**FORMULIR PERMOHONAN SERTIFIKASI PRODUK**

***APPLICATION FORM FOR PRODUCT CERTIFICATION***

Yang bertandatangan di bawah ini

*Undersigned below*

N a m a /

*Name*  : ...........................................................................................................

Jabatan dalam Perusahaan /

*Job Title* : ...........................................................................................................

Kewarganegaraan /

*Citizen*  : ...........................................................................................................

Alamat /

*Address* : ...........................................................................................................

...........................................................................................................

...........................................................................................................

Telepon / *Phone*

Fax */ Fax* : ...........................................................................................................

...........................................................................................................

Jenis Pemohonan / *Application type* :  Sertifikasi baru / *New certification*

 Sertifikasi ulang / *Recertification*

 Penambahan dan atau relokasi pabrik / *Add and or relocation of factory*

 Perubahan kepemilikan / *Change of ownership*

 Perluasan lingkup / *Extending to scope*

 Perubahan standar SNI / *Change of SNI*

 Perubahan komponen utama / *Change of main raw material or component*

 Perubahan desain / *Change of design*

 Penambahan atau perubahan merek / *Add or change of brand*

Dengan ini mengajukan permohonan untuk mendapatkan Sertifikat Produk berdasarkan Standar Nasional Indonesia (SNI). Adapun data Perusahaan kami adalah sebagai berikut :

*We hereby apply for product certification from PT TUV Nord Indonesia based on Indonesia Nasional Standard (SNI). The following is our company in details :*

