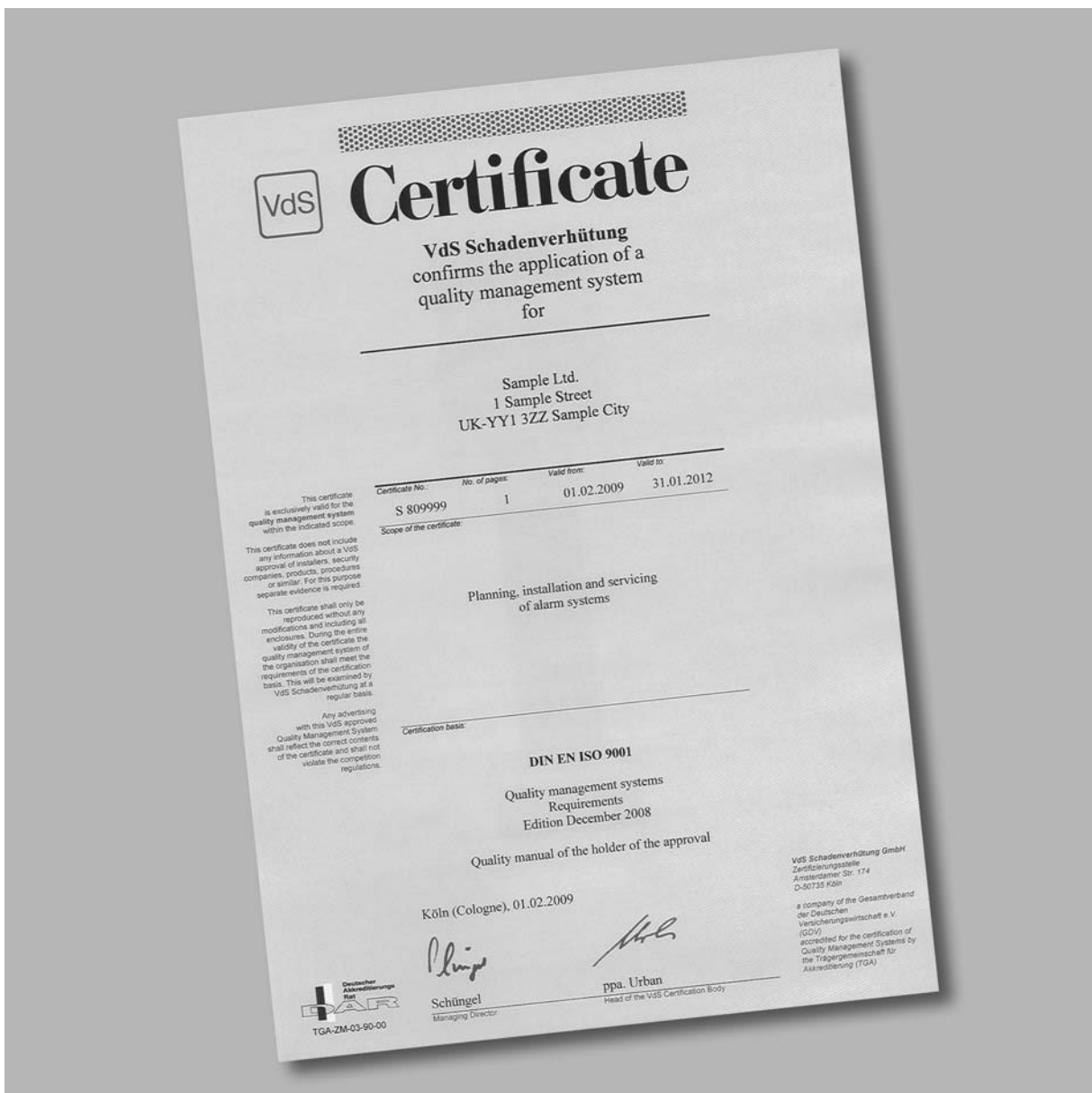




VdS Guidelines for the Certification of Quality Management Systems



VdS Guidelines for the Certification of Quality Management Systems

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1 General

Basis of these VdS Guidelines are the requirements of DIN EN ISO/IEC 17021 as well as the applicable requirements given by the accreditation body (Trägergemeinschaft für Akkreditierung – TGA) for the certification of quality management systems (QM systems) in its current version.

