

# 工廠檢查申請書（範例）

## Application Form of Factory Inspection

本欄為由工廠檢查機關（構）填寫

The table below shall be filled out by staff of the factory inspection body

工廠檢查機關（構）審查結果 Review results	
受理日期： Date of application:	受理編號： Application No.:
<input type="checkbox"/> 安排工廠檢查 Arrange for factory inspection	
<input type="checkbox"/> 換發工廠檢查報告（異動申請適用） Renew factory inspection report (for application for change only)	
<input type="checkbox"/> 另以新申請案辦理（異動申請適用） Another application is required (for application for change only)	
<input type="checkbox"/> 另以新申請案辦理（異動申請適用），原工廠代號:_____需註銷 Another application is required (for application for change only). A new factory No. shall be given (the original factory No. :_____).	
<input type="checkbox"/> 駁回申請 Reject the application	
審查人員 Inspector	

以下欄位由申請人填寫

The table below shall be filled out by the applicant.

基本資料 I Basic Information I	
申請類別 Application type	<input checked="" type="checkbox"/> 新申請檢查（請填寫基本資料 II 一~三） For initial inspection (Please fill in item1 to 3 in basic information II)
	<input type="checkbox"/> 異動申請：（請填寫基本資料 II 異動對應項目） For changes (Please fill in corresponding items of change in basic information II)
	<input type="checkbox"/> 基本資料(General information)
	<input type="checkbox"/> 代理人資料(Agent information)
	<input type="checkbox"/> 商品種類(Name of product)
	<input type="checkbox"/> 商品型式(Type of product)
	<input type="checkbox"/> 其他(Others)：_____

申請原因 (目的) Reasons for applying for factory inspection (Purpose)		<input checked="" type="checkbox"/> 為申請商品驗證登錄 (RPC) / 正字標記 (CNS Mark) To apply for Registration of Product Certification(RPC)/ CNS Mark  <input type="checkbox"/> 為申請自願性產品驗證登錄 (VPC) To apply for Voluntary Product Certification (VPC)	
基本資料 II Basic Information II			
一、生產製造工廠所屬公司 1. Applicant (Company)	名稱 Name	莊敬自強股份有限公司	
	代表人/負責人 Name of Representative	莊自強	
	地址 Address	臺中市南區自強路1號	
	公司統一編號 Unified Business No.	12345678	
	聯絡人 Contact person	莊自強	
	電話 TEL No.	04-2222111	
	電子郵件 E-mail	top1@yahoo.com.tw	
二、生產製造工廠 2. Manufacturing Plant (Factory)	名稱 Name	莊敬自強股份有限公司	
	地址 Address	臺中市南區自強路1號	
	全球定位系統座標 GPS Coordinate	N : E :	S : W :
	聯絡電話 TEL No.	04-2222111	
	傳真號碼 FAX No.	04-2222112	
	聯絡人 Contact person	莊自強	
	電子郵件 E-mail	top1@yahoo.com.tw	

	工廠登記編號 Registration No.		
	總員工數 Total number of employees in the factory	30 人	
	參與下列商品生產之員工數 Number of employees engaging in the production of following products		
3. Product 三、商品	適用商品種類名稱 Name of product	中文 Chinese	儲存式電熱水器
		英文 English	
	型式 Type	H-1,H-2,S2	
	主要零組件及原料 Main components, sub-assemblies and materials.	主要原料：不鏽鋼板 零組件：IC 控制板、漏電斷路器、加熱器、腳座、電源控制板	
	主要製造設備 Primary manufacturing equipment	捲圓機、點焊機、直焊機、氣壓沖床、滾焊機、立式焊機、滾邊機、複合式滾機、裁切機	

	檢測設備 Test equipment		1.可攜帶洩漏電流表 2.絕緣耐壓測試機 3.數位式功率表 4.游標卡尺			
	ISO 9001 證書 ISO 9001 Certificate (如有證書，請檢附證書影本) (Please attach a copy of the certificate if it is available.)		發證機構： Certification Body 證書編號： Certificate Number 效期： Expiry Date 登錄範圍： Scope of Certification			
4. Certificate Holder 四、證書名義人	證書名義人 1 Certificate Holder 1					
	名稱 Name					
	地址 Address					
	公司統一編號 Unified Business No.		聯絡人 Contact person			
	電話 TEL No.		電子郵件 E-mail			
	證書號碼 Certificate No.					
	證書名義人 2 Certificate Holder 2					
	名稱 Name					
	地址 Address					
	公司統一編號 Unified Business No.		聯絡人 Contact person			
	電話 TEL No.		電子郵件 E-mail			
	證書號碼 Certificate No.					

