



經濟部標準檢驗局品質管理驗證機構認可申請書
Application Form for Being a BSMI Recognized Quality
Management System Certification Body

1. 基本資料 Basic Information

申請驗證機構名稱(中文)：	_____
Name of Applicant (English)	_____
機構簡稱：	_____
Name in Short	_____
地址：	_____
Address	_____
負責人：	_____
Head	_____
電話號碼：	_____
Telephone No.	_____
傳真號碼：	_____
Fax No.	_____
機構網址：	_____
Website Address	_____
聯絡人：	_____
Contact Person	_____
電話號碼：	_____
Telephone No.	_____
傳真號碼：	_____
Fax No.	_____
電子郵件信箱：	_____
E-mail Address	_____

其他分支機構包含於申請範圍：無 (No)
Other Branches Included in the Application 有，請填下表 (Yes, please fill in the following table)

包含於申請認可範圍內之其他地址：
Other Addresses to Be Included in the Application

部門/單位名稱 Name of Department/Unit	業務項目 Scope of Operation	地址 Address

已閱讀並瞭解「6.注意事項」。
I hereby acknowledge that I have read and understood the content of “6. Notes.”

按一下這裡以輸入日期 [Please click to choose date.](#)

申請日期 Date of Application

申請驗證機構負責人簽章 Signature of Head

2. 申請認可類別及範圍(請勾選適當項目)

Application Category and Scope (please check the appropriate boxes)

類別 Category		範圍* Scope*
商品驗證登錄、自願性產品驗證及度量衡業自行檢 定許可 RPC, VPC and Self- Verification by Measuring Instrument Enterprises	正字標記 CNS Mark	
	<input type="checkbox"/>	01 農業、林業及漁業 (Agriculture, forestry and fishing)
	<input type="checkbox"/>	02 礦業、採石業 (Mining and quarrying)
	<input type="checkbox"/>	03 食品、飲料及煙草 (Food products, beverages and tobacco)
<input type="checkbox"/>	<input type="checkbox"/>	04 紡織及紡織製品 (Textiles and textile products)
<input type="checkbox"/>	<input type="checkbox"/>	05 皮革及其製品 (Leather and leather products)
<input type="checkbox"/>	<input type="checkbox"/>	06 木材及其製品 (Wood and wood products)
<input type="checkbox"/>	<input type="checkbox"/>	07 紙漿、紙及紙製品 (Pulp, paper and paper products)
<input type="checkbox"/>	<input type="checkbox"/>	10 焦炭及石油煉製品之製造 (Manufacture of coke and refined petroleum products)
<input type="checkbox"/>	<input type="checkbox"/>	12 化學品、化學製品及纖維 (Chemicals, chemical products and fibers)
<input type="checkbox"/>	<input type="checkbox"/>	14 橡膠及塑膠製品 (Rubber and plastic products)
<input type="checkbox"/>	<input type="checkbox"/>	15 非金屬礦物製品 (Non-metallic mineral products)
<input type="checkbox"/>	<input type="checkbox"/>	16 水泥、混凝土、石灰、石膏等 (Concrete, cement, lime, plaster etc.)
<input type="checkbox"/>	<input type="checkbox"/>	17 基礎金屬及加工金屬製品 (Basic metals and fabricated metals)
<input type="checkbox"/>	<input type="checkbox"/>	18 機械及設備 (Machinery and equipment)
<input type="checkbox"/>	<input type="checkbox"/>	19 電機及光學設備 (Electrical and optical equipment)
	<input type="checkbox"/>	20 造船業 (Shipbuilding)
	<input type="checkbox"/>	21 航太業 (Aerospace)
	<input type="checkbox"/>	22 其他運輸業 (Other transport equipment)
<input type="checkbox"/>	<input type="checkbox"/>	23 其他製造業 (Manufacturing not elsewhere classified)

*所列範圍依據 NACE Rev. 2 (The scopes are based on NACE Rev. 2.)