The certification body for QM systems of VdS Schadenverhütung (in the following VdS Certification Body) performs a certification procedure for quality management systems (QM systems) upon application according to DIN EN ISO 9001 (in the following short ISO 9001) in its current version.

The VdS Certification Body is accredited by TGA. The accreditation scope is specified on the TGA accreditation certificate under www.vds.de. Access to the services of the certification body is possible for those companies whose main activities are covered by the branch list of the TGA accreditation.

These Guidelines are valid for all applications filed after February 1st, 2009.

Applications for certification are handled in sequence of receipt. No preference will be given to individual customers. In the course of the certification procedure no consultation will be performed.

The certification procedure essentially consists of the following steps:

2 Definitions

(according to DIN EN ISO/IEC 17021, DIN EN ISO/IEC 17000 and DIN EN ISO 9000)

Accreditation

Attestation by a third party which formally demonstrates that a conformity assessment body has the competence to carry out specific conformity assessment tasks

Audit

Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled

Stage 1 Audit

Pre-Audit (QM-system maturity check)

Stage 2 Audit

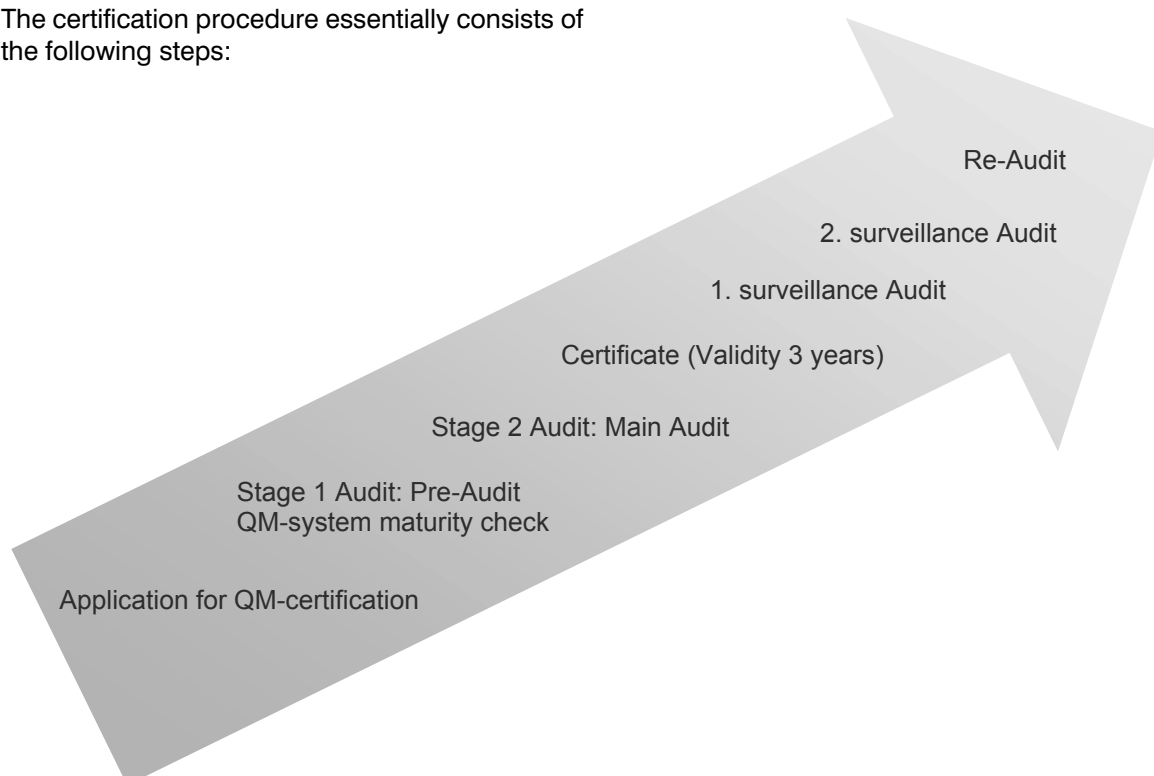
Main Audit during QM-certification

Auditor

Person with demonstrated personal attitudes and competence to conduct an audit

Certification

Third-party attestation related to products, processes, systems or persons



Certified customer

Organisation with a certified QM-system. In these Guidelines the certified customer is named “client”

Organisation

Group of people and facilities with an arrangement of responsibilities, authorities and relationships

Process

Set of interrelated or interacting activities which transforms inputs into outputs

Product

Result of a process. There are four major product categories: Services (e.g. transport), software (e.g. translation programs), hardware (e.g. part of an engine), processed materials (e.g. lubricants)

3 Normative references

These Guidelines include requirements of other standards by dated and undated references.

