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| --- | --- | --- | --- |
| Organization name: |  | ***Regd. Office/H.O.:*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Organization legal identity*** |  | ***Phone:***  ***fax:*** |  |
| ***web:*** |  | ***e-mail:*** |  |

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| ***Director / CEO of the organization:*** |  | ***Person in charge of communication with certification body:*** |  |

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| --- | --- | --- | --- |
| ***Locations to be certified*** | ***Address:*** | | ***Number of employees:*** |
|  |  |  | |

|  |  |
| --- | --- |
| ***Number of employees*** | |
| ***- in production:*** |  |
| ***- in administration:*** |  |
| ***-Skilled:*** |  |
| ***Unskilled:*** |  |
| ***Repetitive:*** |  |
| ***Total workmen:*** |  |
| ***No. of contractor’s employees*** |  |
| ***Part time:*** | No. of shifts: |
| ***Total no. of effective personnel***  ***(to be calculated by MYCERT)*** |  |

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| --- |
| Scope(specify those, which shall be the subject matter of an audit) |
|  |
| Orgnaisation Processes and key equipments |
| Stataus of legal obligations (tick if valid certificate / license / approval is available)  1. Organization’s legal identity document b. Factory license c. PCB consent d. PAN e. GST f. write other applicable |
| Externally provided (outsourced) processes(specify externally provided processes, which influence your management system – e.g. maintenance, IT administration, ...) |
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| Do you own a valid management system certificate presently? | |
| **Yes,**according to standard , certification body | **No** |

|  |  |
| --- | --- |
| Do you use services of any consultant? | |
| **Yes,** Organization or person’s name: | **No** |

|  |  |
| --- | --- |
| What service are you interested in? | **Certification audit** according to standard:  IS0 9001  IS0 14001  OHSAS 18001  ISO/IEC 27001  IS0 22000  ISO/TS 16949  CE Marking  Others ....................................................... |

|  |  |  |  |
| --- | --- | --- | --- |
| Correspondence address: | | | |
|  | | | |
| ***Place, date*** |  | ***Name and Signature of Director / CEO*** | right-sign |

***MYCERT (P) LTD., India***

142, 2nd Floor, Avtar Enclave, Paschim Vihar, Delhi - 110063

Email: [info@mycert.in](mailto:info@mycert.in)*, Website:* [www.mycert.in](http://www.mycert.in)

*This request serves as preliminary information for developing audit program and quotation. These data shall be used confidentially and only for internal purposes of the MYCERT. Filling in this request does not bind you to use our services and you will not be charged any fee for sending this form.*

**Rules for usage of the *MYCERT* certification mark and the marks of the Accreditation body and some establishments about usage of a management system certificate**

* 1. After the grant of a management system certificate, its holder is qualified to use MYCERT certification mark in line with these rules. All Accredited Marks should be used primarily in the colors shown on the certificate of conformance and provided by MYCERT in electronic form, and the holder is required to keep the same height and width ratios. All Marks shall be used in a size that makes all of their features clearly distinguishable.
  2. The Marks may only be used on correspondence, advertising, and promotional material and must not be used except in connection with those goods or services described in the scope statement of the Certificate of Compliance. The symbols may be used only on those materials (i.e. letterhead, marketing literature, advertising, invoice stock forms, etc.) relating to the particular facility and processes/product lines included within the scope of certification.
  3. The accreditation mark shall be used always with MYCERT logo and should appear only as follows:

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* 1. Certification mark cannot be used for the scope of activities, which were not certified. If the holder uses certification mark in the way which could evoke illusion that the certification mark relate to activities not certified by MYCERT, holder is liable to ensure that this fact is displayed on the actual document by the sentence: “in the areas … (the list of areas) MYCERT management system certification mark is not valid”.
  2. Certification mark shall not be used in the way, which should evoke illusion at third party that it is certified product or service.
  3. Certification mark shall be used only in the sites, for which certification took place.
  4. MYCERT shall not be liable for any legal damages which may arise due to use of certification marks by the holder. Holder of marks is liable to keep MYCERT indemnified against any liability which may arise due to use of certification Marks.
  5. Certification mark MYCERT shall not be used in the way which signifies that certification body assumes responsibility for quality of products, services and other activities of a holder.
  6. It is also possible to use certification mark in different colouring from official display, in this case only one colour can be used for the whole certification mark.
  7. It is also possible to use other sizes of certification mark like it is in official display, but it is necessary to remain the ratio of certification mark sides according to official display.
  8. Upon termination of certification for whatever reason, the certified company undertakes to immediately discontinue all use of the symbols and to destroy all stocks of material on which they appear.