3. 申請性質(請勾選)

Purpose of Application (please check the appropriate boxes)

- 新申請案 (4.1, 4.2/4.3, 4.4, 5.1, 5.2, 5.3)
New application
(4.1, 4.2/4.3, 4.4, 5.1, 5.2, 5.3)
- 延展申請 (4.1, 4.2/4.3, 4.4, 5.2, 5.3)
Application for extension of the validity
period (4.1, 4.2/4.3, 4.4, 5.1, 5.2, 5.3)
- 認可範圍異動(請續勾選下列選項，並敘明)
Changes to the scope of recognition (please check the items below and elaborate)
- 增列，範圍(4.2/4.3, 5.3)： _____
Extension of recognition scopes
- 減列，範圍： _____
Reduction of recognition scopes
1. 原因 Reason
- 經認證機構減列範圍(Reduced by the accreditation body)
- 機構內部業務調整(Internal business adjustment)
- 其他(請敘明) Others (Please elaborate)： _____
2. 對同時具 RPC/VPC/正字標記/度量衡業自行檢定業者資格等客戶是否提供驗證移轉措施?
Is there any arrangements to assist clients with certified qualifications of RPC, VPC, CNS Mark and self-verification measuring instruments in transferring certification?
- 是，說明 Yes, please elaborate： _____
- 無具 RPC/VPC/正字標記/度量衡業自行檢定業者資格之客戶。
There is no client with certified qualifications of RPC, VPC, CNS Mark and self-verification measuring instruments.
- 其他(請敘明) Others (Please specify)： _____
- 認證證書登載事項變更(請續勾選下列選項，並敘明)
Changes to the information stated in the accreditation certificate (Please check the items below and elaborate)
- 地址 (4.2/4.3, 4.4, 5.2)
Address (4.2/4.3, 4.4, 5.2)
- 機構名稱 (4.2/4.3, 4.4, 5.2)
Name of the organization (4.2/4.3, 4.4, 5.2)
- 認證效期 (4.2/4.3)
Expiry date of accreditation (4.2/4.3)
- 其他，請敘明 Others (Please specify)： _____
- 代理人變更 Change of Agent (4.1)
變更日期 Effective Date of Change: [按一下這裡以輸入日期](#) [Please click to choose date.](#)
- 屆期不延展。請敘明對同時具 RPC/VPC/正字標記/度量衡業自行檢定業者資格等客戶之後續處置)： _____
No need for extension. Please describe actions taken for clients with certified qualifications of RPC, VPC, CNS Mark and self-verification of measuring instruments.
- 終止認可。請敘明對同時具 RPC/VPC/正字標記/度量衡業自行檢定業者資格等客戶之後續處置)： _____
Termination of recognition. Please describe actions taken for clients with certified qualifications of RPC, VPC, CNS Mark and self-verification of measuring instruments.
- 其他(請敘明) Others (Please specify)： _____

4. 檢附文件(請勾選)

List of Attachments (please check the appropriate boxes)

- 4.1 委任書(國外申請者適用)

Letter of Authorization by Quality Management System Certification Bodies Applying for BSMI Recognition (applicable to foreign applicants)

註：國外之驗證機構應填具委任書，委任在中華民國境內有住所或營業所之代理人辦理。

Note: A foreign applicant shall authorize an agent who has a domicile or business place within the territory of Taiwan, the Republic of China, to submit the application. In such cases, the letter of authorization signed by the applicant shall also be provided.

- 4.2 財團法人全國認證基金會核發之認證證書影本

A copy of an accreditation certificate issued by Taiwan Accreditation Foundation

- 4.3 簽署國際認證論壇(IAF)或亞太認證聯盟(APAC)多邊承認協定之當地國認證機構核發認證證書原文及英文影本，或符合「品質管理驗證機構認可作業要點」第2點第2項規定由第三國已簽署國際認證論壇或亞太認證聯盟多邊承認協定之認證機構核發認證證書原文及英文影本，或符合同要點第4點第2款規定之佐證文件

A copy of an accreditation certificate (Local language and English version) issued by an accreditation body which is a member of the Multilateral Recognition Arrangements (MLAs) of the International Accreditation Forum (IAF) or the Asia Pacific Accreditation Cooperation (APAC), or by an accreditation body in the third country which is a member of the IAF or APAC MLAs under the circumstances stated in the second paragraph of Clause 2 of the *Directions for Recognition of Quality Management Systems Certification Bodies*, or the documents mentioned in Clause 4.(2) of the Directions.

