GUIDELINE TO FILL UP APPLICATION FORM FOR PRODUCT CERTIFICATION SCHEME

PRODUCT CERTIFICATION & INSPECTION DEPARTMENT
SIRIM QAS INTERNATIONAL SDN. BHD.

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Type of application

Schemes	Details
Product Certification Scheme	This comprehensive scheme provides long term certification which includes surveillance audit.
Product Listing / Fire Listing Scheme	The scheme is operated in the absence of a national or international standard for the product. The product can be certified to association or industry standards as well as acceptable customer specifications.
Eco-Labelling Certification Scheme	This scheme is to certify product according to SIRIM Eco-Label Criteria. A licensee under this scheme is entitled to use the Eco-Label certification mark on the product.
Batch Certification Scheme	This scheme provides short term certification involves the certification of a whole batch of products. Applicable only for 1 model for each application.
Electromagnetic Compatibility	This scheme is operated to certify on the ability of equipment or systems to function satisfactorily in the electromagnetic environment
RMC Certification	This scheme is to ensure quality of concrete for structural applications.
IBS-IMPACT Certification	This scheme is a comprehensive system that encompasses testing, inspection and certification of Industrialized Building System (IBS) products based on requirements of the Construction Industry Development Board Malaysia (CIDB)
UN Marking	This scheme is for industrial packaging intended for Dangerous Goods (DG) following the United Nations Recommendations on the Transport of Dangerous Goods (the Orange Book).
Modular Coordination Verification	This scheme is needed if businesses wish to adopt IBS techniques to streamline building construction to standardize measurements in buildings.
Certification Scheme for Genuine Product	Applicable for application for genuine product.
Others	Please specify if scheme apply other than listed above.

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Part A : Applicants Information

1) Name and Address of Applicant

Required Information	Details
Company Name & Address	Details of the applicant Applicant will be the owner of SIRIM license. Type of applicant: 1) Local Manufacturer 2) Foreign Manufacturer 3) Trading with Local Manufacturer 4) Trading with Foreign Manufacturer Note: The address in the application can be either the headquarters address or manufacturing location address, and this is permissible for both local and foreign manufacturer applicants.
Business Registration	**SSM No.** for Malaysian Company **Company Registration ID or Tax ID** for Foreign Company
Website	Company's website (if any)
Contact Person 1	Management representative / person in charge of the application process. This person will receive notification email and information from SIRIM regarding certification through certification system
Position	Refers to job position for the contact person in the organization
Contact Person 2	Deputy management representative / person in charge of the application process. This person should be able to handle the application process in the absence of Contact Person 1
Position	Refers to job position for the contact person in the organization

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2) Factories or Manufacturer's Information

Note : Fill in this part only if the production factory is located at a different address from the above OR the product is not manufactured by the applicant.

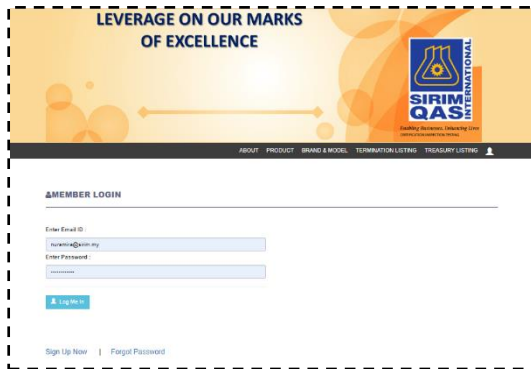| Required Information	Details
Manufacturer's Name & Address	Details of the manufacturer and address of the manufacturer / production factory
Business Registration of the Manufacturer	**SSM No.** for Malaysian Manufacturer **Company Registration ID or Tax ID** for Foreign Manufacturer
Contact Person 1	Person in charge for the manufacturer company or QA responsible on production site of the factory.
Contact Person 2	Person in charge for the manufacturer company or QA responsible on production site of the factory (if any)

3) Approval from Relevant Authority

Required Information	Details
Has obtained approval from the relevant authority (e.g.: PBT, MITI/ MIDA, etc.) Attach evidence of the approval granted.	Manufacturers located within Malaysia shall obtain approval from either the related local authority (PBT) or a manufacturing license from MITI/MIDA, or approval from any other relevant authority (e.g.: official approval letter from the state government).
Has obtained approval from Regulatory Body (e.g. ST, BOMBA, DOSH, CIDB, JKR, MDA and etc.) Attach the evidence of approval from Regulatory Body (e.g. ST, BOMBA, DOSH, CIDB, JKR, MDA and etc.)	For electrical products, it is mandatory to have approval from Suruhanjaya Tenaga (ST) before submission for Product Certification. For other regulatory body, applicant declare if any approval is granted.
Is seeking approval from the related authority. Attach evidence of seeking approval from the related authority	The application for product certification is permissible while awaiting approval from the relevant authority. However, SIRIM QAS retains the discretion to terminate the product certification application/license in the event of the rejection of the application for approval from the relevant authority.

