text"/>	SAHPRA Licence Number
Registered Distributer	<input type="text"/>	SAHPRA Licence Number

Section A3: Contact Detail of the Organisation

Contact Numbers:	Tel:	<input type="text"/>
	Fax:	<input type="text"/>
Website:	<input type="text"/>	
Mailing Address	Street Address	<input type="text"/>
	City	<input type="text"/>
	Province/State	<input type="text"/>
	Country	<input type="text"/>
	Postal/ Zip Code	<input type="text"/>

Section A4: Key Personal Detail

Company CEO/MD:	Name:	<input type="text"/>
	Position:	<input type="text"/>
	Phone number:	<input type="text"/>
	Email address:	<input type="text"/>
Authorised Representative:	Name:	<input type="text"/>
	Position:	<input type="text"/>
	Phone number:	<input type="text"/>
	Email address:	<input type="text"/>
Accounts Payable Contact Details:	Name:	<input type="text"/>
	Position:	<input type="text"/>
	Phone number:	<input type="text"/>
	Email address:	<input type="text"/>

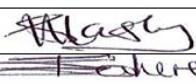
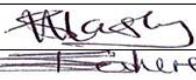
Section A5: Certification Services Required.

Which Service do you wish to apply for

SECTION B: SITE INFORMATION (WHERE AUDITS WILL TAKE PLACE)

Section B1: MAIN SITE

No. of Employees at Site	<input type="text"/>
Activities at the Site	<input type="text"/>
Location	Street Address: City: Province/State: <input type="text"/>

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Contact Person:	Postal/ Zip Code:	<input type="text"/>
	Country:	<input type="text"/>
	Name:	<input type="text"/>
	Position:	<input type="text"/>
	Phone number:	<input type="text"/>
	Email address:	<input type="text"/>

Does the organisation have more than 3 sites to be included as part of certification audit ?

If Yes, Please Complete the following details

Section B1: Additional Site 1

Does the entity have -	<input type="text"/>
Additional Site 1	<input type="text"/>
No. of Employees at Site	<input type="text"/>

Activities at the Site

Street Address:	<input type="text"/>
City:	<input type="text"/>
Province/State:	<input type="text"/>
Postal/ Zip Code:	<input type="text"/>
Country:	<input type="text"/>
Contact Person:	<input type="text"/>
Name:	<input type="text"/>
Position:	<input type="text"/>
Phone number:	<input type="text"/>
Email address:	<input type="text"/>

Section B2: Additional Site 2

Does the entity have -	<input type="text"/>
Additional Site 2	<input type="text"/>
No. of Employees at Site	<input type="text"/>

Activities at the Site

Street Address:	<input type="text"/>
City:	<input type="text"/>
Province/State:	<input type="text"/>
Postal/ Zip Code:	<input type="text"/>
Country:	<input type="text"/>
Contact Person:	<input type="text"/>
Name:	<input type="text"/>
Position:	<input type="text"/>
Phone number:	<input type="text"/>
Email address:	<input type="text"/>

Section B3: Additional Site 3

Does the entity have -	<input type="text"/>
Additional Site 3	<input type="text"/>
No. of Employees at Site	<input type="text"/>

Activities at the Site

Street Address:	<input type="text"/>
City:	<input type="text"/>
Province/State:	<input type="text"/>
Postal/ Zip Code:	<input type="text"/>
Country:	<input type="text"/>
Contact Person:	<input type="text"/>
Name:	<input type="text"/>
Position:	<input type="text"/>
Phone number:	<input type="text"/>
Email address:	<input type="text"/>

Section B4: Additional Site 4

Does the entity have -	<input type="text"/>
Additional Site 4	<input type="text"/>
No. of Employees at Site	<input type="text"/>

Activities at the Site

Street Address:	<input type="text"/>
City:	<input type="text"/>
Province/State:	<input type="text"/>
Postal/ Zip Code:	<input type="text"/>
Country:	<input type="text"/>
Contact Person:	<input type="text"/>
Name:	<input type="text"/>
Position:	<input type="text"/>
Phone number:	<input type="text"/>
Email address:	<input type="text"/>

How many Additional Sites are to be audited over and above the ones mentioned above ?

SECTION C: MANAGEMENT SYSTEM INFORMATION

1. Type of audit to be conducted ?

2. When do you expect the management system to be ready for the audit ?

3. Is a Management Review conducted ?

4. Is the system you are seeking assessment for integrated with any other management system ?

If Yes; Provided details

5. Is an internal audit conducted?

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6. Do you currently have any other management system certified by any other Certification body

If Yes; Please provide the following

Certification Body	Standard	Scope	Ceritification No.