◆ 認證機構 Accreditation body : _____

◆ 認證期限(倘認證證書未記載有效期限，請提供由認證機構出具之說明文件)：
[按一下或點選以輸入日期](#)
[Please click to choose a date](#)

Expiry date of accreditation (if there is no expiration on the accreditation certificate, please provide the explanatory documents provided by the accreditation body)

- 4.4 申請者核發之 ISO 9001 證書原文版樣本及英文版樣本

A sample of issued ISO 9001 certificate in the original language and in English.

註：經本局認可後，當所核發之 ISO 9001 證書樣本有任何異動時(如格式、標記、圖形、簽署人等)，貴機構應及時通知本局，以避免未報備的證書有效性受質疑。

Note: A recognized quality management system certification body shall inform immediately the BSMI of any changes made to the sample of ISO 9001 certificate, including the format, marks, graphics signatories, etc, to prevent the validity of the revised certificates from being challenged.

5. 其他應檢附文件(請勾選)

Other Required Supporting Documents (please check the appropriate boxes)

- 5.1 申請者公司簡介(含位置圖)或年報，以及稽核業務說明

A brochure of the applicant (including site location map) or annual report and explanation of audit activities.

- 5.2 (預定)認可後對 RPC、VPC、正字標記或度量衡器自行檢定業者管理之作業說明書(中文或英文版)

(Proposed) Operation procedures for the management of clients with certified qualifications RPC, VPC, CNS Mark and self-verification measuring instruments (in Traditional Chinese or English) after being recognized.

- 5.3 (預定)執行欲申請或已取得商品驗證登錄、自願性產品驗證、度量衡業自行檢定許可或正字標記等工廠之品質管理系統驗證人員名單

A (proposed) list of personnel performing quality management system certification of factories that intend to apply for or have been certified RPC, VPC, self-verification of measuring instruments or CNS Mark.

6. 注意事項 Notes

申請認可作業 Application for Recognition

- 6.1 申請認可之品質管理驗證機構（以下簡稱申請者），應具備下列資格之一：
A quality management system certification body (QMS CB) that applies for recognition (hereinafter referred to as “applicant”) shall meet one of the following requirements:
- 6.1.1 取得財團法人全國認證基金會認證；
Being accredited by Taiwan Accreditation Foundation, the Republic of China; or
- 6.1.2 取得當地國認證機構之認證，且該認證機構必須已簽署國際認證論壇(International Accreditation Forum, Inc.)或亞太認證聯盟(Asia Pacific Accreditation Cooperation)之多邊承認協定。當地國無認證機構或已有認證機構而尚未簽署國際認證論壇或亞太認證聯盟之多邊承認協定者，得經由第三國已簽署任一該等協定之認證機構認證；但當地國認證機構嗣後簽署前述多邊承認協定者，申請者須於 1 年內取得該認證機構之認證。
Being accredited by an accreditation body (AB) that is **located in the same country** as the applicant and is a member of the Multilateral Recognition Arrangements (MLA) of the International Accreditation Forum, Inc. (IAF) or the Asia Pacific Accreditation Cooperation (APAC). If there is no AB in the applicant’s country, or if the AB located in the applicant’s country has not yet become a member of the IAF MLA or APAC MLA, the accreditation can be obtained from any IAF MLA or APAC MLA member AB located in other countries. When an AB located in an applicant’s country becomes a member of the IAF MLA or APAC MLA, the applicant is required to obtain accreditation from the AB within one year in order to retain recognition by the Bureau of Standards, Metrology and Inspection (BSMI).
- 6.2 申請認可範圍以實施商品驗證登錄、自願性產品驗證、度量衡業自行檢定許可或正字標記產品驗證且經認證機構認證之範圍為限。
The scope of recognition for application is limited to those under the schemes of the Registration of Product Certification (RPC), Voluntary Product Certification (VPC), Self-verification of Measuring Instruments or CNS Product Certification (CNS Mark) within the accredited scope by the AB.
- 6.3 申請認可中之驗證機構，本局得視需要要求提供相關資料，必要時並得派員前往查核。經認可之驗證機構，本局每年得定期或不定期實施查核 1 次。驗證機構無正當理由者，不得規避、妨礙或拒絕。
The BSMI may request the applicant to provide related documents and dispatch staff to conduct on-site audits when it is necessary. **The BSMI may also carry out annual audits regularly or at random intervals.** The QMS CB shall not deny, impede or evade these audits without justified reasons.

