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BHUTAN STANDARDS BUREAU
MANAGEMENT SYSTEM CERTIFICATION SCHEME
APPLICATION FORM

To,
The Director General,
Bhutan Standards Bureau,
Thimphu, Bhutan.

Dear Sir,

I/We, (*Name of the person or the organization in full*) --
have been engaged in the business in the address as below and I/We are applying for management system certification in conformity to the Bhutan Standards and according to Bhutan Standards Act 2010 as described below:

Name of the firm	

Scale	Large		**Sector**	Public	
	Medium				
	Small			Private	

	Address
Office	
Tele	
Fax	
Email	
Website	

༄༎ འབྲུག་གི་གནས་ཚད་ལས་ཁང་།

BHUTAN STANDARDS BUREAU
MANAGEMENT SYSTEM CERTIFICATION SCHEME
APPLICATION FORM

	Address
Factory (*For manufacturers*)	
Tel	
Fax	
Email	

TOP MANAGEMENT

Sl.no	Name	Designation

TECHNICAL MANAGEMENT

Sl.no	Name	Designation

Contact persons (email and contact numbers)	Name	Contact Number	Email Id

SCOPE OF MANAGEMENT SYSTEM CERTIFICATION

Category (tick your appropriate category)					
Product	☐	**Process**	☐	**Service**	☐
Scope					
Management system standard for which certification is sought					

Installed Capacity (Per annum) if applicable	**Units of Production**	**Quantity**	**Value (Nu.)**

Legal Obligations if any	
Foreign collaboration if any	

Outsourced processes if any	
Consultancy services for the management system to be certified (if any)	
Name and complete address of the consultancy firm if consultancy services are availed.	
Number of shifts	
Total number of employees (*Consists of all full-time personnel involved within the scope of certification including those working on each shift. Temporary and contracted personnel and part time personnel who will be present at the time of the audit shall also be included in this number.*	

The following additional documents are required to be submitted with the application:

a) Trade license issued by the local authority

b) Premises license (for food processing unit)

c) Trade mark registration issued by the Ministry of Economic Affairs

d) List of manufacturing equipment (for product and process)

e) List of testing equipment (for product and process)

f) Calibration certificates establishing adequacy of metrological capability of the test and measuring equipment

g) A flowchart indicating the sequence of operations

h) Organization layout.

i)   Details of human resources with their relevant functions

j)   Details of technical resources (for service)

Note:

1. The Stage 1 audit (documentary review) will be conducted either on-site or off-site. The client organization will be intimated before this takes place.

2. Stage 2 audit will be conducted after satisfactory completion of the stage 1 Audit. The client organization will be intimated before this takes place along with the audit plan.

3. Surveillance audit will take place at least once a year and surprise visits will be carried out by BSB at its own discretion.

Declaration:

I/we hereby declare that the information furnished above is true and complete. I understand that any false or inaccurate information shall render my application invalid, or shall result in cancellation of Certification if it is already granted.
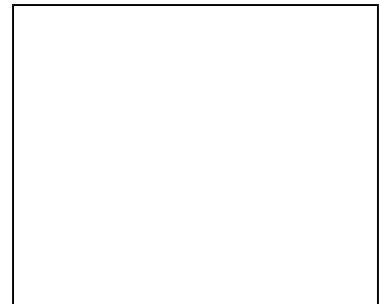

Signature: _____

Name: _____   Seal of Firm

Designation: _____

Date of Application: _____

The Application must be signed by the CEO of the firm or authorized representative in his absence