1. **KETENTUAN UMUM/*General requirements:***

|  |  |  |
| --- | --- | --- |
| 1 | 1. Nama perusahaan representatif / *company representative name*
 |  |
| 1. Alamat kantor representatif / *address of representative office*
 |  |
| * Telp & Fax
 |  |
| * Denah lokasi/*company map*
 | **Terlampir/*attached* (lampiran 1/*annex 1*)** |
| 1. Nama dan alamat pabrik / *name and factory address*
 |  |
| * Telp & Fax
 |  |
| * Denah lokasi / *company map*
 | **Terlampir/*attached* (lampiran 2/*annex 2*)** |
| 1. Nama dan kontak personal / *name and contact person*
 |  |
| * Jabatan dalam perusahaan / *job title*
 |  |
| * Alamat email/*email address*
 |  |
| * No. handphone
 |  |
| 1. Ijin Industri (manufaktur) / *Industrial licence*
 | **Terlampir/*attached* (lampiran 3/*annex 3*)** |
| * Nomor / *Number*
 |  |
| * Nama Perusahaan / *Company name*
 |  |
| * Alamat Perusahaan / *Company address*
 |  |
| * Lingkup Kegiatan / Bidang Usaha / *Business Scope*
 |  |
| * Masa Berlaku/ *Expiry date*
 |  |
| 1. Izin Usaha Perdagangan (Distributor / Importir) / *Business license*
 | **Terlampir/*attached* (lampiran 4/*annex 4*)** |
| * Nomor / *Number*
 |  |
| * Nama Perusahaan / *Company name*
 |  |
| * Alamat Perusahaan / *Company address*
 |  |
| * Lingkup Kegiatan / Bidang Usaha / *Business Scope*
 |  |
| * Masa Berlaku/ *Expiry date*
 |  |
| 1. Akte PendirianPerusahaan / *Deed Of Company Establishment*
 | **Terlampir/*attached* (lampiran 5/*annex 5*)** |
| * Nomor / *Number*
 |  |
| * Nama Perusahaan / *Company name*
 |  |
| * Nama Anggota Direksi dan Komisaris /
* *Director and commissioner*
 |  |
| * Kegiatan Usaha / *Business scope*
 |  |
| * Tanggal Pengesahaan / *Approval date*
 |  |
| 1. Angka Pengenal Impor / *Import Identification Number*
 |  API-P (pabrikan dalam negeri / produsen) / *Producer**Import Identification Number* API-U (pabrikan luar negeri / umum) / *General Import**Identification Number***Terlampir/*attached* (lampiran 6/*annex 6*)** |
| * Nomor / *Number*
 |  |
| * Nama Perusahaan / *Company name*
 |  |
| * Jenis Barang / *Product*
 |  |
| * Tanggal Pengesahaan / *Approval date*
 |  |
| * Tanggal Registrasi Ulang / *Re-registration Date*
 |  |
| * Status Permodalan / *Capital status*
 | PMA / PMDN / Perorangan /………………… \*)*Foreign investment / domestic investment / Individual/ ………………..\*)* |
| 2 | Struktur Organisasi Pabrik dan/atau Peminta Jasa (Perusahaan / Distributor / Importir) \*)Dilengkapi dengan nama pejabat danpengesahan dari perusahaan.*Organizational structure (manufacturer, importer or distributor) along with official name* | **Terlampir/*attached* (lampiran 7/*annex 7*)** |
| 3 | Surat Pendaftaran Ciptaan atau Sertifikat Merek Perniagaan / *Brand registration letter or certificate* | **Terlampir/*attached* (lampiran 8/*annex 8*)** |
| * Nomor / *Number*
 |  |
| * Nama dan Alamat Pemilik merek / *Name*
* *and brand owner address*
 |  |
| * Etiket merek / *Etiquette brand*
 |  |
| * Tanggal Pengesahaan / *Approval date*
 |  |
| * Masa Berlaku Hak Merek / *Expiry date*
 |  |
| 4 | Sertifikat ISO 9001 untuk pabrik (dari Lembaga Sertifikasi yang terakreditasi oleh Komite Akreditasi Nasional atau Badan Akreditasi lain dalam skema IAF MLA) / ISO 9001 *certificate from accredited certification body, for manufacture* | **Terlampir/*attached* (lampiran 9/*annex 9*)** |
| Nomor Sertifikat / *Certificate Number*  |  |
| Nama Lembaga Sertifikasi dan Badan Akreditasi / *Certification and accreditation body* |  |
| Ruang lingkup Sertifikat ISO 9001 / ISO 9001 *scope* |  |
| Masa berlaku sertifikat ISO 9001 */ Expiry date of ISO 9001 certification* |  |
| Daftar Dokumen Sistem Manajemen Mutu (Prosedur, Instruksi Kerja, Formulir) / *Master list document*  | **Terlampir/*attached* (lampiran 10/*annex 10*)** |
| Dokumen Pedoman Mutu / Manual Mutu/ *Quality manual* |
| 5 | Surat penunjukkan sebagai Perusahaan Representatif oleh Pabrikan yang disahkan oleh Notaris di negara Pabrik dan diregister oleh Kedutaan Indonesia di negara Pabrikan/ *Letter of appointment as a Representative Company by the Manufacturer which is legalized by a Notary in the Manufacturing country and registered by the Indonesian Embassy in the Manufacturing country* | **Terlampir/*attached* (lampiran 11/*annex 11*)** |
| 6 | Apabila perusahaan representatif bukan sebagai importir, surat penunjukkan importer oleh Perusahaan Representatif untuk merek produk yang diperdagangkan di Indonesia/ *If the representative company is not an importer, a letter of appointment of an importer by the Representative Company for product brands traded in Indonesia* | **Terlampir/*attached* (lampiran 12/*annex 12*)** |
| 7 | 7.1. Jumlah Tenaga Kerja Pabrik / *employee* :- Total / Total- Produksi / *Production department*- Pengendalian Mutu / *Quality control department*- Tenaga Ahli/ *Expert*7.2. Jumlah Tenaga Kerja untuk Peminta Jasa Importir atau Distributor / *Importer or distributor employee*: | ...........orang/*people*...........orang/*people*...........orang/*people*...........orang/*people* |

1. **PRODUK YANG AKAN DISERTIFIKASI/Product will be certified**
2. **Informasi produk yang akan disertifikasi */ Information of product to be certified***

