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APPLICATION FOR SYSTEM CERTIFICATION

To : Rwanda Standards Board
P.O. Box 7099
Kigali. Email: info@rsb.gov.rw

Subject of this certification form is:

Initial certification Re-certification * Alteration of certification scope*

PART A: Applicant details:

1. Name of the company:.....

Physical Address:.....
.....
.....

Postal Address.....

Telephone:..... Fax:..... Email:

Legal status:

Industrial license No: Date of Issue:

Rwanda Revenue Authority TIN Number:.....

Contact Person:

Position held:

Telephone: Email:

1.1 Number of Employees
Please give total in the company for which registration/certification is being sought.
.....
.....

1.2 Do you have language preference or special needs for communication
.....
.....

1.3 For firms with sites other than the main site, which fall under the scope of applicant for certification, please fill the required information in the table below:

Number of sites other than the main site		Name of Site (s)	Address physical	Activities performed
Number of employees	In administration/ Management			
	In production /Service provision			

(If need be, please attach a separate sheet)

For a firm that operates at temporary sites which fall under scope of application for certification, please provide information detailed in the table below

Number of temporary sites		Name of temporary Site (s)	Physical Address	Activities performed
Number of employees	In administration/ Management			
	In production Service provision			

Management system information

For food safety management systems use Annex 1 **Classification of food chain categories** to indicate the scope applied (please indicate the category or subcategory as appropriate)

For management systems other than Food safety use Annex 2 to indicate the scope applied for (indicate code)

We the undersigned hereby apply for system certification according to the criteria specified hereunder:

Identification Management System Applied for (RS ISO 9001, RS ISO 14001, RS ISO 22000 HACCP RS 184), BS EN ISO 3834-2:2005	Scope

To complete the application, please fill the relevant Preliminary information questionnaire for (FSMS/HACCP SCU/QR/01, QMS SCU/QR/02, EMS SCU/QR/03) and submit it together with this filled and duly signed form.

*Please answer this question only if you are applying for recertification/ change of scope.

Is there any changes that happened in your organization's management system since the last surveillance audit? Yes No

If Yes, explain

.....

Confirmation of validity of information stated by an authorized company representative

Name:

Position:

Contact: telephone: Fax: E-mail:

Date of confirmation.....

Organization stamp

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PART B: (To be filled by the relevant management system officer in-charge considering the inputs in the questionnaire)

Application number.....

Date delivered.....

Application expiry date.....

The scope falls within the competence of the CB;.....

The proposed scope is accurately defined consistent with the products/service of the applicant and the management system.....

The technical area(s) of the organisation to be audited has/have been correctly identified and allocated.....

*** (Application for re-certification)** Do the changes in the client's management system necessitate the conduct of stage 1 audit? Yes No

Justification:

Time required to complete the audit: (calculation).....

Justification:.....

Opinion and Justification (acceptance or decline)

.....

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Verified and approved by Director SCU.....

PART C

Application review decision.....

Justification on decision.....

Name:.....

Remarks:.....

Date.....Signature.....


Classification of food chain categories


	Category		Subcategory		Examples of included activities	
Farming	A	Farming of Animals	AI	Farming of Animals for Meat/ Milk/ Eggs/ Honey	Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey production Growing, keeping, trapping and hunting (slaughtering at point of hunting) Associated farm packing _b and storage	
			AII	Farming of Fish and Seafood	Raising fish and seafood used for meat production Growing, trapping and fishing (slaughtering at point of capture) Associated farm packing _b and storage	
	B	Farming of Plants	BI	Farming of Plants (other than grains and pulses)	Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushrooms, etc.) and hydrophytes for food Associated farm packing _b and storage	
			BII	Farming of Grains and Pulses	Growing or harvesting of grains and pulses for food Associated farm packing _b and storage	
	Food and Feed processing	C	Food Manufacturing	CI	Processing of perishable animal products	Production of animal products including fish and seafood, meat, eggs, dairy and fish products
				CII	Processing of perishable plant products	Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses
CIII				Processing of perish-able animal and plant products (mixed products)	Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready-to-eat meals	
CIV				Processing of ambient stable products	Production of food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt	
				DI	Production of Feed	Production of feed from a single or mixed food source, intended for food-producing animals


