


**MANAGEMENT SYSTEM CERTIFICATION**
**ADDITIONAL REQUEST FOR INFORMATION (RFI)  
ISO 29993 CERTIFICATION SCHEME**
**1. SCHEME CERTIFICATION \_\_\_\_\_**
**2. 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.***

**3. 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.**