**Terlampir / attached (lampiran 13.a / annex 13.a)**

Catatan / *Note*:

* Lampirkan detail informasi produk sesuai tabel di bawah / *Please attached information about product certified as the table below*

**Table 1/*Table 1***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No *No*** | **Jenis Produk*****Product*** | **Merk*****Brand*** | **Spesifikasi Teknik*****Technical Specification*** | **SNI/IEC/lainnya*****SNI or IEC or other standard used*** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

1. **Foto produk yang akan disertifikasi / *Image of product to be certified***

**Terlampir / attached (lampiran 13.b / annex 13.b)**

Catatan / *Note*:

* Lampirkan foto produk tampak depan, belakang, samping kanan, samping kiri dan potongan / *Please attached image of certified product, front, behind, left, right and inside view.*
1. **Desain atau Gambar Konstruksi / Design of product to be certified**

**Terlampir / attached (lampiran 13.c / annex 13.c)**

Catatan / *Note*:

* Lampirkan desain atau gambar konstruksi / *Please attached design or construction drawing of certified product.*
1. **BAHAN BAKU DAN KOMPONEN/ *Raw Material and Component***
2. **Informasi Bahan Baku dan Komponen / *Raw material and Component Information***

Terlampir / attached (lampiran 14.a / annex 14.a)

Catatan / *Note*:

* Lampirkan detail informasi bahan baku dan komponen sesuai tabel di bawah / *Please attached information about raw material and component as the table below*

**Tabel 2/*Table 2***

|  |  |  |  |
| --- | --- | --- | --- |
| **No *No*** | **Nama Bahan Baku atau Komponen*****Raw Material or Component*** | **Spesifikasi *Specification*** | **Nama Pemasok *Supplier*** |
| **1** | **2** | **3** | **4** |
| **Bahan baku atau komponen utama / *Main raw material or Component*** |
| **1** |  |  |  |
| **2** |  |  |  |
| **Bahan baku atau komponen pendukung / *Supporting raw material or Component*** |
| **1** |  |  |  |
| **2** |  |  |  |

1. **Perencanaan Mutu Bahan Baku dan Komponen/ *Quality Plan of Raw Material and Component***

**Terlampir */ attached* (lampiran 14.b / annex 13.b)**

Catatan / Note:

* Lampirkan informasi terdokumentasi atau prosedur atau instruksi kerja terkait pengendalian mutu bahan baku dan komponen termasuk item pemeriksaan, metode sampling dan kriteria keberterimaan / *Please attached documented information or procedure or work instruction about raw material and component quality control including inspection items, sampling method and acceptance criteria.*
1. **Sertifikat Bahan Baku dan Komponen / *Raw Material and Component Certificate***

**Terlampir / attached (lampiran 14.c / annex 14.c)**

Catatan / Note:

* Lampirkan Certificate Of Origin (COO), Certificate Of Manufacture (COM), Test Report, Mill Certificate, Sertifikat Uji dari Laboratorium Independen / *Please attached Certificate Of Origin (COO), Certificate Of Manufacture (COM), test report, Mill Certificate or test certificate from accredited laboratory.*
1. **PERALATAN PRODUKSI / PRODUCTION EQUIPMENT**

**Terlampir/*attached* (lampiran 15/*annex 15*)**

Catatan / *Note*:

* Lampirkan detail informasi peralatan produksi sesuai tabel di bawah / *Please attached information about equipment used as the table below*

**Tabel 3/*Table 3***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.*****No*** | **Nama Peralatan*****Equipment Name*** | **Jumlah****Peralatan****Produksi*****Quantity of******Production******Equipment*** | **Spesifikasi Alat*****Equipment******Specification*** | **Tahun****Pembuatan*****Manufacturing******Year*** | **No. Dokumen****Pengoperasian Alat*****Document Number of******Equipment Operation*** |
| **1** | **2** | **3** | **4** | **5** | **6** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

