



ISO 9001
质量管理体系标准问卷调查表
Quality Management Systems Questionnaire

Please complete this questionnaire in detail and attach any relevant information describing your company's scope of operation, eg. company brochures or organization chart.

请填写本调查表，并附上贵司经营范围有☐资料，如公司产品简介或组织结构图等。

SECTION A: Applicant Information 申请人资料

Company Name (English 英文) _____

公司名称 (Chinese 中文) _____

Address (English 英文) _____

地址 (Chinese 中文) _____

Phone 电话 _____

Web site 网址 _____ E-mail 电邮 _____

Management Representative (English 英文) _____

管理者代表 (Chinese 中文) _____

Managing Director (English 英文) _____

总经理 (Chinese 中文) _____

Human Resources Manager (English 英文) _____

人力资源经理 (Chinese 中文) _____

Please submit 请提供

- Certificate of Business Registration 工商登记证/营业执照
- Organization Chart with no. of employee breakdown 组织结构图 (员工人数的分析)
- Process Flow Chart 工艺流程图

SECTION B: Certification Information 认证资料

1) If your company has already registered with SGS, please indicate your further application and certificate number by ticking appropriate box. 如贵公司已经通过 SGS 认证/注册，请列明现在所需的申请及证书编号，在合适 内填上" "：

Certificate Number _____
 证书编号

2) Which part of ISO 9000 Series is it intended to obtain registration? 获得 ISO 9000 系列的☐一个标准认证.

- ISO 9001:1994 ISO 9002:1994
- ISO 9001:2000 (With Design 有设计控制) ISO 9001:2000 (No Design 没有设计控制)

3) Please describe the products, processes and/or services which is intended to include within the scope of registration. 请列出或描述认证范围所包括的产品、工序过程或/及服务。

(Please attach a full list of products, processes and / or services. 请附上贵公司之产品、工序流程及/或服务之资料。)

- 4) a. What is the approximate number of pages contained in the Company's Quality Manual and Procedure, excluding copies of forms? 贵司的质量手册及程序约有多少页 (不包括表格)? _____ Pages 页
- b. How many forms are in current use? 目前采用表格共有多少份? _____ Forms 份
- 5) What is the total number of employees in the organization to be registered? 申请认证范围内的总雇员人数? _____ employees 人
- Are you a design responsible supplier? 贵公司是否负责设计之供应商? Yes 是 NO 否
- If yes, number of staff involved in design? 如果是, 设计雇员人数? _____ employees 人
- If no, who is design responsible? 如果不是, 谁负责公司的产品设计? _____

Please provide the following information, as appropriate, for each site. The information of the design center should be included if so. (Use a separate sheet if necessary.)

请提供以下资料, 详述贵公司的情况, 如涉及设计, 请涵盖设计中心的资料 (必要时, 请自行分页来填写资料)

| Sites 场所 | Address 地址 | No. of Employees 人数 | No. of Shifts 轮班次数 | Major Departments 主要部门 |
|-------------|---------------|------------------------|-----------------------|---------------------------|
|-------------|---------------|------------------------|-----------------------|---------------------------|

1. _____
2. _____
3. _____

- 6) Please describe if there are any specialist operations or services carried out by a sub-contractor. 若有分供方提供的专业工作或/服务, 请描述之。

- 7) Does the Company have any approvals granted by other certification bodies? If so, please list. 贵公司曾否获得其它认证机构的认证? 如有, 请列出。

- 8) Is the Company a member of any trade associations? If so, please list. 贵公司是否贸易协会之会员? 若是, 请列出。

- 9) Please advise the certification schedule of your company (for reference only). 请提供贵司认证计划时间表 (只供参考用) Submit Application 递交申请表

Pre-Certification Assessment (Optional) 预习审核 (可选择项目) _____

Certification Assessment 正式审核 _____

Has the Company appointed any management consultant? If so, please list. 贵司是否聘用管理咨询公司? 如有, 请注明。

Name in print 正楷姓名 _____ Signed 签署 _____

Position in Company 职位 _____ Date 日期 _____