



管理体系/服务认证申请书

Application for Management System/Service Certification

申请材料真实性承诺书

Letter of Commitment on the Authenticity of Application Materials

申请组织名称 Name of applicant:

申请方及所代表的受审核方已通过华质官网获取《公开文件》已知悉相关规定，自愿向广东华质认证有限公司提出认证申请，在此本申请方声明。

The applicant and the auditee it represents have obtained the "Public Documents" through the official website of HuaZhi and are aware of the relevant regulations. They voluntarily submit a certification application to Guangdong HuaZhi Certification Co., Ltd. Hereby, the applicant declares.

➤ (1) 我方自愿向广东华质认证有限公司提出管理体系认证/服务认证申请，并承诺始终遵守有关认证证书及认证标志使用、认证信息变更通报等要求；

We voluntarily apply for management system certification/service certification from Guangdong HuaZhi Certification Co., Ltd., and promise to always comply with the requirements regarding the use of certification certificates and certification marks, as well as the notification of changes to certification information;

➤ (2) 我方在本表所填写内容均真实、准确、完整，如有虚假，自愿承担全部责任；在本表所填写内容在发生变化时及时通知广东华质认证有限公司；

The information filled in this form by our side is true, accurate, and complete. If there is any falsity, we are willing to bear all the responsibilities; we will promptly notify Guangdong HuaZhi Certification Co., Ltd. in case of any changes to the information filled in this form;

➤ (3) 我方已阅读广东华质认证有限公司有关公开文件，同意遵守认证有关规定，提供审核所需要的信息，并保证所提供的资料真实、合法、有效；

We have read the relevant public documents of Guangdong HuaZhi Certification Co., Ltd., agree to abide by the relevant certification regulations, provide the information required for the audit, and guarantee that the information provided is true, legal, and valid;

➤ (4) 我方按规定支付认证费用；

We pay the certification fees according to the regulations;

➤ (5) 受审核方现行的管理体系/服务文件已经发布并实施，且已经完成了内部审核和管理评审；

The currently effective management system/service documents of the auditee have been issued and implemented, and the internal audit and management review have been completed;

申请方代表签字/Signature of applicant's Rep.:

(盖章) (Seal):

日

期:

地址: 深圳市龙岗区布吉街道龙珠社区南门墩鸿冠创新人才产业园 7 栋 (写字楼) 308

TEL: 0755-8228 3970

URL: <http://www.gdhzrz.com>

注： 为选项，当标识空白 时，表示未选择该项；当标识为■时，表示选择该项；

Note 1: is an option, when marked as blank , it indicates that the item is not selected; When marked as■, it indicates that the item is selected;

一、申请组织基础信息 Apply for basic organizational information

申请组织名称 Name of applicant					
注册地址 Company Registered Address					
实际生产/经营地址 Production/business Add..	[如有固定分场所、临时现场、虚拟场所时， 请填写附件（多场所清单） If there are fixed sub-sites, temporary sites and virtual sites, please fill in the attachment (multi-site list)]:				
法定代表人 legal representative		职务 Position		联系方式 TEL:	
联系人 Contacts		职务 Position		联系方式 TEL:	
组织传真 Fax		邮箱 E-mail		注册资本 registered capital	万元
统一社会信用代码 Unified social credit code		网址 Website		邮编 P. C	
组织规模 Organizational scale	申请范围覆盖员工总数 Total number of employees covered by the application				
组织雇员情况 Employee situation of the audited party	作业班次 Shift work schedule : 班 schedule 班次作业时间 Shift operation time:				
	重复工作雇员人数 Number of duplicate employees: 人; 重复工作内容说明 Explanation of Repetitive Work Content:				

