

4. Management System 管理體系			
Proposed Certification Audit or Transfer Plan 預算認證或審核時間:			
Please state if you are certified to any other standards (e.g. ISO 14001, ISO 45001), and provide additional information below: 若貴公司獲認證過其它標準(如 ISO14001, ISO 45001) 請註明並提供以下資料	Standard 1 標準 1	Standard 2 標準 2	Standard 3 標準 3
<ul style="list-style-type: none"> • Certification body name 認證機構名稱 • Certification approval date 證書批准日期 • Certificate expiry date 證書到期日 • On a scale of 1-5 (1 lowest / 5 highest) how would you rate integration of your Management system? 如何評價貴公司管理體系的整合程度? 請評級: 1-5 級 (最低 1 級/最高 5 級)* • Do you operate a group wide centrally Managed system, or are the various Systems site based? (state either "Group or site") 貴公司運作的是集團集中管理體系, 或是處所獨立管理體系? (填寫 "集團" 或是 "處所") 			
* Level 等級	An integrated approach 整合方式:		
1	to policy and objectives 政策和目標		
2	to internal audit and Management Reviews + All of above 內部審核和管理評審 + 上述所有		
3	documentation set including work instructions, to a good level of development as appropriate + Unified management support and responsibilities + All of above 制定一套適當及完善包括, 工作指引, 統一管理支持及職責的整合文件+上述所有		
4	To system processes + to improvement mechanisms, (corrective action; measurements and continual improvement) + All of above 系統過程 + 改善機制 (糾正措施; 測量和持續改善) + 上述所有		
5	To planning, with good use of business wide risk management approaches and Management reviews that consider the overall business strategy and plan with reference to organisation context as well as risks and opportunities + All of above 有著業務全面風險管理方法和策劃, 及管理評審中全面考慮業務策略和機構環境將遇到相關的風險和機遇		
5. Site Information 場所資料:			
Number of permanent sites* are to be covered by the Certification 涉及認證範圍固定處所數目:			
Does your company operate any temporary sites**? 貴公司是否有臨時營運處所?		<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否
If yes, how many temporary sites? 若是, 有多少個臨時營運處所?			

Please specify the geographic locations and boundaries of core processes (including temporary sites): 請列明公司的工作處所有關的主要過程 (包括臨時或流動處所):				
1				
2				
3				
Number of employees involved in scope of certification: 涉及認證範圍員工總人數:		➔	Full-time 全職	Part-time 兼職
Please give more information which may assist in the review process 請提供相關資料:		no. of shift 更數:		
		allocation of employee 僱員分配		
<p>*Permanent Site: Location (physical or virtual) where a client organization performs work or provides a service on a continuing basis. 固定處所: 客戶組織持續執行工作或提供服務的 (實際或虛擬) 所在地。</p> <p>**Temporary Site: Location (physical or virtual) where a client organization performs specific work or provides a service for a finite period of time, and which is not intended to become a permanent site. 臨時處所: 客戶組織在有限時間內執行特定工作或提供服務且未來不會作為固定處所的 (實際或虛擬) 所在地。</p>				
6. Language 語言				
Language to be used (please tick "✓" one) 語言選擇 (請在適當處打"✓")				
Document 文件:	<input type="checkbox"/> Chinese 中文	<input type="checkbox"/> English 英文		
Audit 審核:	<input type="checkbox"/> Cantonese 粵語	<input type="checkbox"/> Putonghua 普通話	<input type="checkbox"/> English 英語	<input type="checkbox"/> Other, please specify 其他, 請註明
7. Sub-contracted out 外包				
Does any special operations or services that are outsourced or sub-contracted out? 請描述任何外包的工序: <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否				
If Yes, please specify 若有, 請註明: _____				
Consultant Involvement 顧問公司的參與	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否	If yes, please specify: 若有, 請註明:		

Additional information for ISO 14001 Environmental Management System
ISO 14001 環境管理體系資料補充

1. Environmental Regulatory and Other Requirements 環境監管和其他要求

Please list your consents, licenses, permits, authorisations, agreements, codes of practice, etc
請列出貴公司的批准書、執照、許可證、授權書、協議和行為準則等

1

2

3

4

5

6

2. Environmental Law Prosecutions 環保法律訴訟

Does your organization in the last 5 years have involved any prosecutions under the Environment Law or Regulation Authorities:

在最近 5 年中, 貴公司是否有涉及環保法律或其他相關法規訴訟:

Yes 是 No 否

If yes, please specify what and outcome
若是, 請明確說明該訴訟及結果

Do your organization have any pending prosecutions under the Environment Law or Regulation Authorities
貴公司是否有未決的環保法律或其他相關法規訴訟:

Yes 是 No 否

If yes, please specify and expected court date
若是, 請明確說明該訴訟及預計開庭日期:

Additional information for ISO 45001 Occupational Health and Safety Management System

ISO 45001 職業健康與安全管理體系資料補充

1. Materials / Substance 材料 / 物料

Please specify the main hazardous materials used in the processes (including raw materials, by-products and waste materials etc) associated with this site:

請詳細說明於過程中使用的主要危害物質(包括原材料, 副產品和廢料等):

1		6	
2		7	
3		8	
4		9	
5		10	

2. Occupational health and safety (OHS) Key Hazard 職業健康與安全的關鍵危害

Please list the principal OHS hazard of your activities (Please attach a separate document if require):

請列出貴公司活動為主要職業健康與安全的關鍵危害 (若有需要, 請附上相關文件)

Hazard 危害

1		6	
2		7	
3		8	
4		9	
5		10	

3. Occupational health and safety (OHS) Regulatory and Other Requirements

職業健康與安全監管和其他要求

Please list your consents, licenses, permits, authorisations, agreements, codes of practice, etc

請列出貴公司的批准書、執照、許可證、授權書、協議和行為準則等

1	
2	
3	
4	
5	
6	

4. Occupational Health and Safety Prosecutions 職業健康與安全訴訟

Does your organization in the last 5 years have involved any prosecutions under the Occupational Health & Safety Regulations:

在最近 5 年中, 貴公司是否有涉及職業健康與安全法律訴訟:

Yes 是 No 否

If yes, please specify what and outcome

若是, 請明確說明該訴訟及結果

Do your organization have any pending prosecutions under the Occupational Health & Safety Regulations :
貴公司是否有未決的職業健康與安全法律訴訟:

Yes 是 No

If yes, please specify and expected court date:
若是, 請明確說明該訴訟及預計開庭日期:

We understand that the information provided by us for certification purpose may be examined by Accreditation Bodies as part of their assessment process.
我們清楚了解就認證過程中提供的資料有可能會讓認可機構審核, 作為其評審過程之一部份。

For and on behalf of
(Authorized Signature and Company Chop) 授權人簽署及蓋印

Signature 簽署 :

Name 姓名 :

Title 職位 :

Date 日期 :

Stamp
公司蓋章

Please return the Application 請將申請表擲回 :

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