	證書名義人 3 Certificate Holder 3		
	名稱 Name		
	地址 Address		
	公司統一編號 Unified Business No.		聯絡人 Contact person
	電話 TEL No.		電子郵件 E-mail
	證書號碼 Certificate No.		

所屬公司印章 莊敬自強股份有限公司  
Stamp of Company

代表人/負責人印章 莊自強  
Stamp/Signature of Representative

## 工廠檢查申請文件檢核表

### Document Checklists for Factory Inspection Application

#### ☐ I. 法定證明文件：

Legal documents:

境內：

From factory located in Taiwan:

##### ☐ (1) 公司或商業登記證明文件

A copy of company or business registration certificate or other equivalent certificate

##### ☐ (2) 工廠管理輔導法之證明：

Supporting document of being incorporated into the government management according to Factory Management Act

###### ☐ A. 工廠登記證

Certificate of factory registration

###### ☐ B. 特定工廠登記證明

Specific factory registration supporting document

###### ☐ C. 其他證明（如免辦工廠登記；工廠改善計畫核定函及/或展延改善期限核定函）

Other supporting documents (ex. the approval letters for factory registration exemption, improvement plan and/or deadline extension)

境外：

From factory located outside of Taiwan:

##### ☐ (1) 公司或工廠登記證明

Company or factory registration supporting document

##### ☐ (2) 最近一期納稅證明

Latest tax payment supporting document

#### ☐ II. 工廠位置圖及平面配置圖

A route map of the factory location and the diagrams showing the layout of the factory

#### ☐ B. 製造流程圖

A flow chart of the production processes

#### ☐ 4. 檢測方法概要

A brief description of the inspection and testing method

#### ☐ 5. 商品之型式試驗報告及技術資料

The type-test reports of the described products and technical documents demonstrating that the application for type-test is filed

#### ☐ 6. 委任書及證明文件（僅國外工廠適用）

A letter of authorization and legal identification of the appointed representative (for production premises not based in Taiwan only)

#### ☐ 7. 其他經本局指定之文件

Other relevant documents appointed by the BSMI

## 填寫說明

### 一、申請類別

- (一) 申請人或代理人請依申請屬性勾選「新申請案」或「異動申請」，選擇異動申請者請再勾選異動內容，如異動內容未涵蓋於選項中，請選擇「其他」並簡述異動內容。
- (二) 為申請商品驗證登錄(RPC)證書、自願性產品驗證(VPC)或正字標記(CNS Mark)證書異動或核備時，且該證書仍於效期內，請勾選「異動申請」。
- (三) 工廠檢查機關(構)受理申請時，請依「工廠檢查作業要點」第4點或第11點及「工廠檢查作業程序」第3點、第8點或第9點等規定辦理，並將受理結果填寫於「工廠檢查機關(構)審查結果」中。

### 二、生產製造工廠所屬公司

- (一) 「生產製造工廠所屬公司」：請以最終成品生產及測試場所為原則，並填寫生產製造工廠隸屬之事業主體資料，可能為獨資、合夥或公司或依法令規定得從事製造、加工者。
- (二) 「聯絡人」：如申請人位在境外，亦須填寫。
- (三) 工廠檢查機關(構)得依申請驗證商品或已驗證商品屬性，前往其他相關工廠辦理檢查。

### 三、生產製造工廠

- (一) 「生產製造工廠」：請填寫經主管機關設立許可或登記之廠名、廠址及其他資料。
- (二) 「聯絡人」：請填寫工廠檢查作業間引導工廠檢查人員的關鍵人員，且其應熟悉工廠之品質系統，產品驗證要求，並擁有取得相關資訊之權限。
- (三) 「參與下列產品生產之員工數」：請填寫從事申請驗證商品或已驗證商品生產的員工人數，近似數字即可。

