



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 by Quality Management System Certification Bodies Applying for BSMI Recognition

茲委任

We hereby authorize _____

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” to submit the application documents to the BSMI for recognition and assist in the application processes and relevant affairs after recognition on our behalf. The main responsibilities of the “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 forward BSMI's messages (including regulations, annual training requirements, checks and other matters) to us and to forward our replies or inquiries to the 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 accept receipts;
3. 申請文件遞/補送；
To submit this application and/or supplementary documents;
4. 代收認可證書及轉寄予本驗證機構；
To receive the recognition certificate issued by the BSMI on our behalf 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 information about the production premises:
 - (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 certificate under the RPC, VPC or CNS Mark scheme, the agent shall send us the list of production premises upon receipt of notices (e-mail or official document) from the BSMI or relevant authorities.
 - (2) 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」。
We will inform the BSMI immediately through the agent when changes are made to the information stated in the ISO 9001 certificates issued to the production premises mentioned above, such as reducing, suspending or withdrawing the scope of certification and granting recertification. The agent shall update the information of the production premises in question at the BSMI's **information system of Quality Management System Certification Bodies** (hereinafter referred to as the information system).
 - (3) 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。
The Agent shall output a list of production premises certified by us from the Database at the beginning of each year for us to confirm and provide the schedules of annual audits for those premises. The Agent shall maintain the corresponding information in the Database based on the confirmed results before March 1.
 - (4) 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。
The Agent shall upload the “*Checklist of Auditing the Quality Management System of RPC/VPC Registered Production Premises*” to the Database or send the “*Follow-up Audit Checklist of ISO 9001 Quality Management System of CNS Mark Certified Production Premises*” by email to the BSMI within 3 months after completion of the audits. The Agent shall also forward the review results of the BSMI 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 process the following changes made to the recognition:

- (1) ISO 9001證書樣本異動。
The ISO 9001 certificate sample.
- (2) 基本資料異動（如機構名稱變更、地址搬遷等）。
Basic information, such as name, address, etc.
- (3) 認可效期延展。
Extension of 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）。
Accreditation information related to BSMI's recognition, such as reduction of the recognition scope.
- (5) 終止認可。
Termination of recognition.
- (6) 代理人異動。
The Agent.

本驗證機構與代理人的溝通方式：Communication method between us and the agent

- 本驗證機構直接與代理人聯繫。
We will contact the Agent directly.
- 本驗證機構透過當地生產廠場與代理人取得聯繫。
We will contact the Agent through the local production premises (our clients).
- 其他（請敘明）：[按一下或點選這裡以輸入文字](#) Please click to type。
Others (please describe)

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）。
The BSMI will visit the Agent to help the agent understand the operation of BSMI's information system and related matters if necessary (for example, initial recognition, new agent or insufficient understanding of the information system).
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 intends to change the agent or the Agent intends to end its business relating to the authorized activities stated in this document, either of them shall inform the BSMI within one month prior to the changes.
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 shall maintain effective communication with the BSMI and notify the BSMI if the contact person changes.

委任人 Authorized by

驗證機構名稱 Certification Body			
負責人 Head	(簽章 Signature)		
地址 Address:			
電話號碼 Telephone No.		傳真號碼 Fax No.	
日期 Date:	按一下或點選以輸入日期 Please click to choose a date。		

代理人 Agent

名稱或姓名 Name	(簽章 Signature)		
聯絡人 Contact Person			
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	按一下或點選以輸入日期 Please click to choose a date。		