	兼职/临时雇员人数 Number of part-time/temporary employees : 人 兼职工作内容说明 Description of part-time job responsibilities :
组织运作情况 Organizational operation status	➤ 连续作业 Continuous operation ➤ 非连续性作业 Non-continuous operation 季节性作业 Continuous operation 周期性作业 Periodic operation 季节性、周期性作业情况说明 Explanation of seasonal and periodic operations:
作息时间表调查 Survey on work and rest schedule	作息时间表 Time Table: 是否接受调整 Do you accept the adjustment: 接受 不接受
外包过程/职能 Outsourcing process/function	➤ 无外包 None ➤ 有外包, 控制类型和程度说明 Including outsourcing, description of control type and degree :
是否申请多体系结合审核 Should we apply for a multi system integration review	否 No 是 Yes (只有QES可进行一体化审核)
近 1 年内是否发生过重大 质量/环境/安全事故或违规处罚 Have there been any major quality/environmental/safety accidents or violations in the past year	否 No 是 Yes, 说明 Note:
体系运行开始时间 The start time of system operation	
内审/管评时间 (适用时) Internal audit/management review time (when applicable)	
期望审核时间 Expected audit time	注: 认证覆盖产品和服务需有正常的生产和服务 Certification covers products and services that require normal production and service
证书需求时间 Certificate demand time	

二、申请的认证信息 Application for certification information

合同范围 Scope of the contract	管理体系认证 Management system certification 服务认证 Service certification
申请认证类型 Type of certification application	初次认证 Initial certification 再认证 Re-certification 扩项申请 Expanding the scope of certification 证书转换申请 transfer of certificate 特殊审核申请 special audits:
认证证书标识 Certification certificate identification	 HZC
其他特殊要求 Other special requirements	
拟认证的服务/管理的标准 The standards for the services/management to be certified	详见官网合同申请中附件一业务受理清单 (http://www.gdhzrz.com) For details, please refer to Annex I Business Acceptance List in the contract application on the official website (http://www.gdhzrz.com)
拟认证范围 Proposed scope of certification	➤ 管理体系认证/服务认证拟认证的范围 Scope of Management System Certification/Service Certification to be Certified: ➤ 删减/不适用条款 (仅限质量领域) Clauses not used (Quality related fields only): 无删减/无不适用 None 有删减/有不适用 Clauses No. : QMS:8.3 条款 管理体系 management system: 服务认证 Service Certification:

三、受审核方需提交的申请材料清单 List of application materials required to be submitted by the auditee

- 拟认证组织的法律地位证明（副本的复印件或扫描件），包括营业执照、事业单位法人证书、社会团体登记证书、非企业法人登记证书、党政机关设立文件等等：
Proof of legal status of the organization to be certified (copy or scanned copy of the duplicate), including business license, certificate of legal person for public institutions, registration certificate of social organizations, registration certificate of non-enterprise legal persons, establishment documents of party and government organs, etc;
- 若覆盖多场所活动，还应提供每个场所的法律地位证明文件及中心职能机构与各分场所之间的法律或合同联系证明文件（适用时）；
If the activity covers multiple locations, proof of legal status for each location, as well as proof of legal or contractual connections between the central functional organization and each sub-location (where applicable), should also be provided;
- 若受审核方与申请方不是同一组织，还需提供双方关系的证明文件及受审核方接受审核的书面承诺（适用时）；
If the auditee and the applicant are not from the same organization, it is also necessary to provide documentary evidence of the relationship between the two parties, as well as a written commitment from the auditee to undergo the audit (where applicable);
- 与认证范围相关资质或许可证明，包括：资质证书、工业产品生产许可证、安全生产许可证、行业入网证、餐饮服务许可证、特种设备许可证、卫生许可证、等等；
Qualifications or licenses related to the scope of certification, including: qualification certificates, industrial product production licenses, safety production licenses, industry network access certificates, catering service licenses, special equipment licenses, hygiene licenses, and so on;
- 认证证书中表明注册商标时需提供商标注册证明复印件或商标授权使用证明复印件或扫描件；
The certification certificate indicates that a photocopy or scanned copy of the trademark registration certificate or trademark authorization certificate is required when registering a trademark;
- 有效版本的管理体系文件如：管理体系说明及体系文件清单、管理手册、程序文件汇编、管理制度汇编等；
Effective version of management system documents such as: management system description and system document list, management manual, compilation of procedure documents, compilation of management systems, etc;
- 与认证范围有关的过程和活动方面的重要信息（可单独提供文件），包括组织结构图及职能分配表、生产工艺流程图/服务提供流程图（或服务蓝图）、生产/服务设备设施清单、监视和测量资源清单（检测设备）、特种设备检测报告等等；
Important information related to the scope of certification, including organizational structure diagrams and functional allocation tables, production process flowcharts/service provision flowcharts (or service blueprints), lists of production/service equipment and facilities, monitoring and measurement resource lists (testing equipment), special equipment testing reports, etc. (This information can be provided in a separate document).
- 适用的法律法规和其他要求清单（包括产品/服务执行的标准名称和代码）；