These are in particular:

- DIN EN ISO 9001 “Quality management systems”
- DIN EN ISO/IEC 17021 “Conformity assessment – Requirements for bodies providing audit and certification of management systems”
- VdS 2522en “Requirements for the performance of a certification audit according to DIN EN ISO 9001”
- VdS 2836en “Notes on the certification and surveillance of quality management systems for companies with subsidiaries”
- VdS 2863en “Issue of certificates with company logo”
- Other leaflets and notes which have been published by the VdS Certification Body in the framework of the certification of QM systems.¹

For undated references the last version of the respective document will be deemed to be valid.

¹ Leaflets and additional information can be downloaded from www.vds.de. All VdS prints can be ordered against a fee at: VdS Schadenverhütung GmbH, Verlag, P.O. Box 103753, 50477 Köln, Fax-No.: +49 221 7766-109

4 Certification procedure**4.1 Application**

An application for certification of a QM system shall be submitted in writing to VdS Certification Body using the annexed form (Annex A). For each subsidiary an Annex B shall be filled in additionally in the framework of this application. For each legally independent subsidiary a legal authorised signature is required on Annex B. If necessary, Annex B shall be copied to apply for multiple subsidiaries. If the application is made for subsidiaries, the “Notes on the certification and surveillance of quality management systems for companies with subsidiaries” (VdS 2836en) shall be considered additionally.

The client’s QMS documentation in English or German should be handed in together with the application. In exceptional cases the QMS documentation may be handed in at a later date. Only complete application forms will be processed. In individual cases VdS Certification Body reserves the right to require further documentation or explanation regarding the application.

Correspondence and audits shall be performed in English or German.

If VdS Certification Body did not receive all required documentation within 6 months after application, the processing of the application will be discontinued. The processing of the application will also be discontinued if the procedure cannot be finished with a positive result (certificate) within 18 months after receipt of the application. All documentation handed in up to that date will be returned to the client. All expenses raised up to that date will be charged to the client. After this, the certification procedure may be resumed only upon new application.

4.2 Auditing**4.2.1 Stage 1 Audit – Pre-Audit**

After confirmation of the application by VdS Certification Body, a maturity check of the QM system to be certified will be performed during a Stage 1 Audit (Pre-Audit). The QMS documentation of the client will be requested, if it was still necessary to do so. It usually consists of a QM manual, the procedures and the system records (management review report, internal audit records, training schedule and other records of

the applicant's data analysis) which must show, that the applicant's QM system has already matured to an audit-compliant stage. Upon arrival at VdS Certification Body the QMS documentation will be checked for fulfilment of the requirements of the ISO 9001 standard. If this check results in the conclusion that the information given is not sufficient, further documentation or records may be requested from the client. Hence, prior to the Stage 1 or 2 Audit one preliminary talk at VdS Certification Body may take place at the request of the client.

It is recommended to perform at least parts of the stage 1 audit at the client's premises. The result of the stage 1 audit shall be transmitted to the client in the form of a written audit report. In either case only the positive conclusion of the Stage 1 Audit will result in approval of the Stage 2 Audit. If the on-site audit revealed, that some elements of the ISO 9001 standard had already been completely and effectively implemented and are in compliance with the requirements, a reduction of Main Audit time can be considered within allowed limits.

4.2.2 Stage 2 Audit – Main Audit

The Main Audit will be performed only if the Stage 1 Audit has been concluded with a positive result and the client fulfils the requirements according to the leaflet "Requirements for the performance of a certification audit according to DIN EN ISO 9001" (VdS 2522en). At the time of the audit the QMS documentation shall be present in the current version and must have been handed in to VdS Certification Body at least six weeks before the Main Audit.

Prior to the audit an audit schedule will be coordinated together with the client. The audit schedule outlines the proceeding of the audit. Changes in the application which will be communicated to the auditor during the audit and which affect the required audit time cannot not be considered generally.

The audit will be performed on the client's premises by at least one auditor. During the audit the requirements according to ISO 9001 will be checked and evaluated in a written report.

