



**APPLICATION FOR QUALITY SYSTEM CERTIFICATION
TO ISO 9001:2000**

Form AF II - (To be submitted in duplicate)

*Uganda National Bureau Of Standards. Plot M217 Nakawa Industrial Area. P. O.BOX 6329 Kampala.
Tel: 256-414-505995, FAX: 256-414-222369, Email : unbs@infocom.co.ug, Website : www.unbs.go.ug*

PART A: DETAILS OF APPLICANT

(1) Location & capacity

I. Name of Organisation

II. Registration number (in the case of a company/close corporation) or identity number(s) (in the case of a partnership, furnish identity number of each partner)

III. Address to which correspondence should be sent

IV. Capacity of Organisation

(a) (Net turn-over) -----

(b) No. of employees -----

V. Telephone: -----

VI. E-mail: -----

VII. Fax: -----

(2) Scope of Certification

(3) Name product(s) or service(s) to which registration is required. (Use separate sheet if necessary)

(4) Physical location of premises where product/service is produced



APPLICATION FOR QUALITY SYSTEM CERTIFICATION
TO ISO 9001:2000

Form AF II - (To be submitted in duplicate)

Uganda National Bureau Of Standards. Plot M217 Nakawa Industrial Area. P. O.BOX 6329 Kampala.
Tel: 256-414-505995, FAX: 256-414-222369, Email : unbs@infocom.co.ug, Website : www.unbs.go.ug

(5) Declaration

The undersigned declare(s) that he/she/they have read and is/are fully conversant with and intend(s) to comply with the provisions of the rules and guidelines regarding certification, use of the certification logo, award, maintenance, suspension and denial of certification as outlined in the guidelines for applicants (attached) and the general and specific conditions under which the UNBS Management Systems Certification Scheme for Quality System Registration is performed. The undersigned further undertakes to the following:

- a) Pay the fees prescribed by UNBS with respect to application, audit, surveillance and certification
- b) Should any information supplied in this application be found to be wrong, the application may be rejected
- c) Should the certificate be cancelled or suspended by UNBS, the use of certificate will cease with immediate effect until clearance is made by UNBS

The undersigned declare(s) that he/she/they is/are properly authorized to make this application and to bind the applicant legally, upon acceptance of a formal quotation.

Signed on (day)..... of (month) (year).....

1 _____
Signature Title

Printed name

2 _____
Signature Title

Printed name

Part B: TERMS, CONDITIONS AND PRIVILEGES OF THE LICENSEE

1.0 General Information

- 1.1 The company whose quality system has been registered to be in compliance with US-ISO 9001:2000 shall be referred to as the licensee.
- 1.2 The registration indicates acceptance by UNBS of the applicant's quality system by initial assessment to the requirements of US-ISO 9001:2000 and the continued maintenance thereof by regular surveillance. In carrying out assessments, UNBS examines the following:
 - ✓ Does the quality documentation address all the relevant requirements of US-ISO 9001:2000?
 - ✓ Does the applicant operate in accordance with the documented quality system?
 - ✓ Is the quality system implemented and maintained?
- 1.3 Any non-conformity found during the assessment will have to be rectified within a period of two months, failure to meet this will require the assessment to be repeated at the applicant's expense.
- 1.4 A certificate that indicates the details of the registration set out in 1.6 is issued to a successful applicant.
- 1.5 After grant of a certificate of registration to US-ISO 9001:2000, the licensee's name is entered into the register of US-ISO 9001:2000 certified companies
- 1.6 The register, which is available for public inspection at the UNBS offices, identifies the name and address of the successful applicant and the range of commodities or service(s), to which his/her/their quality system applies.
- 1.7 Since registration is limited to the Quality System and not the quality of the successful applicant's



**APPLICATION FOR QUALITY SYSTEM CERTIFICATION
TO ISO 9001:2000**

Form AF II - (To be submitted in duplicate)

*Uganda National Bureau Of Standards. Plot M217 Nakawa Industrial Area. P. O.BOX 6329 Kampala.
Tel: 256-414-505995, FAX: 256-414-222369, Email : unbs@infocom.co.ug, Website : www.unbs.go.ug*

commodity or service, the registration does not imply and it shall not be so construed that UNBS approves the quality of the applicant's commodity or service. The quality of the product is performed under a separate scheme of Product Certification by UNBS.

2. Applications

- 2.1 Applications for registration must be submitted on the original of the prescribed application form.
- 2.2 Applications for registration must state a defined commodity, range of commodities or service and the location of the premises concerned. Separate applications must be submitted for each site at which a product is produced or a service rendered.
- 2.3 Applications are valid for six (6) months from the date of application, unless extension of time is granted by UNBS. Failure to comply with the requirements of UNBS shall not absolve the applicant from the payment of any fees remaining due or unpaid.

3. Registration And Issue Of Certificate

The registration of the successful applicant and the issue of a certificate are subject to the assessment (audit) of the applicant's quality system and a final evaluation of the audit report by an evaluation committee of UNBS; and also to the provisions of the UNBS Certification Regulations 1995.

4. Fees Payable

An applicant will be responsible for the payment of the under mentioned fees. Please refer to the attached fee schedule for your reference:

- a) Application fee: This covers the adequacy audit and pre-audit services. This fee is payable whether the applicant is successful or not and shall accompany the application forms
- b) Audit fees: This is payable before the audit of the applicant's quality system is done.
- c) Special audit fee: Payable whenever a special audit has been arranged whether on request by the client or as determined necessary by UNBS.
- d) Licensee fee- this is valid for a period of three (3) years during which the certificate will be valid.
- e) Surveillance fee: Surveillance will be performed once a year from the date of registration

Note: The fees payable shall be as per the fee schedule that is provided to the applicant at the time of application.

5. Accompanying Documents

The fully filled application form shall be accompanied by the following documents of the applicant

- a) Quality Manual,
- b) Quality policy
- c) Quality objectives
- d) Procedure for control of documents
- e) Procedure for control of records
- f) Procedure for internal system audits
- g) Procedure for control of non-conforming products
- h) Procedure for corrective actions
- i) Procedure for preventive actions
- j) Any other procedures relevant to US-ISO 9001:2000 Quality Management System
- k) A copy or photocopy of Certificate of Incorporation or registration
- l) Names of top management
- m) Details of technical persons (name, qualification and job)