Accreditation Information Form
For
Product Certification Body

Name of Organization:

Accreditation number (Leave blank if it is an initial application):

Instructions:

1. **The information in this form is vital for application, assessment, review, and accreditation decision. Please fill in based on the fact.**
2. **This form can be downloaded from the website of Taiwan Accreditation Foundation (hereinafter referred to as TAF).**
3. **The organization shall fill in by typing or handwriting. If do handwriting, please keep neat. Do not use correcting fluid to cover mistakes, and cross off the mistakes instead.**
4. **Additional copies of separate sheets are permitted if needed. Additional pages shall be paginated with page number.**
5. **This form shall be submitted with "Accreditation Application Form for Product Certification Body" (TAF-PC-F01). Check the page numbers before submitting.**

Review record (Fill in by TAF)
Receipt number of the corresponding accreditation application form:

Taiwan Accreditation Foundation

Part I – Basic Information of Organization

1. Basic information

1.1

Name of responsible person: _____ **Job title：** _____

Tel： _____ **Fax number：** _____

E-mail address： _____

1.2 Website: _____

1.3 Overview of organization:

1.4 Nature:

□Governmental Organization

□Company under Company Act

□Foundation

□Corporation

□Others:

1.5 The Top management in the certification activity

Name: _____ **（Chinese）** _____ **（English）**

Telephone: _____ **Title: □Dr. □Ms. □Mr**

Job Title: _____ **Fax:** _____

E-mail Address: _____

1.6 Resources in organization:

(Number of personnel)

Position title	Full-time Staff	Contracted staff
Managerial personnel		
Administrative personnel		
Senior auditor personnel		

Auditor personnel		
Others		

1.6.1 Information of certification personnel

Please fill in the form below as the certification personnel is involved in

"Governing Registration of Product Certification, Bureau of Standards, Metrology and Inspection, MOEA"

"Telecommunication Products of National Communications Commission" or

"Type Inspection/Certification of Machinery, Equipment and Tools, Occupational Safety and Health Administration, MOL".

1.6.1.1 Certification personnel for "Governing Registration of Product Certification of BSMI"

Name	(Chinese)
	(English)
Division	
Main content of job (certification activity)	
Contact information	Telephone:
	E-mail address:
	Fax:
The highest education degree	
Work experience (Recent 5 years)	
Training records (Recent 3 years, related to the applying scope)	
Date of approval for personnel of Governing Registration of Product Certification of BSMI	(year/month/day)

1.6.1.2 Certification personnel for "Telecommunication Products of National Communications

Commission”

Name	(Chinese)
	(English)
Division	
Main content of job (certification activity)	
Contact information	Telephone:
	E-mail address:
	Fax:
The highest degree	
Work education experience (Recent 5 years)	
Training records (Recent 3 years, related to the applying scope)	
Date of notification for personnel of Telecommunication Products of NCC	(year/month/day)

1.6.1.3 Verification (certification) manager of personnel for “Type Inspection/Certification of Machinery, Equipment and Tools, Occupational Safety and Health Administration, MOL”

1.6.1.3.1Inspection/Certification manager

Name	(Chinese)
	(English)
Division	
Main content of job (certification activity)	
Contact information	Telephone:
	E-mail address:
	Fax:

The highest education degree	
Work experience (Recent 5 years)	
Training records (Recent 3 years, related to the applying scope)	
Date of approval for personnel of Type Inspection/Certification of Machinery, Equipment and Tools, OSHA	(year/month/day)

1.6.1.3.2 Inspection/Certification personnel

Name	(Chinese)
	(English)
Division	
Main content of job (certification activity)	
Contact information	Telephone:
	E-mail address:
	Fax:
The highest education degree	
Work experience (Recent 5 years)	
Training records (Recent 3 years, related to the applying scope)	
Date of approval for personnel of Type Inspection/Certification of Machinery, Equipment and Tools, OSHA	(year/month/day)

1.7 If the organization is a part of a large enterprise, please describe the relation between the business activities in the enterprise and the certification activities within the accreditation scope of application.