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4) Warehouses / Distribution Centers

Required Information	Details
Company Name	Company name of the warehouse
Warehouse / distribution address	Location of the warehouse / distribution address.
Contact person	Person in charge / management representative for the warehouse / distribution center

Part B : Product Information

1) Product Details

Required Information	Details
Product Name	Name of product(s) to be certified
Model(s): Type(s): Rating(s): Size(s):	Refer to www.malaysiancertified.com.my to fill up this section for model(s) / type(s) / rating(s) / size(s), if applicable. Applicant is required to sign up and search for the appropriate standard or product in this website to find the correct format to be followed. www.malaysiancertified.com.my
Product Description	Summary of the product(s) to be certified
Standard	Standard Code / No.: *e.g. SIRIM 40 : 2020* Standard Tittle: *e.g. NON-MEDICAL FACE MASKS - SPECIFICATION*
Eco-labelling Claim	Fill in this part ONLY IF applicant is applying for Eco-Labelling Certification, or else leave it blank.

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2) Status of Trademark(s) / Brandname(s)

Note: This particular section pertains to trademarks/ brandnames that have the same trademark/ brandname status. If the applicant has multiple trademarks/ brandnames with different statuses, a separate form ePCS/FOR/01-4 shall be attached by the applicant to declare each additional trademark(s)/brandname(s) status.

Status of trademark(s)/ brandname(s)	Details
Legally owns the trademark/ brandname	Applicant shall tick this only if trademark(s)/ brandname(s) declared in this application is owned by the applicant. Attach registration for trademark / brandname.
Seeking approval for the trademark/ brandname	Applicant has not yet received official approval for the use of the trademark/ brand name, as the registration status of the trademark/ brand name is still pending. Attach evidence of application for the registration.
No brandname	Applicant declares that the product to be certified does not have a trademark/ brand name, and therefore, the company name will be used for identification purposes in the certification.
Using trademark/ brandname belonging to other party	The declared trademark/brandname is not owned by the applicant. Attach Authorization Letter of Trademark/ Brandname (ePCS/FOR/01-4.1) signed by the trademark/brandname owner, as the evidence of authorization.

Declaration of Approval for Trademark/Brand Name Form (ePCS/FOR/01-4)

Authorization Letter of Trademark/ Brandname (ePCS/FOR/01-4.1)

Both of these forms can be downloaded from the Customer Portal website.

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Part C : Required Documents

Note: Applicant shall submit all the required documents as appropriate, well in advance of the initial audit, to ensure there is sufficient time for evaluation, except for Full Type Test Report. Applicant is allowed to submit the required documents, such as the Bill of Materials, Inspection and Test Plan or Quality Inspection Plan, Process Flow Chart, and List of Test Equipment, which are available and typically used internally in the manufacturing process or production factory.

The template provided below can be used as reference, if applicable.

I)   **Bill of Materials** / **Components**
        (All applicable information of components or raw materials used to produce the product shall be listed. Shall the components or raw materials used is required to have specific approval from the authority, the certificate or letter of approval shall be attached)

List of Raw Materials and/or Components Used to Manufacture the Product					
No.	**Item**	**Model/ Brand**	**Technical data/ Specification**	**Manufacturer**	**Approval**
1.	*Example :* Raw material 1	Model A	Grade AB	ABC Sdn. Bhd.	SIRIM License No.: PC000101
2.	Raw material 2	Model B	Grade CD	External Supplier Sdn. Bhd.	-

II)   **Quality Inspection Plan / Quality Control Checking Schedule**
        (All items that need to undergo testing, verification or inspection shall be listed. They may include the incoming raw materials and components, in-process or semi-finished product and finished product. Test, verification or inspection that are carried out on each item, the frequency of testing and the identification number of form used to record the test result shall be provided in the relevant column. All tests' requirements stipulated in the standard shall be covered in this QC plan disregard at what stage of process they are to be carried out)

Quality Control Checking Schedule				
QC Check No.	**Items Inspected/ Tested**	**Test/ Inspection Details**	**Frequency**	**Form no.**
Example : QC 1	Parts	Dimensions	Every incoming batch	QA-01
QC 2	Assembly	Visual Inspection	Every 2 hours	QA-02

