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**Ethiopian Conformity Assessment Enterprise**

Document No:  
**OF/CD/3.12**

Copy No:                      Rev No: 1

Title: **Application Form for Product Certification**

Page No:  
**Page 1 of 10**

Effective date:  
**1st June 2023**

**1.0 COMPANY DETAILS**

1.1 Name of the Company:

.....

Region -----Town..... Sub city...

Street Name (if any) ..... House No.....

Any other specific Company location identification information .....

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

Website:..... E-mail:.....

Postal address:.....

Status of the company .....(Private, , public, Share Company ,Individual ,NGO

Size of the company ..... annual revenue, after taxes)-----

1.2 Address of the Main Office, if different from the above.....

Tel.....

Fax.....

Name of the company owner-----Mobile Tel-----

Name of Chief Executive / Managing Director: .....

Telephone: ..... Mobile Tel. No: .....

Name of Contact Person: .....Mobile Tel. No: .....

Date of Establishment of the Company:.....

1.3 If your company has several premises (sites) all contributing to the overall scope of certification, please list all such premises (sites), address, number of staff, telephone, fax, and the description of operations carried out at each premise below or describe them on a separate sheet of paper.

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Copy No:                      Rev No: 1

Title: **Application Form for Product Certification**

Page No:  
**Page 2 of 10**

Effective date:  
**1st June 2023**

1.4 Is your company a part of some larger organization? Yes  No

If "Yes", please give the name and address of the holding organization.

Name: .....

Address: .....

1.5 Does your Company have any temporary site(s)? Yes  No

If "Yes", please give the name and address of the site(s) engaged in activities related to your scope.

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

1.6 Is your Company currently registered / certified by other certifying authorities, including ECAE

Certification Body? Yes  No

If "Yes", please give details:

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

1.7 Does your company operate shifts? Yes  No

If yes, how many?

If the organization operates in shifts, kindly list on a separate sheet, the activities of each shift, number of personnel, the controls in each shift such as the level of supervision and the average number of personnel per shift.

.....  
 .....

1.8. Provide the annual production capacity of the factory.....

1.9 Please indicate the audit/inspection language of your preference. Amharic  English

Other



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Document No: <b>OF/CD/3.12</b>	
Copy No:	Rev No: 1
Page No: <b>Page 3 of 10</b>	Effective date: <b>1<sup>st</sup> June 2023</b>

Title: **Application Form for Product Certification**

**Note: Please enclose copy of required legal documents e.g. registration letter from licensing authority (Ministry of Trade / Ministry of industry), Vat registration certificate from Ministry of revenue & customs authority), investment license from investment Commission (if applicable), Certificate of competency from EFDA for food manufacturers authenticating your status. Signed the product certification agreement is supplemented.**

**2.0 BUSINESS DETAILS**

2.1 Describe clearly the scope of your company's activities for which certification is sought and which define your product, process range. (Scope refers to products or product categories and processes)

*Note: that the description will appear on the certificate*

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

2.2 List the applicable product standards for which certification is sought.

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

2.3 List the key production processes of your company. (Including laboratory facilities)

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 .....  
 .....

2.4 List any other products manufactured for which certification is not being sought.

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

2.5 Specify the technical personnel in your organization.



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Document No: <b>OF/CD/3.12</b>	
Copy No:	Rev No: 1
Page No: <b>Page 4 of 10</b>	Effective date: <b>1st June 2023</b>

Title: **Application Form for Product Certification**

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2.6 Do you have any outsourced process(es)? Yes  No

If yes, please specify which process(es) is (are) outsourced.

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 .....  
 .....

2.7 List the statutory and regulatory requirements applicable to your organization: \_

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

2.8 Has your organization sought the services of a consultant the implementation of the product certification scheme & production process?

Yes  No

If yes provide name of consultancy firm, time and person(s) involved in the consultancy

.....  
 .....

**3.0 DISPOSITION OF STAFF**

3.1 Total no. of full time

employees.....

- i. Permanent employees.....
- ii. Temporary employees .....
- iii. Part time Employees-----

Size categories of companies as related to number of employees

- i. Small ... 1 – 49

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		Copy No:	Rev No: 1
Title:	<b>Application Form for Product Certification</b>	Page No: <b>Page 5 of 10</b>	Effective date: <b>1<sup>st</sup> June 2023</b>

- ii. Medium ... 50 – 249
- iii. Large ... 250 and above

**Note:**

***Do you agree that if any of the information provided above in the registration form is found to be wrong, the application may be rejected forthwith? (Yes/No)***

***The applicant shall submit with this application form, the necessary process flow chart, quality manual (as applicable) and/or Procedures, which provide a description of the production process of the company in accordance with the specified requirements of the standard or other normative documents.***

Name of authorised representative of the client.....

Signature .....

Date .....



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Title:                      **Application Form for Product Certification**

Page No:  
**Page 6 of 10**

Effective date:  
**1<sup>st</sup> June 2023**

**5.0 APPLICATION REVIEW (For use by the Certification Body)**

5.1 Is there any known difference in understanding between ECAE-CD and the applicant?

Yes                       No

If yes, what is the difference and has it been resolved? Yes/No

If not yet resolved, specify how and when will it be resolved?

.....

.....

.....

.....

.....

.....

5.2 Is the information about the applicant organization and its product certification system sufficient to conduct the audit/assessment of the production process and develop an audit/production assessment programme?    Yes                       No

5.3 Proposed scope (including sites if applicable) as confirmed by the Team Leader based on information provided

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5.4 Does the certification body have the competence and ability to conduct the certification activity in line with the product certification scheme requirements (Give justification)

Yes                       No

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Document No: <b>OF/CD/3.12</b>	
Copy No:	Rev No: 1
Page No: <b>Page 7 of 10</b>	Effective date: <b>1st June 2023</b>

Title: **Application Form for Product Certification**

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5.5 Decision to undertake the audit/assessment of the production process as per the applied certification scope?

Yes  No

Justify (Consider availability of competent auditors/ technical experts; Clients needs and expectations)

.....

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5.6 Name(s) of Proposed auditors and or technical experts

.....

.....

.....

.....

5.7 Time duration allocated for the audit/assessment of the production process

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5.8 Are there shifts to be audited/inspected and considered in the time duration allocated for the audit or assessment of the production process.

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Title:                      **Application Form for Product Certification**

Page No:  
**Page 8 of 10**

Effective date:  
**1st June 2023**

**6.0 REVIEW FOR EXPANSION / REDUCTION /CHANGE OF SCOPE**

6.1 New product scope applied for:

.....

6.2 Is the information provided by the client in the application sufficient to consider undertaking certification activities towards extension of scope

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

6.3 Does the Certification Body have resources and competence to carry out the certification activity? Yes / No. (Give justification)

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

6.4 Names of proposed auditors and technical experts

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

6.5 Summary of application review including any threats for impartiality from any personnel involved in the certification activities.

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 .....  
 .....

Reviewed by .....Signature ..... Date .....



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		Copy No:	Rev No: 1
Title:	<b>Application Form for Product Certification</b>	Page No: <b>Page 9 of 10</b>	Effective date: <b>1<sup>st</sup> June 2023</b>

Verified by .....Signature .....Date .....



**የኢትዮጵያ የተስማሚነት ምዘና ድርጅት**  
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Document No:  
**OF/CD/3.12**

Copy No:

Rev No: 1

Title:

**Application Form for Product Certification**

Page No:

**Page 10 of 10**

Effective date:

**1<sup>st</sup> June 2023**

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