Note: Please ensure that before completing this application form you are familiar with the content of the specific Product Certification Scheme. The application form must be accompanied by a non-refundable application fee of N$ 2473.33 (excluding VAT).

This form should be completed in full and returned to:

Namibian Standards Institution

Tel: +264 61 386400 Fax: +264 61 386454

P.O. Box 26364 Windhoek, Namibia

37 Feld Street, Windhoek, Namibia

Email: certification@nsi.com.na

1. Company Details

Company Name: _____

1.1 Name of the Manufacturer: _____

1.2 Company Registration Number_____

1.3 Postal Address: _____

1.4 Telephone: _____

1.5 Fax No: _____

1.6 E-mail address: _____

1.7 Physical address: _____

1.8 City / Town: _____ Country: _____

1.9 Contact's name: _____ Position: _____ Tel No: _____

1.10 Name of Manager/MD/Director/CEO: _____ Telephone No: _____

2. Product(s) details

2.1 Product name(s): _____

_____

2.2 Trade / Brand Name:

_____

2.3 Description of the production process (es):_____

_____

_____

_____

_____

2.4 Scope of certification sought (name of products) _____

_____

2.5 Applicable Product(s) Standards(s):_____

_____

_____

2.6 Applicable statutory and regulatory legislation: _____

_____

_____

3. Quality System

3.1 Number of permanent staff? _____

3.2 Number of temporary staff? _____

3.3 Who is responsible for Quality Assurance? _____

3.4 Do you carry out test as per relevant product standard? _____

4. Production details

4.1 Production capacity: _____

4.2 Actual production capacity: _____

Year	Production volume	Value (in Namibian Dollars)

4.3 Does the organization operate on a shift basis? Yes ☐ No ☐

4.4 If yes, indicate product process(es)/activities taking place on each shifts (e.g. shift 1, shift 2)_____

_____

_____

4.5 Indicate outsourced processes:

_____

_____

_____

_____

4.6 Does the organisation have an in-house Laboratory Facility**:** _____

5. Copies of the following documents to be submitted with application (*tick if submitted*)

Document Type	***Tick***
Plant layout	
Business registration certificate	
Organizational structure	
Quality Manual/Plan	
Production Process(es) and operations	
Fitness Certificate	
Product Description and Specification	
Test Report(s)	
Product Labeling and Packaging Requirement	
Final product Material Safety Data Sheets (*where applicable*)	
Other documents (*Specify*)	

The NSI may require additional information from the applicant after assessing the application form. This document may be amended whenever deemed necessary, and is accessible on the website www.nsi.com.na

Submitting this application, the applicant agrees:

(a) Allows NSI inspection team access applicants facilities, information and records.
(b) Keep the NSI informed on any changes to the particulars given herein.
(c) Pay fees associated with certification activities.
(d) Provide NSI with copies of requested documents and records.
(e) Enter into certification agreement with the NSI for the duration of the certification cycle.

DECLARATION:

I_____ hereby declare that the information submitted in this application is true and correct and that I am duly authorized to sign this application form.

Capacity of the person signing the application form_____

Signature: _____Place: _____ Date: _____