1. **PERALATAN UJI DAN UKUR PENGENDALIAN MUTU/ *TESTING AND MEASURING EQUIPMENT FOR QUALITY CONTROL***

**Terlampir / attached (lampiran 16 / *annex 16*)**

Catatan / *Note*:

* Lampirkan detail informasi peralatan uji dan ukur pengendalian mutu sesuai tabel di bawah / *Please attached information about testing and measuring equipment for quality control as the table below*

**Table 4 / *Table 4***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.*****No*** | **Nama Alat Uji atau Alat****Ukur*****Testing and Measuring******Equipment*** | **Fungsi*****Function*** | **Jumlah*****Quantity*** | **Spesifikasi*****Specification*** | **Kalibrasi****Terakhir*****Last******Calibration*** | **Periode****Kalibrasi*****Calibration******Period*** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

1. **PROSES PRODUKSI / *PRODUCTION PROCESS***

**Terlampir / *attached* (lampiran 17 / annex 17)**

Catatan/ *Note:*

* Lampirkan informasi terdokumentasi atau prosedur atau rencana mutu terkait proses produksi / *Please attached documented information or procedure or quality plan that describe production process*

**VII. PRODUK JADI / FINISHED PRODUCT**

1. **Perencanaan Mutu Produk Jadi/ *Quality Plan of Finished Product***

**Terlampir / *attached* (lampiran 18.a / annex 18.a)**

Catatan/ *Note*:

* Lampirkan informasi terdokumentasi atau prosedur atau instruksi kerja terkait pengujian produk jadi termasuk item pemeriksaan dan metode sampling / *Please attached documented information or procedure or work instruction describe finished product testing including inspection item and sampling method.*
1. **Penomeran Produk Jadi / Numbering System of Finished Product**

**Terlampir / *attached* (lampiran 18.b / annex 18.b)**

Catatan / *Note:*

* Lampirkan informasi terdokumentasi atau prosedur atau instruksi kerja terkait sistem penomeran produk jadi / *Please attached documented information or procedure or work instruction describe numbering system of finished product*.
1. **Pengendalian Produk Jadi oleh Importir atau Distributor (untuk peminta jasa importir atau distributor) / *Quality Control of Finished Product by importer or distributor (for importer or distributor client)***

**Terlampir / *attached* (lampiran 18.c / annex 18.c)**

Catatan*/ Note:*

* Lampirkan informasi terdokumentasi bagaimana importir atau distributor mengendalikan mutu produk yang diimpor termasuk item pemeriksaan, metode sampling dan kriteria keberterimaan */ Please attach documented information how importer or distributor control the quality of imported product including inspection items, sampling method and acceptance criteria*.
1. **INFORMASI LAIN / *OTHER INFORMATION***
2. **Tata Letak Mesin Produksi / *Production machine layout***

**Terlampir / attached (lampiran 19 / *annex* 19)**

Catatan */ Note:*

* Lampirkan tata letak mesin produksi / Please attach production machine layout.
1. **Dokumen Keluhan Pelanggan / *Customer satisfaction***

**Terlampir / attached (lampiran 20 / annex 20)**

Catatan*/ Note*:

* Lampirkan informasi terdokumentasi atau prosedur mengenai pengendalian pengaduan produk dan kepuasan pelanggan / *Please attach documented information or procedure about product complain and customer satisfaction.*

|  |
| --- |
| **Catatan/ Note:****Poin I – VIII untuk permohonan baru, perpanjangan dan perluasan lingkup/ Poin I – VIII *for new, renewal and extension to scope application*** |

