



## MANAGEMENT SYSTEM CERTIFICATION

### ADDITIONAL REQUEST FOR INFORMATION (RFI) MS 2697 (4R) & MS 2696 (2S) 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.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

<input type="checkbox"/> Repair _____	<input type="checkbox"/> Recycle _____
<input type="checkbox"/> Reuse _____	<input type="checkbox"/> Service _____
<input type="checkbox"/> Remanufacture _____	<input type="checkbox"/> Service & spare part _____

- (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.**