


MANAGEMENT SYSTEM CERTIFICATION
**ADDITIONAL REQUEST FOR INFORMATION (RFI)
ISO 18788 CERTIFICATION SCHEME**
1. INFORMATION ABOUT SITES SEEKING CERTIFICATION

Please specify all sites to be included in the certification.

(a) Address : _____

Activities : _____

No. of employees : _____ Detail of shifts system : _____

(b) Address : _____

Activities : _____

No. of employees : _____ Detail of shifts system : _____

If more sites are to be covered, please provide a separate list.

Total number of employees in sites to be certified : _____

Note: "Employees" refers to all employees involved in the implementation of the system including part time and subcontracted employees.

Please enclose organization chart.

2. ACTIVITIES AND PROCESSES ON SITE

(a) Please describe, within the space provided, the scope of your organization's activity for which certification is sought. **Clearly specify whether design is included.**

(b) Please list range of products/services to be covered by the certification with details of the processes involved.
Please enclose relevant process flowcharts.

(c) Other products or services :
List any other products manufactured or services offered for which certification are not being sought.

(d) List of major activities which have been sub-contracted (if applicable).

(e) Please specify national/international regulations which your products or services have to comply with.

Thank you for your co-operation in completing this RFI. Please ensure that all information requested have been provided to expedite the processing.