認可後對生產廠場的管理

Management of production premises after recognition

- 6.4 當認可驗證機構所核發之 ISO 9001 證書被用於申請驗證登錄商品、自願性驗證產品或正字標記等產品驗證時，該認可驗證機構將收到本局(含分局)或委託商品驗證機構之通知。認可驗證機構應維持該類生產廠場名單，並於執行該廠商例行追查作業時確實稽核其品質管理系統及每年依「產品驗證生產廠場品質管理系統查核表」或「正字標記認可品質管理驗證機構 ISO 9001 品質管理系統追查查檢表」之填表說明進行查核，以確認下列事項：
When an ISO 9001 certificate issued by a recognized QMS CB is used to apply for either the certification of RPC products, VPC products or CNS products, the recognized QMS CB will receive a notification from the BSMI or its commissioned product certification bodies. The recognized QMS CB shall **maintain a list of such organizations** and complete the required checklist (“*Checklist of Auditing the Quality Management System of RPC/VPC Registered Production Premises*” or “*Follow-up Audit Checklist of ISO 9001 Quality Management System of CNS Mark Certified Production Premises*”) during the annual surveillance audits to confirm the followings:

對象 Subject	驗證登錄或自願性產品驗證登錄之廠場 RPC/VPC Registered Production Premises	核准使用正字標記之廠場 CNS Mark Registered Production Premises
檢查項目 Audit Items	1. 是否持續營運或已經主管機關登記歇業？ Is the production premise in operation or registered as closed by the competent authority? 2. 能否持續符合 ISO 9001 標準之要求？ Does the production premise continuously meet the requirements of ISO 9001? 3. ISO 9001 證書內容是否異動？ Is there any change to the content of the ISO 9001 certificate? 4. 產製過程所依據規範為何，以使產品能滿足商品驗證登錄或自願性產品驗證商品公告適用之法規、法令及檢驗標準？ What are the specifications used by the production premise in its manufacturing processes to ensure that the products meet the applicable regulations and inspection standards required by the RPC or VPC system? 5. 產製過程如何管理，以使後續產製產品能與商品驗證登錄或自願性產品驗證登錄型式一致？ How does the production premise manage the manufacturing processes to ensure the subsequently manufactured products are in compliance with the product type registered in the RPC or VPC certificate?	1. 持續符合指定品管制度之要求； The quality management system of the production premises continuously comply with the quality management requirements; 2. 持有正字標記產品適用之最新版次相關法規及國家標準； The production premise maintains the most up-to-date versions of regulations and national standards applicable to the CNS Mark products; 3. 依國家標準建立適切之檢驗計畫予以執行，並提供適當資源使品質管理系統持續有效運作。 The production premise establishes adequate inspection plans for the CNS Mark products in accordance with related CNS standards and devotes adequate resources to ensure continuous compliance of their quality management systems with the requirements.
查核表 Checklist	<u>產品驗證生產廠場品質管理系統查核表</u> <i>Checklist of Auditing the Quality Management System of RPC/VPC Registered Production Premises</i>	<u>正字標記認可品質管理驗證機構 ISO 9001 品質管理系統追查查檢表</u> <i>Follow-up Audit Checklist of ISO 9001 Quality Management System of CNS Mark Certified Production Premises</i>
查核表回饋方式 Return of Completed Checklist	於每次稽核作業完成後 3 個月內，將該查核表上傳至本局「品管驗證機構系統」。 The completed checklist shall be uploaded to BSMI's Database of Quality Management System Certification Bodies within 3 months after the audits.	於每次稽核作業完成後 3 個月內，將該查檢表依廠商所在區域別分別寄送本局第六組或轄區分局。 The completed checklist shall be sent to the 6th Division or Branches of the BSMI, depending on the location of the certified manufacturers, within 3 months of the audits.