In the course of the certification procedure only **one** preliminary meeting, **one** Pre-Audit and **one** Follow-up Audit may be performed.

4.2.3 Non-compliances and improvement measures

If any requirements of the standard are not fulfilled, the auditor will normally raise a non-compliance report defining possible corrective action. This corrective action shall be performed by the client within 2 months. The auditor will determine if the proof of the performed corrective action may be given in written form or if a Follow-up Audit shall be performed.

If the non-compliances are not eliminated within the given time, the client will be informed that his certification process is endangered. The client will be given another time limit of four weeks to give proof that he has implemented the required corrective action. If the client fails to implement the corrective action within these four weeks, the Main Audit must be repeated.

If the auditor reveals only minor non-compliances, he may document these using the form "Improvement measures" instead of raising a non-compliance report. These measures shall be implemented by the client until the next audit. If these measures will not be implemented by then, the auditor will raise a non-compliance report in this regard during the next audit.

4.3 Issuing of the certificate

After positive conclusion of the Stage 2 Audit and – if so – of the corrective action, the audit results will be presented to another auditor of VdS Certification Body, who has not participated in the audit, for independent evaluation of the readiness for certification. This auditor may require further supporting documentation (e.g. QMS documentation) from the client. A positive result leads to a further formal check by the head of the certification body and to the issuing of a certificate on the approval of the QM system. This certificate will be sent to the client. The run of validity of the certificate generally is 3 years. The certificate will be issued in German. Upon request of the client the certificate may also be issued in other languages. Certificate forms are available in English, French, Italian, Spanish, Polish, Portuguese, Romanian, Czech and Chinese.

For each legally independent subsidiary an individual certificate will be issued. Dependent subsidiaries are listed in the certificate of the headquarters.

4.4 Surveillance, prolongation, modification, amendment, resumption

4.4.1 Surveillance

After the successful certification a date for the next Surveillance Audit will be determined together with the client. The client will be asked if there were any changes with regard to his procedures, QMS documentation or organisation which may affect the flow or duration of the surveillance audit.

The first Surveillance Audit after the Main Audit shall be performed not later than 12 months after the Main Audit, though the second Surveillance Audit shall take place 22 months after the begin of the certificate's validity.

The first Surveillance Audit after a Re-Audit shall be performed 11 months and the second 22 months after the begin of the certificate's validity. The exact dates of the Surveillance Audits shall be arranged to a maximum of 1 month earlier respectively 2 months later.

If the Surveillance Audit cannot be performed within the indicated time limits, the certificate shall be revoked if the reasons for delay are due to the client (see clause 5).

If non-compliances have been revealed during the Surveillance Audits, the client will be requested to correct these within the given time limit (max. 2 months – see also clause 4.2.3). If these non-compliances will not be corrected within the given time, the client will be informed that his certification is endangered. The client will then be given another time limit of four weeks to give proof that he has implemented the required corrective action. If the client does not implement the corrective action within these four weeks, the certificate shall be revoked by VdS Certification Body.

After positive conclusion of the Surveillance Audit and – if so – of the corrective action, the results will be presented to another auditor of VdS Certification Body, who has not participated in the audit, for independent evaluation of the ongoing readiness for certification. This auditor may require further supporting documentation (e.g. QMS documentation) from the client.

4.4.2 Prolongation of the validity of the certificate

The validity of the certification may be prolonged upon application. The application for prolongati-

on (see Annex A and – if so – amended by Annex B) shall be handed in at VdS Certification Body at least 6 months before expiration of the certificate.

A requirement for the prolongation of the certification is the successful completion of a repeated check of the QMS documentation and of a so-called Re-Audit. The Re-Audit shall be performed 3 months prior to the expiration date of the certificate. The Re-Audit represents a condensed Main Audit (see also clause 4.2.2), which checks all requirements according to ISO 9001. In the case of significant changes at the client's organisation or his QM-system, the performance of a stage 1 audit (pre-audit) may become necessary (see also clause 4.2.1). Non-compliances and corrective action will be treated according to clause 4.2.3. The new certificate will then be issued according to clause 4.3. If possible, the new certificate will be issued with a time of validity which seamlessly continues the time of validity of the previous certificate. For this purpose the client shall fulfil all requirements (positive Re-Audit, no open non-compliances) at the expiration date of the previous certificate.

