



Application to National Productivity Organization
for 5S Certification registration

Company Information

Company Name: -

Address:

Telephone No:

Mobile:

Fax::

Email Address:

Management Representative

Name:

Title:

Number of Sites

(details of additional sites i.e. location/activities to be submitter on a separate sheet)

Principal Products and services provided by the company:-

Main processes and material Used:-

Scope for Certification (Units / Sites)

Departments:

Details of consultants if used:-

Does your organization's quality manual fully address 5S?

Yes

No

Does your Organizaion has 5S manual / procedure

Yes

No

Are there any claimed improvement in any S? (Details)

Is English language spoken by all staff, if not what other languages will we require to understand when doing the assessment?

What Key Legislation is applicable on your site(s)

Company Employees

Category/ Description (e.g. Sales, Manufacturing , Admin)		Number of Permanent Employees		Number of Temporary Employees	
Total Numbers of employees					

Signed	Position	Date

Note: Extra sheets can be attached for elaborative information about processes, regulations/ company code of conduct (which auditors should be aware of), sub-zones, etc.

End of client application information

National Productivity Organization’s Administration Review

Information on organization and its management system is sufficient for conduct of Audit

Requirement for certification documented and provided to applicant

Any known differenced in understanding resolved between NPO & Applicant

NPO has competence to perform the certification activity SCOPE ACCREDITED

LOCATION (S) ACCEPTABLE

Audit time, location acceptable

Language acceptable

Safety conditions acceptable

Threats to impartiality acceptable

Comments :-

Produce Quotation /Regret letter and submit to client

Reviewed by Name:

Signature:

Date: