



經濟部標準檢驗局品質管理驗證機構認可申請書
Application Form for Being a BSMI Recognized Quality
Management System Certification Body

1. 基本資料 Basic Information

申請驗證機構名稱(中文)：

Name of Applicant (English)

機構簡稱：

Name in Short

地 址：

Address

負責人：

Head

電 話 號 碼：

Telephone No.

傳 真 號 碼：

Fax No.

機構網址：

Website Address

聯 絡 人：

Contact Person

電 話 號 碼：

Telephone No.

傳 真 號 碼：

Fax No.

電子郵件信箱：

E-mail Address

包含於申請認可範圍內之其他地址或分支機構：

Other Addresses or Branches to Be Included in the Application

☐ 無 (No)

☐ 有，請填下表 (Yes, please fill in the following table)

部門/單位名稱 Name of Department/Unit	業務項目 Scope of Operation	地 址 Address

☐ 已閱讀並瞭解「5.注意事項」。

I hereby acknowledge that I have read and understood the content of “5. Notes.”

按一下這裡以輸入日期 Please click to
choose date.

申請日期 Date of Application

申請驗證機構負責人簽章 Signature of Head

2. 申請認可類別及範圍(請勾選適當項目)

Application Category and Scope (please check the appropriate boxes)

- ☐ 商品驗證登錄、自願性產品驗證、度量衡業自行檢定許可及管理系統認可登錄廠場監視查驗

Registration of Product Certification (RPC), Voluntary Product Certification (VPC), the Approval of Measuring Instrument Enterprises to Conduct Self-verification and the Management-system-based Monitoring Inspection scheme

※認可範圍為認證證書所載且在 NACE Rev. 2：04、05、06、07、10、12、14、15、16、17、18、19、22及23範圍內的項目

The recognized scope is as stated in the accreditation certificate and within the NACE Rev. 2 categories: 04、05、06、07、10、12、14、15、16、17、18、19、22 and 23.

- ☐ 正字標記

CNS Mark

- ☐ 同認證證書範圍（僅限 NACE Rev. 2：01、02、03、04、05、06、07、10、12、14、15、16、17、18、19、20、21、22、23等範圍）

The same as the scope states in the accreditation certificate and within the NACE Rev. 2 categories: 01、02、03、04、05、06、07、10、12、14、15、16、17、18、19、20、21、22 and 23.

- ☐ 自選範圍

Optional scope

- | | |
|--|---|
| <input type="checkbox"/> 01. 農業、林業及漁業
Agriculture, forestry, fishing | <input type="checkbox"/> 15. 非金屬礦物製品
Non-metallic mineral products |
| <input type="checkbox"/> 02. 礦業、採石業
Mining and quarrying | <input type="checkbox"/> 16. 水泥、混凝土、石灰、石膏等
Concrete, cement, lime, plaster etc. |
| <input type="checkbox"/> 03. 食品、飲料、煙草
Food products, beverages and tobacco | <input type="checkbox"/> 17. 基礎金屬及加工金屬製品
Basic metals and fabricated <u>metal products</u> |
| <input type="checkbox"/> 04. 紡織及紡織製品
Textiles and textile products | <input type="checkbox"/> 18. 機械及設備
Machinery and equipment |
| <input type="checkbox"/> 05. 皮革及其製品
Leather and leather products | <input type="checkbox"/> 19. 電機及光學設備
Electrical and optical equipment |
| <input type="checkbox"/> 06. 木材及 <u>其製品</u>
Wood and wood products | <input type="checkbox"/> 20. 造船業
Shipbuilding |
| <input type="checkbox"/> 07. 紙漿、紙及紙製品
Pulp, paper and paper products | <input type="checkbox"/> 21. 航太業
Aerospace |
| <input type="checkbox"/> 10. 焦炭及石油煉製品之製造
Manufacture of coke and refined petroleum products | <input type="checkbox"/> 22. 其他運輸業
Other transport equipment |
| <input type="checkbox"/> 12. 化學品、化學製品及纖維
Chemicals, chemical products and fibers | <input type="checkbox"/> 23. 其他製造業
<u>Manufacturing not elsewhere classified</u> |
| <input type="checkbox"/> 14. 橡膠及塑膠製品
Rubber and plastic products | |

*所列範圍依據 NACE Rev. 2 (The scopes are based on NACE Rev. 2.)

3. 申請性質(請勾選)

Purpose of Application (please check the appropriate boxes)

- ☐ 新申請案 New application (4.1, 4.2/4.3, 4.4, 4.5, 4.6, 4.7)
- ☐ 延展申請 Application for extension of the validity period (4.1, 4.2/4.3, 4.4, 4.5, 4.6, 4.7)

- ☐ 認可範圍異動(請續勾選下列選項，並敘明)

Changes to the scope of recognition (please check the items below and elaborate)

- ☐ 增列，範圍(4.2/4.3, 4.6, 4.7)：_____

Extension of recognition scopes

- ☐ 減列，範圍：_____

Reduction of recognition scopes

1. 原因 Reason

- ☐ 經認證機構減列範圍(Reduced by the accreditation body) (4.2/4.3)
- ☐ 機構內部業務調整(Internal business adjustment)
- ☐ 其他(請敘明) Others (Please elaborate)：_____

2. 對具 RPC/VPC/正字標記/度量衡業自行檢定許可/管理系統認可登錄廠場監視查驗資格等客戶是否提供驗證移轉措施?

Is there any arrangements to assist clients with certified qualifications of RPC, VPC, CNS Mark, the Approval of Measuring Instrument Enterprises to Conduct Self-verification or the Management-system-based Monitoring Inspection scheme in transferring certification?

- ☐ 是，請提供客戶清單及說明協助措施 Yes, please submit the list of affected clients and elaborate assistance arrangements：_____
- ☐ 無具 RPC/VPC/正字標記/度量衡業自行檢定許可/管理系統認可登錄廠場監視查驗資格之客戶。

There is no client with certified qualifications of RPC, VPC, CNS Mark, the Approval of Measuring Instrument Enterprises to Conduct Self-verification or the Management-system-based Monitoring Inspection scheme.

- ☐ 其他(請敘明) Others (Please specify)：_____

- ☐ 認證證書登載事項變更(請續勾選下列選項，並敘明)

Changes to the information stated in the accreditation certificate (Please check the items below and elaborate)

- ☐ 地址 Address (4.2/4.3, 4.4, 4.5)
- ☐ 機構名稱 Name of the organization (4.2/4.3, 4.4, 4.5, 4.6)
- ☐ 認證效期 Expiry date of accreditation (4.2/4.3)
- ☐ 其他，請敘明 Others (Please specify)：_____

- ☐ 代理人變更 Change of Agent (4.1)

變更日期 Effective Date of Change: [按一下這裡以輸入日期 Please click to choose date.](#)

- ☐ 屆期不延展。請敘明對具 RPC/VPC/正字標記/度量衡業自行檢定許可/管理系統認可登錄廠場監視查驗資格等客戶之後續處置：_____

No need for extension. Please describe actions taken for clients with certified qualifications of RPC, VPC, CNS Mark, [the Approval of Measuring Instrument Enterprises to Conduct Self-verification or the Management-system-based Monitoring Inspection scheme](#).

- ☐ 終止認可。請敘明對具 RPC/VPC/正字標記/度量衡業自行檢定許可/管理系統認可登錄廠場監視查驗資格等客戶之後續處置：_____

Termination of recognition. Please describe actions taken for clients with certified qualifications of RPC, VPC, CNS Mark, [the Approval of Measuring Instrument Enterprises to Conduct Self-verification and the Management-system-based Monitoring Inspection scheme](#).

- ☐ 其他(請敘明) Others (Please specify) : _____

4. 檢附文件(請勾選)

List of Attachments (please check the appropriate boxes)

- ☐ 4.1 委任書(國外申請者適用)

Letter of Authorization by Quality Management System Certification Bodies Applying for BSMI Recognition (applicable to foreign applicants)

註：國外之驗證機構應填具委任書，委任在中華民國境內有住所或營業所之代理人辦理。

Note: A foreign applicant shall authorize an agent who has a domicile or business place within the territory of Taiwan, the Republic of China, to submit the application. In such cases, the letter of authorization signed by the applicant shall also be provided.

- ☐ 4.2 財團法人全國認證基金會核發之認證證書影本

A copy of an accreditation certificate issued by Taiwan Accreditation Foundation

- ☐ 4.3 簽署國際認證論壇(IAF)[多邊承認協議\(MLA\)](#)或亞太認證聯盟(APAC)[相互承認協議\(MRA\)](#)之當地國認證機構核發認證證書原文及英文影本，或符合「品質管理驗證機構認可作業要點」第 3 點第 2 項規定由第三國已簽署國際認證論壇[多邊承認協議](#)或亞太認證聯盟[相互承認協議](#)之認證機構核發認證證書原文及英文影本，或符合要點第 5 點第 1 項第 1 款規定之佐證文件

A copy of an accreditation certificate (Local language and English version) issued by an accreditation body which is a member of the Multilateral Recognition Arrangements (MLA) of the International Accreditation Forum (IAF) or [the Mutual Recognition Arrangement \(MRA\)](#) of the Asia Pacific Accreditation Cooperation (APAC), or by an accreditation body in the third country which is a member of the IAF [MLA](#) or APAC [MRA](#) under the circumstances stated in the Paragraph 2 of Clause 3 of the “*Directions for Recognition of Quality Management System Certification Bodies*”, or the documents mentioned in [the Subparagraph 1 of Paragraph 1 of Clause 5](#) of the Directions.

◆ 認證機構 Accreditation body : _____

- ◆ 認證期限(倘認證證書未記載有效期限，請提供由認證機構出具之說明文件)：

[按一下或點選以輸入日期 Please click to choose a date](#)

Expiry date of accreditation (if there is no expiration on the accreditation certificate, please provide the explanatory

documents provided by the accreditation body)

□ 4.4 申請者核發之 ISO 9001 證書原文版樣本及英文版樣本

A sample of issued ISO 9001 certificate in the original language and in English

註：經本局認可後，當所核發之 ISO 9001 證書樣本有任何異動時(如格式、標記、圖形、簽署人等)，貴機構應及時通知本局，以避免未報備的證書有效性受質疑。

Note: A recognized quality management system certification body shall inform immediately the BSMI of any changes made to the sample of ISO 9001 certificate, including the format, marks, graphics signatories, etc, to prevent the validity of the revised certificates from being challenged.

□ 4.5 申請者機構位置圖(中文或英文版)

An organization location map of the applicant in Traditional Chinese or English

□ 4.6 (預定)認可後管理具 RPC/VPC/正字標記/度量衡業自行檢定許可/管理系統認可登錄廠場監視查驗資格等客戶之作業說明書(中文或英文版)

(Proposed) Operation procedures for the management of clients with certified qualifications RPC, VPC, CNS Mark, [the Approval of Measuring Instrument Enterprises to Conduct Self-verification or the Management-system-based Monitoring Inspection scheme](#) (in Traditional Chinese or English) after being recognized

□ 4.7 (預定)執行欲申請或已取得 RPC/VPC/正字標記/度量衡業自行檢定許可/管理系統認可登錄廠場監視查驗等工廠品質管理系統驗證之人員名單(中文或英文版)

A (proposed) list of personnel performing quality management system certification of factories that intend to apply for or have been certified RPC, VPC, CNS Mark, [the Approval of Measuring Instrument Enterprises to Conduct Self-verification or the Management-system-based Monitoring Inspection scheme](#) (in Traditional Chinese or English)

5. 注意事項 Notes

申請認可作業 Application for Recognition

5.1 申請認可之品質管理驗證機構（以下簡稱申請者），應具備下列資格之一：

A quality management system certification body (QMS CB) that applies for recognition (hereinafter referred to as “applicant”) shall meet one of the following requirements:

5.1.1 取得財團法人全國認證基金會認證；

Being accredited by Taiwan Accreditation Foundation, the Republic of China; or

5.1.2 取得當地國認證機構之認證，且該認證機構必須已簽署國際認證論壇(IAF)多邊承認協議(MLA)或亞太認證聯盟(APAC)相互承認協議(MRA)。當地國無認證機構或已有認證機構而尚未簽署 IAF MLA 或 APAC MRA 者，得經由第三國已簽署任一該等協議之認證機構認證；但當地國認證機構嗣後簽署前述 MLA 或 MRA 者，申請者須於 1 年內取得該認證機構之認證。

Being accredited by an accreditation body (AB) that is located in the same country as the applicant and is a member of the Multilateral Recognition Arrangement (MLA) of the International Accreditation Forum, Inc. (IAF) or [the Mutual Recognition Arrangement \(MRA\) of the Asia Pacific Accreditation Cooperation \(APAC\)](#). If there is no AB in the applicant's country, or if the AB located in the applicant's country has not yet become a member of the IAF MLA or APAC MRA, the accreditation can be obtained from any IAF MLA or APAC MRA member AB located in other countries. When [the](#) AB located in an applicant's country becomes a member of the IAF MLA or APAC MRA, the applicant is required to obtain [the](#) accreditation

from that AB within one year in order to retain recognition by the Bureau of Standards, Metrology and Inspection (BSMI).

- 5.2 申請認可範圍以實施商品驗證登錄、自願性產品驗證、正字標記、度量衡業自行檢定許可或管理系統認可登錄廠場監視查驗之商品驗證且經前點認證機構認證之範圍為限。

The scope of application for recognition is limited to those under the schemes of the Registration of Product Certification (RPC), Voluntary Product Certification (VPC), CNS Mark Certification System, the Approval of Measuring Instrument Enterprises to Conduct Self-verification or the Management-system-based Monitoring Inspection scheme within the accredited scope by the above-mentioned AB.

- 5.3 申請認可中之驗證機構，本局得視需要要求限期提供相關資料，必要時並得派員前往查核或辦理代理人訪談作業。經認可之驗證機構應接受本局每年查核至少一次，必要時得查核代理人。驗證機構或代理人無正當理由，不得規避、妨礙或拒絕。

The BSMI may request the applicant to provide related documents within the given time limit and dispatch staff to conduct an on-site assessment or visit the agent of the foreign applicant if necessary. The recognized QMS CB shall accept surveillance conducted by the BSMI at least once a year, and the agent of the foreign recognized QMS CB may also be checked if necessary. The recognized QMS CB or the agent of the foreign recognized QMS CB shall not evade, impede or deny the surveillance without justified reasons.

認可後對生產廠場的管理

Management of production premises after recognition

- 5.4 當認可驗證機構收到本局(含分局)或相關單位通知所核發之 ISO 9001 證書被用於申請本局商品驗證登錄、自願性產品驗證、正字標記、度量衡業自行檢定許可或管理系統認可登錄廠場監視查驗等商品驗證時，應針對該些登錄之生產廠場建立包含但不限於下列之管理機制，國外認可驗證機構並應委任代理人協助相關事務之管理。

When receiving notification from the BSMI or relevant authorities (e-mail or official document) about an issued ISO 9001 certificate is used to apply for BSMI's certificate under the RPC, VPC, CNS Mark, the Approval of Measuring Instrument Enterprises to Conduct Self-verification or the Management-system-based Monitoring Inspection scheme, the recognized QMS CB shall establish management mechanism including but not limited to the following for the registered production premises. The foreign ones shall authorize the agent to assist with related matters.

- 5.4.1 應建立完整且正確之生產廠場名單；

Maintaining a proper and complete list of client;

- 5.4.2 必要時，協助確認生產廠場 ISO 9001 證書之有效性；

Assisting in confirming the validity of the ISO 9001 certificate of clients;

- 5.4.3 每年 2 月底前於本局資訊系統登載當年度生產廠場預定追查月份；

Providing the scheduled time table for annual audit of clients on the BSMI's "Quality Management Certification Institution System" (hereinafter referred to as BSMI's System) before March 1 of each year;

- 5.4.4 每年執行生產廠場 ISO 9001 稽核或查核至少一次，如對商品驗證登錄、自願性產品驗證所登錄之生產廠場執行之稽核或查核作業，應另依「商品驗證生產廠場品質管理系統查核表」之填表說明進行查核以確認下列事項，並於作業完成後 3 個月內上傳至本局資訊系統，國外驗證機構得委由代理人上傳之。本局並得視需要派員進行實地查核，該認可驗證機構無正當理由不得規避、妨礙或拒絕。

Conducting surveillance or inspection to clients at least once a year, and filling out the "Checklist

for Quality Management System of Production Premises Registered by BSMI” during the annual surveillance or inspection of the clients registered under the RPC or VPC scheme to confirm the followings. Within three months after the surveillance or inspection, a recognized QMS CB shall upload the completed Checklist to the BSMI’s System, and a foreign recognized QMS CB may seek assistance from the agent.

The BSMI may carry out witness inspection of the above-mentioned activities where necessary, and the recognized QMS CB shall not evade, impede or deny without justifiable reasons.