If the client fails to fulfil the requirements for prolongation within 6 months after expiration of the previous certificate, the procedure for prolongation will be discontinued.

4.4.3 Modification/amendment of certificates

Amendments (e.g. extension of the scope) or modifications (e.g. change of basis for certification, change of number of subsidiaries, move or change of name) during the validity of the certificate shall be applied for in written form (see Annex A and – if so – amended by Annex B). In general it shall be proven by an audit that the requirements according to ISO 9001 are still met. Amendments and modifications of certificates may also be checked during Surveillance Audits.

Minor changes and amendments (e.g. change of company name or extension of the scope within an activity already certified) may be realised without an on-site audit. Details shall be discussed with VdS Certification Body.

If the QM manual is subject to changes during the time of certification, those parts of the QM manual which have become invalid or the QM manual on the whole will be disposed of free of charge, if the client does not explicitly claim them back.

4.4.4 Resumption of invalid VdS QM-certification

An either by revocation (see clause 5) or by expiration invalid VdS QM-certification may exceptionally and under certain conditions be resumed. To apply for the resumption procedure, the application forms as per Annex A and/or Annex B shall be used. The application must be supported by the following documentation:

- Confirmation that there are no open complaints against the applicant
- Evidence that the corresponding certificate at the time of application did not expire more than 6 months in the past
- Reasons why the prolongation of the corresponding certificate was not possible in due time

4.5 Transfer of accredited QM-certification

To apply for a transfer of a currently valid accredited QM-certification from another certification body to VdS Certification Body, the application forms as per clause 4.4.4 shall be made available and the following requirements shall be met:

- The current, presently valid QM-certificate shall be made available to VdS as a copy
- The accreditation body of the previous certification body shall be signatory of the multilateral QM agreement of IAF (International Accreditation Forum)
- Copies of the last Re-Audit report and all Surveillance Audit reports since then as well as all non-compliances and their approved corrective action shall be made available to VdS
- All previously certified activities shall fall under the accredited scope of VdS
- The previous certificate shall be valid and authentic in its overall view
- There shall be no other pending complaints against the client
- There shall be no other doubts concerning the adequacy of the present and all previous certifications
- There shall be a short written statement on the reasons for the transfer of certification

A visit at the applicant's premises may be required in order to be able to make the above statements. If the requirements are fully met, the certification procedure may be transferred at any time while the end of validity of the original certification remains unchanged.

4.6 Procedure for subsidiaries

The certification procedure for subsidiaries may be taken from the leaflet "Notes on the certification and surveillance of quality management systems for companies with subsidiaries", VdS 2836en.

5 Revocation

Certificates may be revoked and thus become invalid.

Revocation will occur, if

- the rules and standards as a basis for the application have changed and these changes have not been realised by the client within a given period of time,
- non-compliances were revealed during the surveillance audits and have not been resolved by the client within 3 months,
- certificates or the certification logo have been used in an incorrect manner (e.g. misuse or incorrect advertising),
- the client has failed to fulfil his obligations (e.g. payment of fees),
- surveillance audits have not been performed in time,
- VdS Certification Body loses its accreditation

If a certificate of a headquarters or a subsidiary (with reference to the procedure according to clause 4.6) has been revoked, the certificates of all subsidiaries belonging to the group shall become invalid as well.

The client shall be informed about the revocation of certification in written form. A complaint against the revocation may be filed within 2 months.

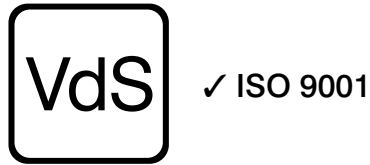
The client commits himself to stop any advertising with the certification after the revocation and to return all certification documents demanded by VdS Certification Body.

6 Advertising

Any advertising with the VdS approval shall reflect the content of the certificate correctly. The advertising shall not give the impression that products or services of the client have been certified by VdS or that a VdS installer approval has been issued, unless such approvals exist. The obligations given on the certificate shall be kept respectively.

It is prohibited to include the “VdS” mark or any modifications hereof as well as the certification as such in the client’s company name.

The client may point at his VdS-certified quality management system with the following logo:



Clients holding a VdS approval as an manufacturing-, installer- or security company or as a specialised company according to DIN 14675 may request a so-called combination logo alternatively.