### 四、商品

- (一) 「適用商品種類名稱」及「型式」：請依據所檢附之型式試驗報告填寫。
- (二) 「主要零組件及原料」：請填寫對成品有安全影響的主要零組件及原料，且可能包含以下資訊：1)這些零組件或原料之供應商；2)零組件已取得的驗證標誌；3)從某個分包商接收某個組件。
- (三) 「檢測設備」：請填寫對成品有安全影響的檢測設備，下列範圍應納入考慮：1)進料檢驗與測試；2)過程檢驗與測試；3)例行測試；4)隨機抽樣附加測試。

### 五、證書名義人

請填寫預期使用該工廠檢查報告之RPC、VPC或CNS Mark證書名義人，或已取得RPC、VPC或CNS Mark證書名義人。

### 六、代表人/負責人印章

如因公司規模、內部規定或分層授權等因素致無法取得代表人/負責人印章，得以被授權人或生產廠場代表人印章代替，但應有相關文件佐證。

# **Guidance on Filling out the Application Form of Factory Inspection**

## **1. Application type:**

- (1) Applicant or an agent shall tick the box “for initial inspection” or “for changes”. Once the box for changes is ticked, please also fill the corresponding item of changes. If the items are not included in the selection, please tick the “others” box and elaborate on the blank.
- (2) For applying for change or approval for RPC certificate, VPC certificate or CNS Mark certificate which is still valid, please tick the box for changes.
- (3) When a factory inspection authority/body receives an application, it shall perform inspection according to clause 4 or clause 11 of Directions Governing Factory Inspection and clause 3, clause 8 and clause 9 of Procedures Governing Factory Inspection and shall keep record in Review results.

## **2. Applicant (Company):**

- (1) “Applicant”: In principle, applicant refers to where the final product is produced and tested. Please fill in the information about the main business body that the production factory belongs to. The main business body can be proprietorship, Partnership, a company, a producer or a processor.
- (2) “Contact person”: If the applicant locates overseas, the contact person must be filled in.
- (3) Factory Inspection Authority/Body may conduct inspection on other relevant sites according to the properties of product applying for certification or a certified product.

## **3. Manufacturing Plant (Factory):**

- (1) “Manufacturing Plant (factory)”: refers to the name, address and other information that are approved by supervisory authority.
- (2) “Contact person”: refers to the key-person who guides the inspector through the factory inspection process. The key-person must be familiar with the quality system, product certification requirements, and have full access to all relevant information and facilities.
- (3) “Number of employees engaging in the production of following products”: refers to the approximate number of employees engaging in the production of the product applying for certification or the certificated product (including temporary workers in the company).

## **4. Product:**

- (1) “Name of product” and “type”: Please fill in according to type test report attached.
- (2) “Main components, sub-assemblies and materials”: please identify the main components, sub-assemblies and materials which are critical or have a safety implication in the finished product. The following information might need to be included: 1) Supplier of these main components, sub-assemblies and materials; 2) Certification mark(s) on those main components, sub-assemblies and materials; 3) Information on the sub-contractor(s) providing sub-assemblies.
- (3) “Test equipment”: Please fill in the information of test equipment which has

an impact on safety of a final product. The following information should be considered and might be included: 1) equipment for Inspecting and testing materials; 2) equipment for inspecting and testing during the manufacturing procedure; 3) equipment for routine test; 4) equipment for additional tests on randomly selected samples.

**5. Certificate holder:**

Please fill in the expected holder of RPC certificate, VPC certificate or CNS Mark certificate that will be issued in accordance with this factory inspection report or the current holder of RPC certificate, VPC certificate or CNS Mark certificate.

**6. Stamp of Representative**

If the stamp/signature of the representative cannot be obtained due to factors such as company size, internal regulations, or hierarchical authorization, it can be replaced by the stamp/signature of the authorized person or the representative of the production plant, but relevant supporting documents shall be submitted.