項次 Inspection Type	項目 Inspection Item
ISO 9001 驗證狀態 The situation of ISO 9001 Certification	(1) 生產廠場登記/營運狀態 The registration information/operation status of the production premise
	(2) 生產廠場與商品驗證登錄/自願性產品驗證之證書名義人的關係 The relationship between the production premise and the RPC/VPC certificate holder
	(3) ISO 9001 標準的符合性 The conformity to ISO 9001 Standard
	(4) ISO 9001 驗證範圍 The scope of ISO 9001 Certification
生產廠場對已驗證商品自主管理情形 The self-management situation for the registered RPC/VPC products	(5) 生產廠場產製商品驗證登錄/自願性產品驗證證書登錄商品流程之管理 The management in the manufacturing processes
	(6) 生產廠場對要求事項變更或設計變更管理情形 The management condition of change in requirements for products or production activity
	(7) 本局標章及識別碼使用情況 The application of RPC/VPC mark
其他 Others	(8) 與生產廠場相關的重要發現 Other important findings related to the production premise.

- 5.4.5 所核發之生產廠場 ISO 9001 證書，其登載事項有所異動時（含減列、註銷、廢止及重評換證），認可驗證機構於通知生產廠場時，應同時至本局資訊系統進行通報或通知本局。

Where changes (including reduction of scope, cancellation and rescission of certificates, and issuance of certificates after re-assessment) are made to the content of ISO 9001 certificates of clients, the recognized QMS CB shall also notify the changes at the BSMI’s System or inform the BSMI (or relevant authorities) directly at the same time of notifying to the clients.

認可後的自我管理

Self-management after recognition

- 5.5 認可驗證機構之名稱、地址異動或認證範圍被減列且影響認可範圍時，應於收到認證機構通知後 1 個月內填具申請書向本局申請變更，其認證證書登載事項有異動時，亦同。國外

認可驗證機構代理人異動時，應於異動後 1 個月內填具申請書向本局申請變更。

When the name or address of a recognized QMS CB changes or its accredited scope is reduced and affects the recognition scope, it shall apply to the BSMI for changes by submitting the application form within one month upon receipt of the decision from the AB. The same also applies if there are changes to the content of the accreditation certificates. When a foreign recognized QMS CB changes its agent, it shall apply to the BSMI for changes by submitting the application form within one month.

- 5.6 為加強認可驗證機構所屬驗證人員熟悉商品驗證相關法規與技術，驗證人員每年應參加本局指（核）定訓練機構辦理之驗證人員訓練課程至少一次或依本局年度訓練計畫至指定訓練網完成訓練課程，並取得相關證明文件。

The auditors of a recognized QMS CB are required to participate in training courses delivered by the BSMI designated institutes at least once per year or complete training courses at the designated website in accordance with the BSMI's annual training plan, and shall obtain relevant certificates or documents, in order to enhance their understanding of relevant regulations of product certifications.

- 5.7 前一年度或當年度已完成前點訓練課程活動者，始得執行擬申請或已登錄為本局商品驗證登錄、自願性產品驗證、正字標記、度量衡業自行檢定許可或管理系統認可登錄廠場監視查驗生產廠場之 ISO 9001 品質管理系統驗證作業。

A recognized QMS CB is eligible for performing ISO 9001 quality management system certification activities of new applicants or registered organizations under the RPC, VPC, CNS Mark, the Approval of Measuring Instrument Enterprises to Conduct Self-verification or the Management-system-based Monitoring Inspection scheme only when their staff members have completed the training courses of the year or of the preceding year.

- 5.8 撤銷或廢止認可之相關規定，詳「品質管理驗證機構認可作業要點」第 14 點或第 15 點。

Please refer to Clause 14 or Clause 15 of the “*Directions for Recognition of Quality Management Systems Certification Bodies*” for the circumstances of revoking or rescinding the recognition by the BSMI.

- 5.9 撤銷或廢經本局撤銷或廢止全部或部分認可之驗證機構，應對受影響之生產廠場為必要之協助，並將辦理情形送本局備查。

Where all or part of the recognition scope of a recognized QMS CB is rescinded or revoked by the BSMI, the CB shall offer necessary assistance to the affected clients and submit the action will be taken or outcome of the assistance to the BSMI.