The logo may be enlarged or reduced in size maintaining the aspect ratio. The square frame of the VdS mark shall not fall below a minimum height of 13 mm. For colour printing HKS 44 (or a similar colour) may be used. The logo may be used on letter heads, advertising material or publishing items of the client, but not directly on products or product packagings. The logo shall not be referenced in the context of the client’s services which are not covered by the scope of the certificate.

The accreditation mark of the German Accreditation Council (Deutsche Akkreditierungsrat, DAR) may be used by the client only by a complete unchanged reproduction of the certificate. The mark shall not be used on the client’s products or product packagings.

If the client wishes to point to the accreditation of VdS Certification Body, the following phrasing shall be used:

“VdS Schadenverhütung GmbH are accredited as a certification body for quality management systems by the Trägergemeinschaft für Akkreditierung (TGA).”

Upon request of VdS Certification Body the client shall remove this note.

In case of doubt, any advertising and the use of the logo shall be agreed with VdS Certification Body.

7 Complaints procedures

Any complaints and objections regarding the certification procedure shall be addressed to the head of VdS Certification Body in writing.

In case of justified complaints the certification procedure will be repeated completely or in parts, free of charge to the client. If the head of VdS Certification Body confirms the decision of the certification body, a complaints committee implemented by the VdS Certification Advisory Board may be consulted.

The client shall be informed about the results of the complaints procedure in writing.

8 Liability

8.1 Guarantee

By certifying quality management systems VdS Schadenverhütung GmbH assume no guarantee for the freedom of faults of products, procedures or services etc. which the client supplies or renders to third parties.

8.2 Damages

For damages which have not occurred to the subject matter of the contract, VdS Schadenverhütung will be liable only – for any reasons whatsoever – in the case of

1. wrongful intent,
2. gross negligence on part of management, principal or executives,
3. culpable infringement of life, body or health,
4. defects, which have been fraudulently concealed or whose absence had been guaranteed.

In the case of culpable infringement of essential contractual obligations, VdS Schadenverhütung will be liable also for gross negligence of non-executive staff and for slight negligence, in the last case limited to contract-characteristic, reasonably predictable damage.

The above mentioned regulations shall be valid accordingly for the application of unavailing effort.

Any other claims, in particular claims for damages of the client, for any cause in law, shall be excluded.

The above mentioned limitation of liability shall be valid also in favour of staff members or representatives of VdS Schadenverhütung.

8.3 Claims by third parties

If VdS Schadenverhütung GmbH are subjected to damage claims by third parties without actually being liable as per clause 8.1 or 8.2, the client shall be committed to indemnify VdS Schadenverhütung GmbH promptly upon demand.

9 Fees

The certification procedure as well as testing and audit activities of VdS Certification Body will be subject to fees. Those are specified in the table of fees available at VdS Certification Body. The table of fees is published in the internet under www.vds.de. In general a new table of fees is published each first or second month of a new year. Furthermore the table of fees may be sent to the client on demand and free of charge. For the invoicing of services the table of fees will be referred to which is valid at the time of service delivery.

If an agreed audit date is cancelled or postponed for reasons caused by the client, the following fees shall be charged:

- For a cancellation/postponement shorter than four weeks before the agreed audit date 25 % of the estimated audit costs shall be charged
- For a cancellation/postponement shorter than two weeks before the agreed audit date 50 % of the estimated audit costs shall be charged
- For a cancellation/postponement shorter than one week before the agreed audit date 100 % of the estimated audit costs shall be charged

The audit costs are estimated according to the current table of fees. Travelling expenses shall be charged only if cancellation costs have resulted.

10 Miscellaneous

10.1 Preparation for the performance of audits

The client declares by application to grant unrestricted access to his operating facilities and pre-

mises (including all subsidiaries listed in the application) necessary for the fulfilment of the task VdS Certification Body's auditors. This includes access to all rooms, documents and records as well as contact to all employees.

Furthermore the client allows auditors of the accreditation body to attend audits performed by VdS auditors upon request (so-called witness audits).

