**經濟部標準檢驗局**

**品質管理驗證機構認可申請委任書**

**Letter of Authorization for the Recognized Quality Management System Certification Body Application from the Bureau of Standards, Metrology and Inspection (BSMI), M.O.E.A., R.O.C.**

*(中文)*

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| *茲委任* |  |
| We herewith authorize | *(in English)* |
| **代理本驗證機構遞交申請文件，並協助處理申請流程及認可後之相關事項如下：****to act as an “Agent” of us, to submit the application documents to the BSMI and assist with handling the application process and relevant affairs after recognition. The main tasks of “Agent” include:** |
| 1.代轉貴局各項訊息(如規定、年度訓練要求、查核事宜及其他通知等)予本驗證機構，並將本驗證機構之回復及疑問傳送至貴局； To pass BSMI's messages (including regulations, annual training requirements, checking recognized CB matters and other notices etc.) to us and to transmit our replies or inquiries to BSMI; |
| 2.代收各項公文書函、繳交相關費用及收取收據； To accept the official documents, pay the relevant fees and receive receipts; |
| 3.申請文件遞/補送； To deliver this application documents and/or supplements on request of the BSMI if necessary; |
| 4.代收認可證書及轉寄予本驗證機構； To accept the recognition certificate issued by the BSMI and mail it to us; |
| 5.代寄送、維護及傳遞相關生產廠場資訊： To send, maintain and deliver relevant production premises information: |
|  | 1. 本驗證機構所核發之ISO 9001證書被用於申請BSMI之驗證登錄商品、自願性驗證產品或正字標記等產品驗證時，將由代理人代收貴局或相關單位的通知(以電子郵件或公文方式)。**代理人將及時將此生產廠場名單寄送本驗證機構**。

When an ISO 9001 certificate issued by us is used to apply for BSMI’s RPC, VPC or CNS Mark products certification, the agent will receive notifications (by email or official document) from the BSMI or the related authorities. **The agent will send us the list of the production premises in time**.1. 本驗證機構對前述生產廠場核發之**ISO 9001證書登載事項進行異動**（如減列、暫時終止、終止驗證範圍及授與重新驗證等）時，**本驗證機構將及時透過代理人通知貴局**，並由代理人將異動資訊輸入「品管驗證機構系統」。

When **we make any changes to the ISO 9001 certificates** of the aforementioned production premises (such as reducing, suspending or withdrawing the scope of certification and granting recertification and so on), **we will promptly notify BSMI through the agent**. The agent will enter the change information into the "Quality Manegment Certification Institution System".1. 為取得本驗證機構之**生產廠場清單，每年年初將由代理人至貴局「品管驗證機構系統」匯出**，以利**本驗證機構確認並提供當年度預定追查月份**，再由代理人於3月1日前依確認結果進行系統維護。

In order to obtain the list of our production premises, at the beginning of each year, **the agent will output our production premises list** from BSMI's "Quality Manegment Certification Institution System" so that **we can confirm the correctness of the list and provide each production premise with the scheduled month for the annual audit**. After that, the agent will maintain the system according to the confirmed results before March 1.1. 本驗證機構在**稽核生產廠場後3個月內**，將由**代理人代為上傳「產品驗證生產廠場品質管理系統查核表」**至貴局「品管驗證機構系統」或**以電子郵件傳送「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」**予貴局，並由代理人將貴局審查結果轉知本驗證機構。

**Within 3 months after we audit production premises**, **the agent will upload the " Inspection Checklist for Quality Management System of Product Certification Production Premise "** to BSMI's "Quality Manegment Certification Institution System" or **send the " Recognized QM certification body for CNS Mark ISO 9001 Quality Management System Surveillance Checklist " by email**, and will forwards the BSMI review result to us. |
| 6.代通知並辦理本驗證機構相關認可異動事宜： To inform and handle the changes in the following items: |
|  | 1. ISO 9001證書樣本異動。

Change in the ISO 9001 certificate sample 1. 基本資料異動(如機構名稱變更、地址搬遷等)。

Change in our basic information including name, address and so on(3)認可效期延展。 Extending the validity of recognition(4)與貴局認可範圍相關之認證資訊異動(如認可範圍減列異動)。 Change in the accreditation information related to BSMI’s recognition (for example, reduction the scope of recognition) (5)終止認可。Terminating recognition(6)代理人異動。 Change in the agent |
| **本驗證機構與代理人的溝通方式：****The way we communicates with the agent:** |
| [ ] 本驗證機構直接與代理人聯繫，以有效取得相關資訊。We will contact the agent directly to obtain related information efficiently. | [ ] 本驗證機構透過當地生產廠場與代理人構取得聯繫，以有效取得相關資訊。We will contact the agent through the local production premises (our clients) to obtain related information efficiently. | [ ] 其他(請敘明)： Others (Please elaborate):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***備註Notes：***

*1.為使代理人瞭解經濟部標準檢驗局的資訊系統操作及相關注意事項，經濟部標準檢驗局將視需要拜訪代理人(如初次認可、新的代理人或代理人未熟悉資訊系統操作等)。
BSMI will visit the agent to make the agent understand the operation of BSMI's information system and related matters if necessary (for example, initial recognition, new agent or the agent is not familiar with information system operation).*

*2.認可品管驗證機構如欲更換代理人或代理人想結束代理業務時，雙方應在有此想法之1個月內通知經濟部標準檢驗局。
If a recognized CB have to change the agent or the agent want to end that CB’s business, both of them should inform BSMI within one month since they have this intention.*

*3.代理人應與經濟部標準檢驗局保持通暢的溝通管道，若聯絡窗口變更時應通知經濟部標準檢驗局。*

*The agent should keep a smooth communication channel with BSMI and notify BSMI if the contact person changes.*

**委任人Authorized by (Principal)**

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| 驗證機構名稱Certification Body (Applicant)： |  |
| 負責人Head of Applicant： | ***(簽章 Signature)*** |
| 地址Address： |  |
| 電話號碼Telephone No.： |  | 傳真號碼Fax No.： |  |
| 日期Date： |  |

**代理人(Agent)**

|  |  |
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| 名稱或姓名Name： | ***(簽章 Signature)*** |
| 聯絡人Contact ： |  |
| 地址Address： |  |
| 電話號碼Telephone No.： |  | 傳真號碼Fax No.： |  |
| 電子郵件信箱E-mail Address： |  |
| 日期Date： |  |