If Yes; Provide the Name and contact details of the Consultant

7. Have you used a Consultant to develop and implement your System

8. Is any process used by the organisation outsourced

If Yes; Please provide the following

i	
ii	
iii	
iv	
v	

9. Is the last audit report available with outstanding non-conformities

10. Any complaints received from customers or other parties

11. Any current engagement by the organisation with regulatory bodies in respect of legal compliance

12. Any technological and regulatory context IBRATSA needs to take into consideration?

13. Indicate the Language of communication for all employees in the organisation

14. Where did you hear about IBRATSA

If Other; Please provide the details

SECTION D: GENERAL BUSINESS INFORMATION ISO 9001:2015

1. For each ISO 9001 Technical Cluster, please answer Question 1 to 4 in column H to column O.

QMS (ISO 9001) Scopes of Certification

FOOD

Agriculture, forestry and fishing
Food products, beverages and tobacco
Hotels and restaurants

1. Use a Yes or No to indicate products that you handle in your organisation

MECHANICAL

Basic metals and fabricated metal products
Machinery and equipment
Electrical and optical equipment
Shipbuilding
Other transport equipment

PAPER

Limited to "Paper products"
Publishing companies
Printing companies

MINERALS

Mining and quarrying
Non-metallic mineral products
Concrete, cement, lime, plaster, etc.

CONSTRUCTION

Construction
Engineering services

GOODS PRODUCTION

Textiles and textile products
Leather and leather products
Wood and wood products
Rubber and plastic products
Manufacturing not elsewhere classified

CHEMICALS

Limited to "Pulp and paper manufacturing"
Manufacture of coke and refined petroleum products
Chemicals, chemical products and fibres

SUPPLY

Electricity supply
Gas supply
Water supply

TRANSPORT AND WASTE MANAGEMENT

Recycling
Transport, storage and communication
Other social services

SERVICES

Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods
Financial intermediation; real estate; renting

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Information technology
 Other services
 Public administration
 Education

NUCLEAR
 Nuclear fuel

PHARMACEUTICAL
 Pharmaceuticals

AEROSPACE
 Aerospace

HEALTH
 Health and social work

SECTION E: OCCUPATIONAL HEALTH AND SAFETY INFORMATION

Please indicate through the following checkboxes any special details regarding safety whilst at your premises:

1. There are no industry-specific safety risks or equipment applicable
2. We will supply all other PPE
3. The following Personnel Protective Equipment (PPE) is required to be supplied by the auditor: Safety Shoes Only
4. A safety induction is required for entry into the premises/site (this time is additional to any audit duration)

If option 3 and/or 4 is checked above, please explain Personnel Protective Equipment (PPE) and/or safety induction process required

SECTION F: TERMS AND CONDITIONS

1. The applicant warrants that the information provided in this application form is accurate and correct.
2. The signing of the application form places no obligation on the applicant to pay any auditing fees and the information provided in this application is purely used to compile a quotation/service level agreement.
3. The applicant acknowledges that it has read and agrees to abide by the contractual terms contained in the following documents available on our website:
 - i) IBRATSA Terms and Conditions for Certification.
 - ii) Certification process.
 - iii) Use of Certification Symbols
4. The applicant agrees that if IBRATSA issues a Certificate, the applicant will use the IBRATSA Certification Symbol in accordance with the Certification Scheme Terms.
5. This application remains valid for six months from the date at which the application was made, after which period, the application will expire and a new application will have to be submitted.
6. The applicant agrees that this application has been signed without prejudice or pressure from external parties.

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Staff Compliment Information (where audits will take place)

Department	NUMBER OF EMPLOYEES					Total Number of Employees per Department
	Main Site	Additional Site 1	Additional Site 2	Additional Site 3	Additional Site 4	
Management						
Finance						
Production						
Maintenance						
Quality Control / Assurance						
Human Resources						
IT/Technology						
Receiving and Dispatch						
Warehouse						
Customer Service/Sales						
Other (specify)						
Total Employees per Site						

Shift Staff Compliment (where audits will take place)

Department	Main Site		Additional Site 1		Additional Site 2		Additional Site 3		Additional Site 4	
	Number of shift Employees	Shift hours								
Management										
Finance										
Production										
Maintenance										
Quality Control / Assurance										
Human Resources										
IT/Technology										
Receiving and Dispatch										
Warehouse										
Customer Service/Sales										
Other (specify)										
Total Employees per Site										

Signature of Responsible person

Designation

Date

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History of Document Changes

Rev No./ Issue No.	Date dd/mm/yy	Description of Changes	State (Approved / Not Approved)	Change Initiator (Initials)	New Rev No./ Issue No.
0/1	9/20/2001	Initial Release	Approved	FM	0/1
0/1	6/29/2022	Application form was revised and additional questions added	Approved	FM	0/2
0/2	7/11/2022	Transfer Application form was updated and changed from Word to Excel.	Approved	AM	0/3
0/3	1/17/2023	Amend Section D to align with the new MD9:2022.	Approved	AM	0/4
0/4	10/6/2024	New Rev/Issue as part of the Re-coding and re-structuring of the QMS documents. Revision of relevant in-text.	Approved	FM	1/1
1/1	17/07/2023	Added the category "Management" on staff complement	Approved	AM	1/2

Reviewed by	Operations Director	<i>Alastair</i>	Review Date	17/07/2024
Approved by	Managing Director	<i>Esther</i>	Approval Date	17/07/2024
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