10.2 Co-operation with other certification bodies

For clients already certified according to ISO 9001 by another accredited certification body and applying additionally for a QM certification by VdS Certification Body (according to the annexed forms), either the Surveillance Audit respectively the Re-Audit may be performed together with the other certification body or an additional, reduced audit may be performed by VdS Certification Body. The extent of this reduced audit will be determined on the basis of the audit report of the third party received before the audit. If the result of the other certification body is confirmed by this reduced (sample) audit (no non-compliance), the client will receive a VdS certificate. Future Surveillance Audits will be co-ordinated with the other certification body.

10.3 Obligations of the client

The client shall record all complaints (especially those of his customers) and their corrective action in detail and present this documentation to the auditor upon request.

The client is obliged to inform VdS Certification Body of all changes to his QM system, including those to his QMS documentation, in order to allow the responsible auditor the evaluation of the ongoing conformity with the requirements of the standard. This also includes changes such as move, change of the company name or any changes to executive staff.

Furthermore the client is obliged to inform himself regularly in the internet under www.vds.de about new rules published by VdS Certification Body which are applicable for him. This also includes the current table of fees as well as leaflets and notes being part of these Guidelines.

Additionally to the internet download, any guidelines may be ordered in paper form (see clause 3).

10.4 Data protection

While performing the subject matter of the contract, VdS Schadenverhütung shall take care that the regulations of §5 BDSG (Federal Data Protection Act) are respected.

In order to perform the subject matter of the contract, data of the client will be collected, stored and, as the case may be, passed on to third parties. Data will be passed on only as far as necessary in order to perform the subject matter. The client agrees to this.

10.5 EDP-processing/publishing

The client agrees that collected data is registered and processed in electronic data processing systems. Based on this data, a controlled list of VdS-certified QM systems (VdS 2394) is established and made available to interested parties in the internet and in printed form.

10.6 Auxiliary agreements

Any auxiliary agreements shall be made in writing to be effective.

10.7 Severability clause

If any of the provisions of these Guidelines become ineffective, the remaining provisions shall remain unaffected.

10.8 Choice of law/Venue

The substantive law of the Federal Republic of Germany applies, excluding the conflicts of laws. The validity of the uniform sales law as well as the convention on contracts for the international sale of goods – CISG – in its particular version shall be – as far as permissible – excluded.


This shall be the case with regard to relevant international conventions as well as to relevant national laws of transformation.

Information on the application form

Before filling in the application form, please read the "VdS Guidelines for the certification of quality management systems" (VdS 2343en) and the following information carefully.

- (1) The client is the company to be certified, represented by the legal entity or the authorised representative. In case of a certification procedure with subsidiaries the client is the so-called headquarters employing the quality assurance representative of the whole entity.
- (2) Company name of the client as recorded in the commercial register.
- (3) The sales tax identification number shall be indicated only for initial applications or if the number has changed.
- (4) The client's E-mail address is required as in the future information/documentation will be sent via this medium only.
- (5) The website of VdS Schadenverhütung (www.vds.de) publishes any changes of the certification procedure and other important news.
- (6) Main contact for this certification procedure, normally the quality assurance representative.
- (7) Number of employees in the field to be certified, including employees insignificantly occupied, without trainees (for shift operation: all shifts).
- (8) Number of employees working in shift operation in early shift/late shift (without night shift). Clients without shift operation leave this field blank.
- (9) Please phrase the scope exactly as it is intended to appear on the certificate. In the case of an application for changes/amendments please specify here in detail.
- (10) Legally binding signature of the legal entity of the client or of an authorised representative. If external bodies (e.g. consultants) have been charged with the application, a copy of the client's authorisation shall be handed in by the external body.
- (11) Legally independent subsidiaries are subsidiaries with an own legal entity (e.g. registration in the commercial register) and with an own legal representative (CEO).
- (12) Legally dependant subsidiaries are subsidiaries without an own legal entity which may be treated like an external department.
- (13) Not applicable for legally dependant subsidiaries. For legally independent subsidiaries the company stamp and the legally binding signature of the legal entity of the client or his authorised representative is required.