1. **PERSYARATAN KHUSUS (Jika perlu) / Special Requirement (if necessary)**

|  |  |
| --- | --- |
| 1 | **Untuk Permohonan Penambahan dan atau Relokasi Pabrik / *For adding and or relocation of factory application*** |
| Pabrik lama / *Previous factory location*: |  |
| * Alamat / *Address*
 |  |
| * Telp dan Fax / *Phone and faxs*
 |  |
| Pabrik baru / New factory location : |  |
| * Alamat / *Address*
 |  |
| * Telp dan Fax / *Phone and faxs*
 |  |
| * Denah pabrik baru / *New Factory map*
 | **Terlampir / *attached* (lampiran A / *annex* A)** |
| * Izin industri / *Industrial license*
 |  |

|  |  |
| --- | --- |
| 2 | **Untuk Permohonan Perubahan Kepemilikan / *For changing of ownership application*** |
| Pemilik lama / *Previous owner*: |  |
| Nama Pemilik lama / *Previous Owner Name* |  |
| Nama perusahaan lama / *Previous company name* |  |
| No Izin usaha lama / *Number previous business license* |  |
| Pemilik baru / *New owner* |  |
| Nama / *Name* |  |
| Nama perusahaan baru/ *New company name* |  |
| Izin usaha perubahan / *Change business license* | **Terlampir / *attached* (lampiran B / *annex* B)** |

|  |  |
| --- | --- |
| 3 | **Untuk Permohonan Perubahan Standar SNI / *For changing of SNI application*** |
| Standar lama yang disertifikasi / *Certified previous standard* |  |
| Standar baru yang diajukan / *New standard applied* |  |
| Lampirkan informasi produk sesuai dengan persyaratan standar baru / *Please give information about product in accordance with the requirements of the new standard* | **Terlampir / *attached* (lampiran C / *annex C*)** |

|  |  |  |
| --- | --- | --- |
| 4 | **Untuk Permohonan Perubahan Komponen Utama / *For changing of main part raw material or component application***Lampirkan informasi perubahan komponen utama yang diajukan / *Please give information about main component changes of product applied* | **Terlampir / *attached* (lampiran D / *annex D*)** |
| **Untuk Permohonan Perubahan Desain / *Application for changing of design***Lampirkan informasi perubahan desain yang diajukan / Please give information about design changes of product applied |
| **Untuk Permohonan Penambahan atau Perubahan Merek / *For adding or changing of brand application***Lampirkan surat pendaftaran ciptaan atau sertifikat merek / *Please attach brand registration letter or certificate* |

1. **PERNYATAAN KESANGGUPAN DAN PERSETUJUAN / DECLARATION AND AGREEMENT**
2. Kami menyatakan bahwa seluruh informasi yang kami sampaikan adalah benar / *We hereby declare that all the information that we submit are true.*
3. Kami menyatakan bahwa dokumen salinan yang diserahkan ke LSPro PT TUV Nord Indonesia (TNI) adalah dokumen yang sama dengan dokumen asli / We certify that all the copy documents submitted to LSPro PT TNI are the same document as the original documents.
4. Kami bersedia mengikuti dan mentaati syarat dan aturan serta ketentuan sertifikasi termasuk skema sertifikasi, standar dan peraturan terkait (misalnya registrasi NPB hanya untuk produk wajib SNI) / *We are willing to follow and obey certification term and condition* *include certification scheme, relevant standards and regulations (e.g. NPB registration marking only for SNI mandatory product)*
5. Kami berkomitmen menjaga dan mendukung integritas dan nilai-nilai PT TNI Bersih dalam proses sertifikasi / *We are committed to maintain and support integrity and PT TNI Bersih value during certification process*.
6. Kami akan memproduksi / mengimpor Produk yang diajukan sertifikasi secara konsisten sesuai dengan contoh produk yang diuji jenis / *We are committed to produce / import product to be certified consistently in accordance with the sample of type test product*.
7. Kami tidak akan mencantumkan tanda SNI pada jenis produksi yang belum disertifikasi oleh LSPro

PT TUV Nord Indonesia / *We will not put SNI mark to the product that has not been certified.*

1. Kami akan menyimpan dokumen teknis dalam bentuk softcopy dan/atau hardcopy/ *We are commited to keep technical document in softcopy and/or hardcopy.*

 .....................(tempat/*location*), ...............(dd/mm/yyyy)

 (tandatangan/*signed*, stempel perusahaan/*company stamp*)

 (Manajemen Puncak/*Top Management*)