



**CER/F/01B: APPLICATION FOR EXPANSION/REDUCTION/CHANGE OF SCOPE OF MANAGEMENT
SYSTEM REGISTRATION**

1. Company Details:

Name of Organization:

Postal Address:

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Physical Location

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Telephone.....

Email

Contact Person

Position

Management system standard(s):

2. Application for:

Expansion of scope ☐

Reduction of scope ☐

Change of scope ☐

Any other

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3. Reasons for expansion/ reduction/ change of scope:

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**4. If for expansion of scope, list all sites/activities/ departments/processes/sections covered
under the additional applied scope (*append a separate sheet if necessary*)**

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5. If reduction, list all sites/activities/ departments/processes/sections that are to be excluded from the original scope; *(append a separate sheet if necessary)*

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6. If change of scope, indicate the new scope, including all sites/activities/ departments /processes/sections that are to be included in the revised scope; *(append a separate sheet if necessary)*

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Form completed by:

Name.....

Position:

Signature: Date:

Please return to:
HOD Certification
Kenya Bureau of Standards
P. O. Box 54974 - 00200, NAIROBI. KENYA
or email to certification@kebs.org