Annex A – Application form

Application for certification of quality management systems according to DIN EN ISO 9001 by the certification body of VdS Schadenverhütung, Amsterdamer Straße 174, 50735 Köln		 (Please fill in completely and indicate changes!)																																				
<input type="checkbox"/> Initial application for certification <input type="checkbox"/> Prolongation/Resumption of certification <input type="checkbox"/> Amendment/Modification of certification <input type="checkbox"/> Initial application considering/substituting (please delete where inapplicable) the QM-certificate of a third party (please attach documents as required by clause 4.5)	No. S 8 <input style="width: 100px;" type="text"/> No. S 8 <input style="width: 100px;" type="text"/>																																					
1 (1) Applicant	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">(2) Company name</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">Authorised representative (for capital companies/partnerships)</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">(3) Sales tax ID no.</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">Street/House number</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">Country/ZIP Code/City</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">Phone No./Fax No.</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">(4) E-mail address</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">(5) Access to the internet</td> <td colspan="2"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td style="padding: 2px;">URL to website</td> <td><input style="width: 150px;" type="text"/></td> <td><input type="checkbox"/> Not available</td> </tr> <tr> <td style="padding: 2px;">(6) Contact person</td> <td colspan="2"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">(7) Number of employees at this location within the field to be certified</td> <td><input style="width: 80px;" type="text"/></td> <td>(8) Number of day shift employees <input style="width: 80px;" type="text"/></td> </tr> <tr> <td></td> <td colspan="2">Number of insignificantly occupied employees <input style="width: 80px;" type="text"/></td> </tr> </table>		(2) Company name	<input style="width: 100%;" type="text"/>		Authorised representative (for capital companies/partnerships)	<input style="width: 100%;" type="text"/>		(3) Sales tax ID no.	<input style="width: 100%;" type="text"/>		Street/House number	<input style="width: 100%;" type="text"/>		Country/ZIP Code/City	<input style="width: 100%;" type="text"/>		Phone No./Fax No.	<input style="width: 100%;" type="text"/>		(4) E-mail address	<input style="width: 100%;" type="text"/>		(5) Access to the internet	<input type="checkbox"/> Yes <input type="checkbox"/> No		URL to website	<input style="width: 150px;" type="text"/>	<input type="checkbox"/> Not available	(6) Contact person	<input style="width: 100%;" type="text"/>		(7) Number of employees at this location within the field to be certified	<input style="width: 80px;" type="text"/>	(8) Number of day shift employees <input style="width: 80px;" type="text"/>		Number of insignificantly occupied employees <input style="width: 80px;" type="text"/>	
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2 (9) Applied scope (branch, field of production)	<input style="width: 100%; height: 40px;" type="text"/>																																					
3 Subsidiaries to be included in this application	<input type="checkbox"/> No subsidiaries <input type="checkbox"/> Subsidiaries according to Annex B <input style="width: 50px;" type="text"/> Number of subsidiaries																																					
4 Qualitymanagement system documentation (QMS documentation) of the applicant	<input type="checkbox"/> QMS documentation is enclosed <input type="checkbox"/> QMS documentation will be handed it until <input style="width: 100px;" type="text"/> <input type="checkbox"/> Current version of the QMS documentation is already available at VdS Certification body																																					
5 Requested date for Pre-Audit and Main Audit	<input type="checkbox"/> A Pre-Audit shall be performed in week/year: <input style="width: 100px;" type="text"/> The Main-/Re-Audit shall be performed in week/year: <input style="width: 100px;" type="text"/>																																					
6 Consulting during the implementation fo the QM system	During the implementation of the QM system a consultant has been charged: <input type="checkbox"/> No <input type="checkbox"/> Yes Name of consultant: <input style="width: 150px;" type="text"/>																																					
7 (10) Obligations	I/We acknowledge the Guidelines for the Certification of Quality Management Systems, VdS 2343en (particularly clause 10.4 "Data protection" and clause 10.5 "EDP-processing/publishing") and the corresponding table of fees of VdS Certification Body as a fix part of this contract. <input style="width: 100%; height: 40px;" type="text"/>																																					
Date	Company stamp and signature	VdS 2343en : 2009-02																																				

VdS Schadenverhütung GmbH
Dept. QM
Amsterdamer Straße 172-174

50735 Köln

Annex B – Application form for subsidiaries

Application for certification of quality management systems according to DIN EN ISO 9001 by the certification body of VdS Schadenverhütung, Amsterdamer Straße 174, 50735 Köln																																			
Subsidiary to the application dated	<input type="text"/>																																		
for main office/headquarters	<input type="text"/>																																		
Main office's certificate no. (if available)	<input type="text"/>	(Please fill in completely and indicate changes!)																																	
Legal form	<input type="checkbox"/> legally independent (11) <input type="checkbox"/> legally dependent (12)																																		
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