

Instructions for Application for ISO 9001 Certification (Directly Apply to the BSMI)

The BSMI conducts ISO 9001 certification in accordance with "Measures Governing Implementation of Management Systems Certification" as of January 9, 2002.

1. Rights and Obligations on ISO 9001 Certification Services

The rights and obligations between the BSMI and the [applicant](#) applying and being registered during the process of ISO 9001 certification are specified in "Declaration of Rights and Obligations for Management Systems Registration". When the [applicant](#) applies for ISO 9001 certification, the Declaration should be signed and attached to the application form.

2. Scope

The scope for the application of ISO 9001 certification accepted by the BSMI includes all manufacturing and service industries except the applicants located in the P. R. China.

3. Handling the application

3.1 Contact information of BSMI:

The 3rd Section, 5th Division

The Bureau of Standards, Metrology and Inspection

Ministry of Economic Affairs

[No.4, Sec.1, Ji-Nan Rd., Taipei City 100, Taiwan \(R.O.C.\)](#)

Tel: (886-2) 2343-1805

Fax: (886-2) 2343-1811

E-mail: iso.service@bsmi.gov.tw

3.2 Application method: Foreign manufacturers shall lodge the application through an appointed representative, [using "Letter of Authorization \(QA-95\)"](#), who has an address or business in the territory of the Republic of China. The application can be delivered in person or by mail.

3.3 Documents required for application for ISO 9001 certification: (Note: The quality manual shall be in Chinese; other documents can be in English or in Chinese.)

- 3.3.1 An original copy and a photocopy of "Application Form QA-90 for ISO 9001 Certification" (QA-90) or QA-01;
- 3.3.2 An original copy and a photocopy of "Basic Information & Questionnaire" (QA-91) or QA-02;
- 3.3.3 Two original copies of "Declaration of Rights and Obligations for Management Systems Registration";
- 3.3.4 A copy of the quality manual;
- 3.3.5 Two copies of Organizational Structure Charts;
- 3.3.6 Two copies of diagrams of layout of plant/working site;
- 3.3.7 Two copies of the flow chart of main products/service process;
- 3.3.8 Two copies of the location map or route map of the manufacturer's place of business; and
- 3.3.9 Two copies of documents which demonstrate that it is a legal entity.

4. Certification Fees:

- 4.1 Application fee: NT\$10,000 per case.
- 4.2 Fees for assessment, reassessment and surveillance: NT\$8,000 per day per person.
- 4.3 Certificate fee for new applications: NT\$ 2,000 per case.
- 4.4 Re-issue of certificate: NT\$ 500 per case.
- 4.5 Annual fee: NT\$12,000 per case per year.
- 4.6 With regard to foreign manufacturers, the expenses for travelling abroad, accommodation, boarding and miscellaneous fees incurred by the audit team should be additionally charged, according to the regulations concerning the expense for overseas businesses.

5. Administration:

- 5.1 The surveillance made to the manufacturer that is certified will be conducted once a year.
- 5.2 The reassessment is done once every three years. The certified manufacturer does not have to file an application for reassessment conducted every three years.
- 5.3 The BSMI certificate is valid for up to three years. Before expiration, the BSMI will notify organizations about the impending expiration and to recommend renewal of the certificate if required.

6. Flowchart of Application for ISO 9001 Certification (Directly apply to the BSMI)