|  |  |
| --- | --- |
| Place, date - , |  |
| right-sign |  |
| Certified Subject |  |
|  | MYCERT (P) LTD.  142, 2nd Floor, Avtar Enclave, Paschim Vihar, Delhi - 110063, India |

**OPENING/CLOSING MEETING ATTENDANCE SHEET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the organization | |  | | | |
| Place of meeting | |  | | | |
| Attendance list of the person of the organization attending the opening and closing meeting | | | | | |
|  |  | |  | **Signature** | |
| Sl No. | Name of the person | | Designation | Opening Meeting | Closing Meeting |
|  |  | | Lead Auditor |  |  |
|  |  | | Auditor-If any |  |  |
|  |  | | Technical Expert-If any |  |  |
|  |  | |  |  |  |
|  |  | | Director |  |  |
|  |  | |  |  |  |
|  |  | | MR |  |  |
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| **Doc.No.** | **Rev. No.** | **Issue Date** |
| MPL-F-10 | 00 | 01/06/2018 |

## MPL-F-8

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | NC- CA Report | | | | Nonconformity report no. | : |  | |  | |
| Number of nonconformities  report | : |  | |  | |
|  | | | | **MYCERT (P) LTD.** Office 142, 2nd Floor, Avatar Enclave, PaschimVihar, Near Bikaner, New  Delhi 110063, India | | | | | | | | | | | |
| Audited organization: | | | | | | | | | | | | | |
| Standard No: | | | | | | | | Date: | | | | | |
| Auditor: | | | | | | | | Document clause: | | | | | |
| Department / unit: | | | | | | | | Standard clause: | | | | | |
| Nonconformity: | | | | | | | | serious | | | | less serious | |
|  | | | | | | | | | | | | | |
| RCA and Proposed nonconformity elimination: | | | | | | | | | | | | | |
| Proposed date of completion: | | | | | | | Auditor`s notes on examination way of NE  additional audit  documentary  surveillance audit | | | | | | |
| Organization Representative signatureright-sign…………….. Lead Auditor signature: ................................. | | | | | | | | | | | | | |
| **Doc. No.** | **Rev. No.** | | **Issue Date** | |
| MPL-F-8 | 00 | | 01/08/2018 | |

*Article IX:*

**Information Exchange**

**1.**Notice of changes by a Certification Body

MYCERT gives its certified clients due notice of any changes to its requirements for Certification and it verifies that each certified client complies with the revised requirements.

**2.** Notice of changes by a Client

MYCERT ensures the certified client informs the MYCERT, without delay, of matters that may affect the capability of the management system to continue to fulfil the requirements of the standard used for certification. These include, for example, changes relating to

a) The legal, commercial, organizational status or ownership,

b) Organization and management (e.g. key managerial, decision-making or technical staff),

c) Contact address and sites,

d) Scope of operations under the certified management system, and

e) Major changes to the management system and processes.

This obligation is made legally enforceable upon the client through our certification contract.

Article X.

**Dispute Settlement and Final Provisions**

1. The parties declare that this Agreement shall be governed by the provisions of Indian Contract Act 1872.
2. The parties declare and undertake that all disputes arising out of the present Agreement and related to MYCERT shall be first settled by conciliation, by a mutual agreement. Should the parties fail to reach an agreement, all disputes arising hereof or in connection herewith, including decision about validity of the Agreement shall be referred to Delhi Jurisdiction.
3. This Agreement has been made in two copies, one copy for each party.
4. Principles of Using MYCERT Certification Mark by the Certified Subject and certain provisions on the use of the management system certificate constitute Annexe 1 hereto which becomes binding on both parties on the day when the present Agreement becomes effective.
5. All and any modifications and supplements hereto must have a form of written amendments signed by authorized persons of both parties.
6. This Agreement shall become valid and effective on the day of its signing by both parties.
7. The parties acknowledge by their signatures that they agree with the content of the Agreement as well as with the consequences arising hereof.

|  |  |
| --- | --- |
| Place, date - , |  |
| right-sign |  |
| Certified Subject |  |
|  | MYCERT PVT. LTD. |
|  | Office 142, 2nd Floor, Avatar Enclave, Paschim Vihar, Near Bikaner. Delhi 110063, India. |