1.8 Other inquiries or questions:

2. Accreditation scope of application

Field/Certification Scheme	**Category (note 2)**	**Group or Individual (applicable to agricultural product certification schemes)**	**Sub-category (note 1)**	**Resources of inspection body or testing laboratory**
				1. Name of inspection body or testing laboratory: (☐Not applicable) 2. Main scope of inspecting or testing:_____ 3. Type: ☐Outsource ☐In-house ☐Other:_____ 4. Accredited to ISO/IEC 17025 or ISO/IEC 17020 by TAF or other accreditation body: ☐YES (Accreditation certificate number: _____) ☐No ☐Other:_____ 5. Location: ☐Indoor ☐Outdoor

				☐Other:_____ 6. Address: ☐Same address of organization ☐Other address:_____ _____ 7. Responsible person of inspection body or testing laboratory name:_____ Job title:_____ Contact information: _____
				1. Name of inspection body or testing laboratory: (☐Not applicable) 2. Main scope of inspecting or testing:_____ 3. Type: ☐Outsource ☐In-house ☐Other:_____ 4. Accredited to ISO/IEC 17025 or ISO/IEC 17020 by TAF or other accreditation body: ☐YES (Accreditation certificate number: _____) ☐No ☐Other:_____ 5. Location: ☐Indoor ☐Outdoor ☐Other:_____ 6. Address: ☐Same address of organization ☐Other address:_____

				7. Responsible person of inspection body or testing laboratory name:_____ Job title:_____ Contact information: _____

note 1: **Applicant of "Product Certification Registration of BSMI" scheme, please provide the c.c.codes and standards in the sub-category column.**

note 2: **Applicant of "Type Inspection (Certification) of Machinery, Equipment and Tools of OSHA" scheme, please provide the products and standards in the category column.**

3. The site other than the headquarter of the organization

(☐ Not applicable)

The category of the site other than the headquarter of the organization:

A: Responsible for certification business management

B: Responsible for establishing or developing policy, process and/or procedure of certification

C: Staff for certification personnel being reviewed, trained, and monitored, and storage location of certification personnel records

D: Location or staff for reviewing the application, assigning certification personnel, reviewing the certification report

E: Location or staff for making the certification decision

Number	Site Name	Site Address	Function Description	Category
	(Chinese)	(Chinese)		☐**A** ☐**B** ☐**C** ☐**D** ☐**E**
	(English)	(English)		
	(Chinese)	(Chinese)		☐**A** ☐**B** ☐**C** ☐**D** ☐**E**
	(English)	(English)		

	(Chinese)	(Chinese)		□**A** □**B** □**C** □**D** □**E**
	(English)	(English)		

4. Service content and certification method or process

5. Number of certificates within the applying scope (or accredited scope)
(Not applicable to initial application)

5.1 Number of the certificates issued within the applying scope:_____

5.2 Number of the certificates issued within the accredited scope:_____

5.3 Number of the certificates in total:_____ （5.1 and 5.2）

Part 2: List of accompanying documents

- ☐ (1) Accreditation Application Form for Product Certification Body (only applicable to agricultural product certification schemes)
- ☐ (2) Quality manual, procedure, working instruction, template of certification mark and related management document of using mark
- ☐ (3) Evidence of organization registration/ establishment
- ☐ (4) Publicly available information on product certification
- ☐ (5) Scope of certification for applying accreditation
- ☐ (6) Certificate template in Chinese and English
- ☐ (7) Directory of certified product
- ☐ (8) Product certification scheme(s)
- ☐ (9) Certification standards and testing methods
- ☐ (10) Copy(s) of TAF's laboratory accreditation certificate
- ☐ (11) Certification Schedule
- ☐ (12) Others (internal audit records, management review records, or others requested):

Part 3 – Comparison for Quality Manual and ISO/IEC 17065:2012 (TAF-PC-F02)

Part 4 - Reply to Confirm Consent to Provide Personal Data

- All personnel participating in the accreditation application (including both internal and external personnel) shall peruse in detail the contents set forth under annexed "Consent to Provide Personal Data" and sign under the Table below to confirm consent in full to TAF to collect, process and use the personal data in accordance with the "Consent to Provide Personal Data". In case of an application for extending accreditation, only such personnel involved in an amendment shall sign on the Table below.