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III) Process Flow Chart

(Please describe the main production process flow using symbols indicated as in example shows in Figure 1. All process, operation, assembly, final product test and inspection should be identified and included in the flow chart)
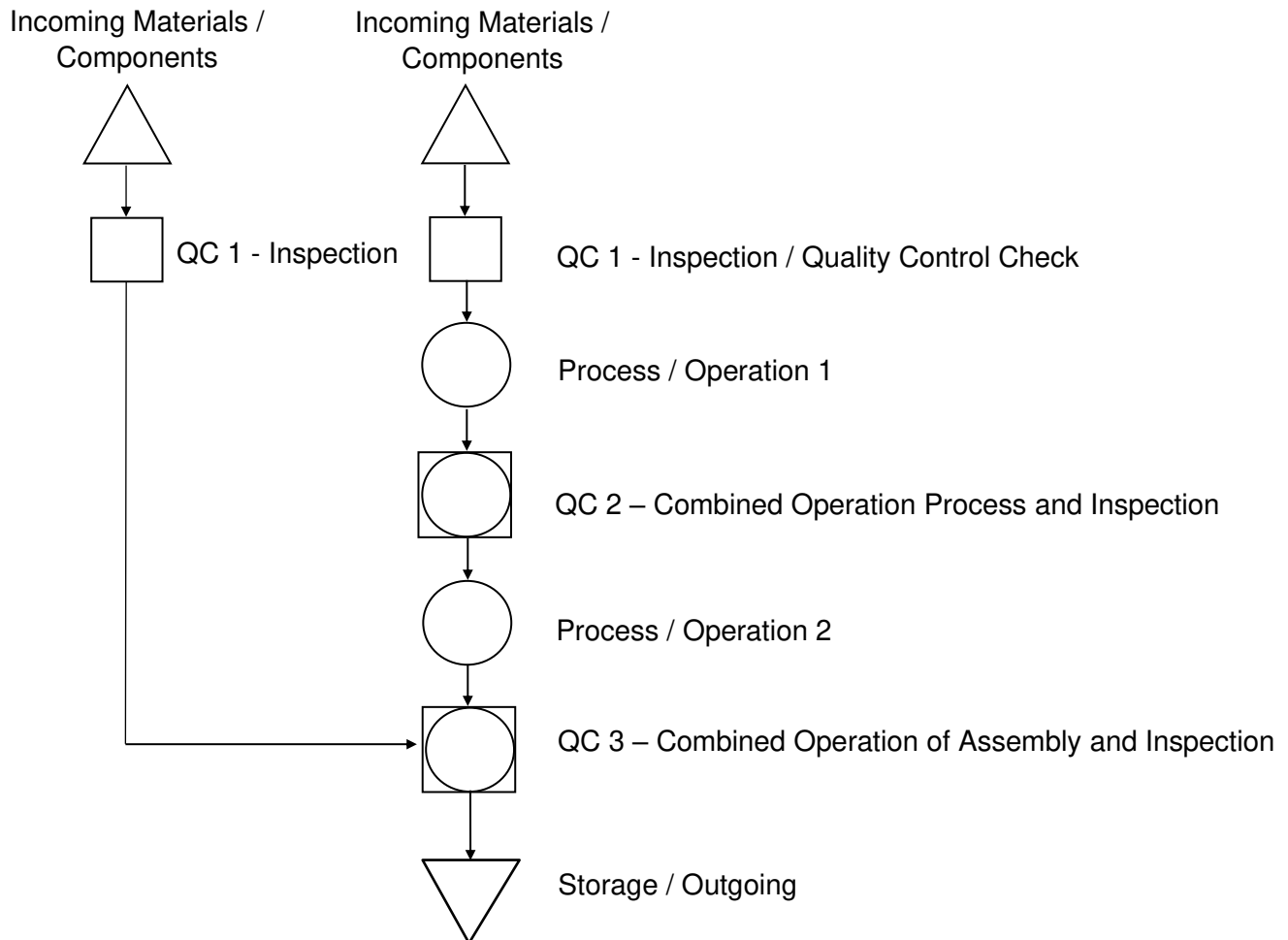

Figure 1 : Example of flow chart using the indicated symbols.

LEGEND			
◯	Operation	▽	Storage
▢	Inspection	⊡	Combined Operation and Inspection
△	Incoming Goods	↓	Flow line

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IV)   List of test equipment and status of calibration
(All equipment or gauges that are used to perform all identified tests in QC checkpoint shall be listed together with its model, serial number, frequency of calibration/verification and name of calibration laboratory)

List of Test Equipment and Status of Calibration				
Equipment	**Range Use for Testing**	**Parameters Calibrated**	**Frequency of Calibration/ Verification**	**Calibration Laboratory**
Example : Weighing Balance	0 – 800 g	0 – 1000 g	Every Year	SIRIM Calibration
Tensile Tester	0 – 1000 N	0 – 1000 N	Every Year	SIRIM Calibration

Part D : Declaration and Undertaking

Required Information	Details
Signature of the authorized representative.	All the required information shall be completed: Signature, Applicant's stamp, Name, Designation (e.g.: Dr/ Ir./ Ts/ Mr/ Mrs/ Ms/ etc.), Email, Phone No., and Date.

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