



CER/FORM/02: QUESTIONNAIRE FOR MANAGEMENT SYSTEM REGISTRATION

NOTE:

The information given in reply to this questionnaire shall be treated confidentially.

Supplements may be included where it is necessary to expand any statement.

A separate document shall be completed for each organization involved.

The statements given herein shall relate to the Management System available at the time of completing the form.

This questionnaire should be completed in as much detail as possible and returned to KEBS.

1. Company Details:

Name of Firm

Postal Address

Physical Location

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Telephone.....

Fax

Email

Contact Person

Position

Alternative Contact Person

Position

- 1.1 Do you trade under any other trading names? YES ☐ NO ☐
If 'YES' give further details:

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Note: If the firm consists of several premises all contributing to the overall scope of any proposed registration, please list all such premises names and address on a separate sheet, attach and tick to indicate that an extra sheet is appended.

Extra sheet appended? YES ☐ NO ☐

- 1.2 Is your organization part of some larger organization? YES ☐ NO ☐
If 'YES' give name of holding company.

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2. Number of Employees

Please give total in the company for which registration/certification is being sought.

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3. Other Information

- 3.1 Does your firm currently hold any other certifications YES ☐ NO ☐
If 'YES' give details.

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- 3.2 Are you currently seeking approval/registration from other Bodies YES ☐ NO ☐

If 'YES' give details

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3.3 Scope(s) requested:

CODE/SCHEME (IF APPLICABLE)	SCOPE DESCRIPTION	TICK IF APPLICABLE
EA 1	Agriculture, fishing	
EA 2	Mining and quarrying	
EA 3	Food products, beverages and tobacco	
EA 4	Textile and textile products	
EA 5	Leather and leather products	
EA 6	Wood and wood products	
EA 7	Pulp, paper and paper products	
EA 8	Publishing companies	
EA 9	Publishing companies	
EA 10	Manufacture of coke and refined petroleum products	

CODE/SCHEME (IF APPLICABLE)	SCOPE DESCRIPTION	TICK IF APPLICABLE
EA 11	Nuclear fuel	
EA 12	Chemicals, chemical products and fibres	
EA 13	Pharmaceuticals	
EA 14	Rubber and plastic products	
EA 15	Non-metallic mineral products	
EA 16	Concrete, cement, lime, plaster etc.	
EA 17	Basic metals and fabricated metal products	
EA 18	Machinery and equipment	
EA 19	Electrical and optical equipment	
EA 20	Shipbuilding	
EA 21	Aerospace	
EA 22	Other transport equipment	
EA 23	Manufacturing not elsewhere classified	
EA 24	Recycling	
EA 25	Electrical supply	
EA 26	Gas supply	
EA 27	Water supply	
EA 28	Construction	
EA 29	Wholesale and retail trade; Repair of motor vehicles, motor cycles and personal and household goods	
EA 30	Hotels and restaurants	
EA 31	Transport storage and communication	
EA 32	Financial intermediation; real estate; renting	
EA 33	Information technology	
EA 34	Engineering services	
EA 35	Other services	
EA 36	Public administration	
EA 37	Education	
EA 38	Health and social work	
EA 39	Other social services	

Any other not in the list please give details:

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4. Product/Service Details

4.1 Organization seeking registration for:

ISO 9001:2000 ☐

ISO 14001:2004 ☐

ISO 22000:2005 ☐

ISO 27001:2005 ☐

OHSAS 18001:1999 ☐

4.2 Tick as appropriate all the business activities in which your firm is involved.

Design ☐

Manufacture ☐

Distribution ☐

NDT ☐

Installation ☐

Repair ☐

Maintenance ☐

Stockiest ☐

Others (please specify)

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4.3 Please describe, within the space provided, the scope for your firm's activity for which registration/certification is sought and which will define your product range or service to potential customers. (Where relevant quote Kenya Standard or any other Standard number(s)/ tolerances/ materials/maximum sizes/weight, etc.)

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4.4 Which processes of the management system are outsourced by your organization?

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4.5 List any other products or services offered for which registration is NOT being sought:

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5. Management system

5.1 How soon (specify in weeks) does your organization wish to be registered?

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Please note that management system documentation must be submitted at least 3 weeks before the date of audit

5.2 Have you developed the necessary management system documentation?

YES ☐ NO ☐

5.3 Are the employees in the organization aware of the management system?

YES ☐ NO ☐

5.4 What training (if any) have the employees undergone in relation to the management system?

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6. Where did you learn about KEBS certification services?

Customer	<input type="checkbox"/>	Personal Contacts	<input type="checkbox"/>	Seminar	<input type="checkbox"/>
Exhibition	<input type="checkbox"/>	Recommendation	<input type="checkbox"/>	Supplier	<input type="checkbox"/>
Others	<input type="checkbox"/>	Please state:.....			

7. Certification contract

I confirm that we have read and understood the certification contract and agree to abide with the provisions thereof once the management system is certified.

Signed:.....

Position:.....

Date:

Please return to:
The Managing Director
Kenya Bureau of Standards
P. O. Box 54974
NAIROBI

FOR KEBS OFFICIAL USE

1. Decision to undertake system audit: YES ☐ NO ☐

Justification for the decision:

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2. Audit time:..... Days

Details (if any):

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Signed:
Name Signature Date