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	D	Animal Feed Production	DII	Production of Pet Food	Production of feed from a single or mixed food source, intended for non-food producing animals
Catering	E	Catering			Preparation, storage and, where appropriate, delivery of food for consumption, at the place of preparation or at a satellite unit
Retail, transport and storage	F	Distribution	FI	Retail / Wholesale	Provision of finished food products to a customer (retail outlets, shops, wholesalers)
			FII	Food Broking / Trading	Buying and selling food products on its own account or as an agent for others Associated packagingc
			GI	Provision of Transport and Storage Services for Perishable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of perishable food and feed Associated packagingc
			GII	Provision of Transport and Storage Services for Ambient Stable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of ambient stable food and feed Associated packagingc
<p>a Clusters are intended to be used for accreditation scope of accredited certification bodies, and for accreditation bodies witnessing certification bodies.</p> <p>b “Farm packing” means packaging without product modification and processing.</p> <p>c“ Associated packaging means packaging without product modification and processing and without altering the primary packaging</p>					
Cluster ^a	Category	Subcategory	Examples of included activities		
Auxiliary services	H	Services	Provision of services related to the safe production of food, including water supply, Pest control, cleaning services, waste disposal.		
	I	Production of Food Packaging and Packaging material	Production of food packaging material		
	J	Equipment manufacturing	Production and development of food processing equipment and vending machines		
Biochemical	K	Production of (Bio) Chemicals	Production of food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids Pesticides, drugs, fertilizers, cleaning agents		
<p>Clusters are intended to be used for accreditation scope of accredited certification bodies, and for accreditation bodies witnessing certification bodies.</p> <p>b “Farm packing” means packaging without product modification and processing.</p> <p>c“ Associated packaging means packaging without product modification and processing and without altering the primary packaging.</p>					

Annex 2

IAF CODE	NACE CODE, Rev.2	ACTIVITY	DESCRIPTION OF ACTIVITIES.
1	01, 02, 03	Agriculture, fishing, Forestry	<ul style="list-style-type: none"> – Fishing and aquaculture – Mixed farming, Support activities to agriculture and post-harvest crop activities – Growing of non-perennial crops, Growing of perennial crops, Plant propagation – Forestry and logging – Animal production
2	05, 07, 08, 09	Surface extraction of minerals/ Mining	<ul style="list-style-type: none"> – Mining of coal and lignite – Mining of non-ferrous metal ores – Mining of iron ores – Other mining and quarrying
3	10, 11,12	Food products, beverages, tobacco	<ul style="list-style-type: none"> – Processing and preserving of meat and production of meat products – Processing and preserving of fish, crustaceans and mollusks – Processing and preserving of fruit and vegetables, Manufacture of vegetable and animal oils and fats – Manufacture of dairy products, Manufacture of grain mill products, starches and starch products – Manufacture of bakery and farinaceous products, Manufacture of other food products – Manufacture of prepared animal feeds – Manufacture of soft drinks; production of mineral waters and other bottled waters – Manufacture of tobacco products
4	13, 14	Textiles and textile products	<ul style="list-style-type: none"> – Manufacture of textiles, – Manufacture of wearing apparel
5	15	Leather and leather products	<ul style="list-style-type: none"> – Manufacture of leather and related products
6	16	Wood and wood products	<ul style="list-style-type: none"> – Manufacture of wood and of products of wood and cork, except furniture; Manufacture of articles of straw and plaiting materials
7	17	Pulp, paper and paper products	<ul style="list-style-type: none"> – Manufacture of paper and paper products
8	58.1, 59.2	Publishing companies	<ul style="list-style-type: none"> – Publishing of books, periodicals and other publishing activities, Sound recording and music publishing activities
9	18	Printing companies	<ul style="list-style-type: none"> – Printing and service activities related to printing – Reproduction of recorded media –

