



<b>PRODUCT CERTIFICATION DOCUMENT</b>	<b>Document No:</b> PRC-P72-FA Page 1 of 4
<b>PRODUCT CERTIFICATION APPLICATION FORM</b>	<b>Version:</b> 04 <b>Effective:</b> April 2018
<b>Compiled by:</b> NSI CERTIFICATION	<b>Approved by:</b> GM-Certification

Please acquaint yourself with the specific Product Certification Scheme before completing the application form. The application form must be accompanied by a non-refundable application fee of N\$ 2000.00 and should be submitted to (**complete where applicable**):

Namibian Standards Institution  
Tel: +264 61 386400 Fax: +264 61 386454  
P.O. Box 26364 Windhoek, Namibia  
M1 Floor, Channel Life Tower, Post Street Mall, Windhoek, Namibia  
Email: [certification@nsi.com.na](mailto: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: \_\_\_\_\_



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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 legislation(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**3. Quality System**

3.1 Number of permanent staff? \_\_\_\_\_

3.2 Number of temporary staff? \_\_\_\_\_

3.3 Who is the responsible for Quality Assurance? \_\_\_\_\_

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



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**4. Production details**

4.1 Production capacity: \_\_\_\_\_

4.2 Actual production capacity: \_\_\_\_\_

Year	Production volume	Value (in Namibian Dollars)

**4.3 Outsourced processes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.4 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 ( <i>where applicable</i> )	
Other documents ( <i>Specify</i> )	



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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](http://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