List of applicable laws, regulations, and other requirements (including the names and codes of standards implemented for products/services)

- 申请环境、职业健康安全管理体系认证，还需提供：重要环境因素清单（EMS 适用）、主要危险源辨识和风险评价清单（OHSMS 适用）、新、改、扩建环评、批复、验收与环境监测报告（EMS 适用时）、安全评价/职业病危害评价、验收与职业病危害因素检测报告（OHSMS 适用时）、使用的危险材料清单；

To apply for certification of the environmental and occupational health and safety management system, the following documents are also required: list of important environmental factors (applicable to EMS), list of major hazard source identification and risk assessment (applicable to OHSMS), environmental impact assessment, approval, acceptance, and environmental monitoring reports for new construction, renovation, and expansion projects (when EMS is applicable), safety assessment/occupational hazard assessment, acceptance, and occupational hazard factor detection reports (when OHSMS is applicable), and list of hazardous materials used;

四、申请方及受审核方应遵守认证的有关规定 The applicant and the auditee shall comply with the relevant regulations of certification

- 为进行审核做好全部必要的安排，包括为进行初审、监督、再认证和解决投诉而准备待审查的文件、开放认证范围所覆盖的区域、提供必要的记录（含内部审核报告/管理评审报告）和准备相应的人员；

Make all necessary arrangements for the audit, including preparing documents for review, opening areas covered by the certification scope, providing necessary records (including internal audit reports/management review reports), and preparing corresponding personnel for the initial review, supervision, recertification, and complaint resolution;

- 仅可就获准认证的范围做宣传；

Publicity can only be made within the scope of the approved certification;

- 在宣传认证结果时，不得损害认证机构的声誉，不得作出使认证机构认为误导或未授权的声明；

When promoting the certification results, one must not damage the reputation of the certification body, nor make any statements that the certification body deems misleading or unauthorized;

- 当接到暂停或撤销认证通知时（不论如何决定的）应立即停止使用涉及认证内容的广告，并按认证机构的要求交回所有认证文件；在认证范围被缩小时，应当立即修改所有的广告材料；

Upon receiving a notice of suspension or revocation of certification (regardless of how it is decided), advertisements involving the certified content should be immediately discontinued, and all certification documents should be returned as required by the certification body; when the scope of certification is reduced, all advertising materials should be promptly revised;

- 本次认证仅用来证明申请方管理体系/服务认证符合了特定标准或其它规范性文件，不得使用本次认证来暗示申请方产品或服务等得到了认证机构的批准或保证；

This certification is solely intended to demonstrate that the applicant's management system/service certification meets specific standards or other normative documents. It shall not be used to imply that the applicant's products or services have been approved or guaranteed by the certification

body;

- 确保不采取误导、欺诈等的不正当方式使用或部分使用认证文件、标志或报告;

Ensure that no misleading, fraudulent, or other improper methods are used to utilize or partially utilize certification documents, marks, or reports;

- 在传播媒介（如互联网、宣传册或广告）或其他文件中引用认证状态时，应符合认证机构的要求;

When referencing the certification status in communication media (such as the Internet, brochures, or advertisements) or other documents, it should comply with the requirements of the certification body;