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10	19	Manufacture of coke and refined petroleum products	– Manufacture of coke and refined petroleum products	
12	20	Chemicals, chemical products and fibres	– Manufacture of chemicals and chemical products – Manufacture of industrial gases – Manufacture of explosives –	
13	21	Pharmaceuticals	– Manufacture of basic pharmaceutical products and pharmaceutical preparations –	
14	22	Rubber and plastic products	– Manufacture of rubber and plastic products	
15	23, except 23.4 and 23.6	Non-metallic mineral products	– Manufacture of other non-metallic mineral products –	
16	23.4 , 23.6	Concrete, cement, lime, plaster etc.	– Manufacture of cement, lime and plaster –	
17	24 except 24.46, 25 except 25.4, 33.11	Basic metals and fabricated metal products	– Manufacture of basic metals – Manufacture of fabricated metal products, except machinery and equipment – Manufacture of steam generators, except central heating hot water boilers –	
18	25.4, 28, 30.4, 33.12, 33.2	Machinery and equipment	– Manufacture of machinery and equipment n.e.c., Repair of machinery – Installation of industrial machinery and equipment	
23	31, 32, 33.19	Manufacturing, not elsewhere classified	– Manufacture of furniture, Other manufacturing, Repair of other equipment	
24	38.3	Recycling	– Materials recovery	
25	35.1	Electricity supply	– Electric power generation, transmission and distribution	
27	35.3, 36	Water supply	– Water collection, treatment and supply	
28	41, 42, 43	Construction	– Construction of buildings, Civil engineering, Specialized construction activities except Electrical, plumbing and other construction installation activities as well as building completion and finishing. – Building completion and finishing.	
29	45, 46, 47, 95.2	Wholesale and retail trade. Repair of motor vehicles, motor cycles	– Wholesale and retail trade and repair of motor vehicles and motorcycles. – Repair of personal and household goods	

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		and personal and household goods		
30	55, 56	Hotels and restaurants	<ul style="list-style-type: none"> - Accommodation, Food and beverage service activities - 	
31	49, 50, 51, 52, 53, 61	Transport, storage and communication	<ul style="list-style-type: none"> - Land transport, except transport via pipelines, Water transport, Air transport, space transport. - Warehousing and support activities for transportation - Postal and courier activities - Telecommunications - 	
32	64, 65, 66, 68, 77	Financial intermediation; real estate; renting.	<ul style="list-style-type: none"> - Financial service activities, except insurance and pension funding, - Insurance, reinsurance and pension funding, except compulsory social security, - Activities auxiliary to financial services and insurance activities, - Real estate activities, - Rental and leasing activities 	
33	58.2, 62, 63.1	Information technology	<ul style="list-style-type: none"> - Software publishing, Computer programming, consultancy and related activities, Data processing, hosting and related activities; web portals - 	
34	71, 72, 74 except 74.2 and 74.3	Engineering services	<ul style="list-style-type: none"> - Architectural and engineering activities, Scientific research and development, Other professional, scientific and technical activities - Technical testing and analysis - Management Services - Management Consulting Services - Public Relations Services - Facilities Support Management Services - Business Consulting Services, Not Elsewhere Classified 	
35	69, 70, 73, 74.2, 74.3, 78, 80, 81, 82	Other services	<ul style="list-style-type: none"> - Legal and accounting activities, - Activities of head offices; management consultancy activities, - Advertising and market research, - Translation and interpretation activities, - Office administrative, office support and other business support activities - Security and investigation activities - Services to buildings and landscape activities. - 	
36	84	Public administration	<ul style="list-style-type: none"> - Public administration and defense; compulsory social security - 	

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37	85	Education	<ul style="list-style-type: none"> - Education, except higher education - Higher education - 	
38	75, 86, 87, 88	Health and social work	<ul style="list-style-type: none"> - Human health activities, except hospital activities - Hospital activities - Veterinary activities - Residential care activities, Social work activities without accommodation - 	
39	37, 38.1, 38.2, 39, 59.1, 60, 63.9, 79, 90, 91, 92, 93, 94, 96	Other social services	<ul style="list-style-type: none"> - Sewerage, Waste collection, Waste treatment and disposal, - Remediation activities and other waste management services. - Motion picture, video and television programme activities, - Programming and broadcasting activities, Other information service activities, - Travel agency, tour operator and other reservation service and related activities, - Creative, arts and entertainment activities, - Libraries, archives, museums and other cultural activities, - Gambling and betting activities, - Sports activities and amusement and recreation activities, - Activities of membership organizations, - Other personal service activities 	