6.5 前點追查作業，本局得視需要派員進行實地查核，驗證機構無正當理由者不得規避、妨礙或拒絕。

The BSMI may arrange witness audits of the recognized QMS CB in carrying out the above-mentioned follow-up audits, if necessary, and the QMS CB shall not evade, impede or deny such audits without justified reasons.

- 6.6 憑認可驗證機構所核發 ISO 9001 證書，經登錄為驗證登錄或自願性產品驗證生產廠場、經度量衡專責機關許可為度量衡業自行檢定業者或核准使用正字標記之廠場，其證書登載事項有所異動時（含減列、註銷、廢止及重評換證），核發證書之驗證機構於通知生產廠場時，應同時副知本局商品驗證機關（構）或度量衡專責機關。

Where changes (including reduction of scope, cancellation and rescission of certificates, and issuance of certificates after re-assessment) are made to the content of ISO 9001 certificates, issued by the recognized QMS CB and used for registering production premises under the RPC, VPC or CNS Mark scheme, as well as for obtaining approval from the BSMI to conduct self-verification of measuring instruments, the recognized QMS CB **shall also inform the BSMI (or its commissioned commodity certification bodies) when new certificates are issued.**

認可後的自我管理

Self-management after recognition

- 6.7 經認可之驗證機構，其認證範圍被減列且影響認可範圍時，應於收到認證機構通知後 1 個月內檢具申請書及認證證書影本或佐證文件向本局申請變更，其認可證書登載事項有異動時，亦同。
A recognized QMS CB shall apply to the BSMI for changes to the scope of registration **within one month** after receipt of notices from the accreditation regarding changes to the accreditation scope. A copy of the revised accreditation certificates or supporting documents shall be provided along with the application. The same also applies if there are changes to the content of the accreditation certificates.

- 6.8 為加強經認可之品質管理驗證機構驗證人員熟悉商品驗證登錄、自願性產品驗證、度量衡業自行檢定許可與正字標記相關法規與技術，驗證人員每年應參加本局或本局指（核）定機構舉辦之驗證人員訓練課程活動至少 1 次。

The staff members of the recognized QMS CB shall **attend training courses delivered by the BSMI or designated institutes at least once a year** to enhance their familiarity with the relevant regulations and techniques of the RPC, the VPC, the CNS Scheme, or self-verification of measuring instruments.

- 6.9 前一年度或當年度已參加前點之訓練課程活動者，始得執行擬申請或已取得本局商品驗證登錄、自願性產品驗證、度量衡業自行檢定許可或正字標記生產廠場之 ISO 9001 品質管理系統驗證作業。

A recognized QMS CB is eligible for performing ISO 9001 quality management system certification activities of new applicants or registered organizations under the RPC, VPC, CNS Mark scheme or self-verification of measuring instrument **only when their staff members have completed the training courses of the year or of the preceding year.**

- 6.10 經認可之驗證機構有下列情形之一者，本局得撤銷或廢止其全部或部分之認可：

All or parts of recognition of a recognized QMS CB will be revoked or rescinded by the BSMI under any of the following circumstances:

- 6.10.1 認證證書被終止者；

The accreditation certificate of the recognized QMS CB has been withdrawn;

- 6.10.2 認證範圍被減列者；

The accredited scope of the recognized QMS CB has been reduced;

- 6.10.3 違反「品質管理驗證機構認可作業要點」第 6 點、第 8 點或第 10 點規定者；

The recognized QMS CB violates Clauses 6, 8 or 10 of the “*Directions for Recognition of Quality Management Systems Certification Bodies*”;

- 6.10.4 違反「正字標記管理規則」第 36 條至第 39 條規定之一者；

The recognized QMS CB violates one of the Articles 36 to 39 of the “*Regulations Governing the CNS Mark*”;

- 6.10.5 所發驗證證書或相關文件有虛偽不實之情事者。

There is evidence of fraudulence in the issued certificates or relevant documents.

- 6.10.6 以詐偽方法取得認可者。

The accreditation is obtained through fraudulent means.