Position title	Name	Key points for attention about signature	Signature	Date
Coordinator		I have perused and accepted the contents in the【Consent to Provide Personal Data】		
Managerial personnel		I have perused and accepted the contents in the【Consent to Provide Personal Data】		
Administrative personnel		I have perused and accepted the contents in the【Consent to Provide Personal Data】		
Auditor		I have perused and accepted the contents in the【Consent to Provide Personal Data】		
Other relevant personnel participating in the activities within the scope of accreditation (e.g., personnel involved in a certification decision, relevant committee(s). Please summarize the business affairs and duties of such personnel).		I have perused and c accepted the contents in the【Consent to Provide Personal Data】		

(Please, at your discretion, provide or photocopy additional page(s)/continuation sheet(s) to meet your substantial need in case of inadequate space)

Consent to Provide Personal Data

I, the Undersigned, am a participant in the relevant certification (verification/validation) activities of a certification (verification/validation) body that has been officially accredited by the Taiwan Accreditation Foundation (hereinafter referred to as "TAF"). To assure that I am continually consistent with the requirements of TAF accreditation criteria and maintain the current accreditation qualification, I hereby consent to the collection, processing and use regarding my personal data and relevant matters as follows:

1. Specific purposes of collection:

TAF is entitled to collect, process and use my personal data for the specific purposes as follows:

(1) TAF's internal name-list management on certification (verification/validation) bodies
(2) Accreditation certificates, recognition directories, archives administration and management
(3) Education or training administrative
(4) Contracts or other legal relation matters
(5) Other public sectors implement relevant business (including the non-departmental public body, government- sponsored foundation and other public legal person)
(6) Other business operation in accordance with TAF's Contributions Articles

2. Types of the personal data to be collected and processed:

(1) Types of identification:
    1). Identifiable individuals, e.g., name, job title, office address, etc.
    2). Identifiable in government data
(2) Types of features: Descriptions of individuals, e.g., age, gender, birth of date, etc.
(3) Education, technique or other profession
    1). Schools record, e.g., universities, colleges, other schools, etc.
    2). Qualifications or technique
    3). Memberships of occupational associations
    4). Occupation expertise
    5). Membership of committees
    6). Publication
(4) Employment:
    1). Current status of employment
    2). Employment experiences
    3). Leave-office experiences
    4). Working experiences
    5). Educational & training record
(5) Others: Research of paper documents

3. Time period, territory, recipients and methods of personal data is used:

I hereby consent that during the period while the specific purposes exist, during the period while the personal data is stored pursuant to relevant laws, contracts or agreements, and during the period of storage as required by TAF for businesses, TAF is entitled to use my personal data by automated or non-automatic means within domestic and foreign territories, with domestic and foreign organizations having business contacts with TAF, and with domestic and foreign units in cooperation with TAF.

4. I hereby confirm my awareness that I am entitled to exercise the following rights with regard to my personal data. Where necessary, TAF is entitled to charge the required costs for which I assure to render absolute support.

(1) the right to make an inquiry of and to review my personal data;
(2) the right to request a copy of my personal data;
(3) the right to supplement or correct my personal data;
(4) the right to demand the cessation of the collection, processing or use of my personal data; and
(5) the right to delete my personal data.

5. I am able to choose whether to provide my personal data or not in my full discretion. Whenever the personal data provided by me is found incomplete or is found by TAF to be inadequate to prove the authenticity of my identity or that my personal data is found unauthentic, all such facts are likely to adversely affect TAF in the accuracy in data management or in the qualifications for accreditation of the certification (verification/validation) body or to challenge whether I am entitled to hold that job position.

I hereby confirm my awareness of the aforementioned issues and consent that TAF is entitled to collect, process and use my personal data. I further guarantee that all personal data provided to TAF is consistent with the requirements in Personal Data Protection Act. In case of violation that leads to an impairment to TAF in its interests, the data subjects shall assume the responsibility for compensation for damages to TAF. In the event that TAF breaches the relevant provisions in Personal Data Protection Act and, as a result of in turn, leads to an impairment to the data subjects, TAF shall assume the responsibility for compensation for damages to such data subjects.