ISO 管理体系认证申请资料提交清单

List of Documents to be Submitted for ISO Management System Certification Application

ISO 体系通用资料 General materials for the ISO system	1．最新有效的营业执照复印件（盖公章）； 2．人员名单（盖公章）（含部门或具体岗位，与申报填写的人数一致；如实报人数与网上申报人数存在较大差异时，需提供：人数情况说明及社保清单）； 3．最新有效的资质证明，例如：产品生产许可证、排污许可证、安全生产许可证、强制性产品认证证书等涉及法律法规规定的行政许可的需提交相应的行政许可证件；（若涉及） 4．程序文件； 5．质量手册：章节中应识别了外包过程、体系覆盖范围、删减合理性、引用的程序、组织结构和过程关系 6．地址证明（如认证地址同注册地址不一致，同区：提供地址自我声明（盖公章）；跨区：提供第三方证明（政府部门章+申请组织公章）；环评报告、检测报告等其他报告，地址同认证地址不一致，提供第三方证明（政府部门章）；（若涉及） 1. A copy of the latest valid business license (stamped with the official seal). 2. A list of personnel (stamped with the official seal) (including departments or specific positions, consistent with the number of people filled in the application; when there is a significant difference between the actual number of people reported and the number declared online, the following need to be provided: an explanation of the number of people and the social insurance list). 3. The latest valid qualification certificates. For example, in cases involving administrative licenses stipulated by laws and regulations, such as product production licenses, pollution discharge licenses, work safety licenses, mandatory product certification certificates, etc., the corresponding administrative license documents shall be submitted (if applicable). 4. Procedure documents. 5. Quality manual: The chapters shall identify outsourced processes, the scope covered by the system, the rationality of exclusions, the referenced procedures, the organizational structure, and the process relationships. 6. Proof of address (if the certification address is different from the registered address: within the same district, provide a self - declaration of the address (stamped with the official seal); across districts, provide a third - party certificate (sealed by a government department and the official seal of the applying organization); if the addresses in other reports such as environmental impact assessment reports and inspection reports are different from the certification address, provide a third - party certificate (sealed by a government department)) (if applicable).
证书转换机构 Certificate conversion agency	1．除通用资料以外； 2．其他机构有效证书复印件且带认可标识（如 IAF/MLA）签约成员）（中、英文版）； 3．前认证机构审核报告，不符合项报告，不符合项关闭报告，整改证据及纠正措施关闭情况的证实性资料 1. Apart from general materials; 2. Valid certificates from other institutions with accreditation marks (e.g., of IAF/MLA signatory members) (both Chinese and English versions); 3. Verification materials regarding the audit reports, non - conformity reports, non - conformity closure reports, rectification evidence, and confirmation of the closure of corrective actions from the previous certification body.
质量管理体系 Quality Management System	1．除通用资料以外； 2．与产品/服务有关的技术标准、质量标准包括强制性标准清单；（必要时） 1. In addition to general materials; 2. Technical standards and quality standards related to products/services, including a list of mandatory standards (when necessary).
环境管理体系 Environmental management system	1．除通用资料以外； 2．环评竣工验收报告或环境影响登记表或备案结果；（若涉及） 3．国家/地方及行业适用的环境排放相关的法律、法规和强制性标准（名称、编号、发布版本 / 时间）清单； 4．重大环境因素清单； 5．环境监测报告；（若涉及） 6．厂区平面图和地域图（盖公章） 1. In addition to general materials;

	2. Environmental impact assessment completion acceptance report, environmental impact registration form, or filing results (if applicable); 3. List of applicable national, local, and industry - relevant environmental emission laws, regulations, and mandatory standards (including names, numbers, published versions/times); 4. List of major environmental factors; 5. Environmental monitoring report (if applicable); 6. Factory floor plan and regional map (sealed with the official seal).
职业健康安全管理体系 Occupation Health Safety Management System	1．除通用资料以外； 2．有相应要求的安评、安评批复及安评验收报告；（若涉及） 3．职业病危害因素检测报告；（若涉及） 4．国家/地方及行业适用的安全相关法律、法规和强制性标准（名称、编号、发布版本 / 时间）清单。 5．重大危险、危害因素清单； 6．职业病危害预评价报告书；（若涉及） 7．职业病体检报告；（若涉及） 1. In addition to general materials; 2. Safety assessment reports, approvals for safety assessments, and acceptance reports for safety assessments as per relevant requirements (if applicable); 3. Detection reports on occupational disease hazard factors (if applicable); 4. A list of applicable national/local and industry safety - related laws, regulations, and mandatory standards (including names, numbers, published versions/times). 5. A list of major hazards and harmful factors; 6. Pre - evaluation reports on occupational disease hazards (if applicable); 7. Occupational disease physical examination reports (if applicable).
国际铁路行业质量管理体系认证 International Railway Industry Quality Management System Certification	1．除通用资料以外； 2．IRIS 网站（www.iris-rail.org）注册成功并缴费成功 3．审核前 60 天以上将资料上传官网及提交认证机构 （具体操作流程及清单可联系相应业务人员） 1.In addition to the general materials: 2. Successful registration and payment on the IRIS website (www.iris-rail.org). 3. Upload the materials to the official website and submit them to the certification body more than 60 days before the review. (For the specific operation process and checklist, please contact the corresponding business personnel.)

1、最新营业执照复印件一份加盖公章
2、人员名单（注明部门或具体岗位，与申报填写的人数一致）一份加盖公章
3、《ISO 管理体系申请表》一份（请填写完整，如有实在不适用的选项，可"/"划掉不填）手写签字并加盖公章
4、邮件发送电子档资料内容：质量手册，程序文件
资料申请递交联系人：
TEL：021-3386 9888*8003 钱芳 Email：marketing06@oqs-ap.com
TEL：021-3386 9888*8006 程燕华 Email：marketing@oqs-ap.com
合同和合同附件各 2 份（原件），手写签字盖公章或合同章
请寄往：上海市青浦区沪青平公路1921号灿辉国际大厦6楼 上海奥世管理体系认证有限公司 钱芳/程燕华收
联系电话：021-3386 9888/13381582009 邮编：201702