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| Seluruh informasi yang diberikan bersifat rahasia*The information will be treated as confidential*  |
| 1. **DATA KLIEN (UNTUK PRODUSEN)**

 ***DATA OF APPLICANT (FOR MANUFACTURER)*** |
| **1.1. PENANGGUNG JAWAB** ***PERSON IN CHARGE*** |  |
| 1. Nama

 *Name* |  |
| b. Alamat *Address* |  |
| c. Telepon/ Fax *Phone/Fax* |  |
| d. No Hp. *Mobile phone number* |  |
| e. Alamat email *Email Address* |  |
| f. Warga negara *Citizenship* |  |
| g. Jabatan *Position*  |  |
| **1.2. Wakil Manajemen** ***Management representative/QMS coordinator*** |  |
| 1. Nama

 *Name* |  |
| b. Alamat *Address* |  |
| c. Telepon/Fax *Phone/Fax* |  |
| d. No Hp *Mobile phone* |  |
| e. Alamat email *Email Address* |  |
| **1.3. Penghubung (jika ada)**  ***Contact Person (if different with clause 1.1)*** |  |
| 1. Nama

 *Name* |  |
| b. Alamat *Address* |  |
| c. Telepon/Fax *Phone/Fax* |  |
| d. No Hp. *Mobile phone* |  |
| e. Alamat email *Email Address* |  |
| f. Jabatan *Position* |  |
| **II. INFORMASI TENTANG PRODUSEN*****DATA OF COMPANY (MANUFACTURER)*** |
| **2.1. Nama Perusahaan** ***Company Name***(Nama yang akan tertera pada sertifikat)*(Will be written in certificate)* |  |
| **2.2. Kantor Pusat** **Office/Head Office** |  |
| a. Alamat *Address* |  |
| b. Telepon/ Fax *Phone/Fax* |  |
| c. Alamat email *Email Address* |  |
| d. Website |  |
| e. Akta Pendirian perusahaan  *Notarial Act* *(should be translated in Bahasa Indonesia by sworn Translator)* |  |
| f. No. NPWP *Tax payer number* *(should be translated in Bahasa Indonesia by sworn Translator)* |  |
| g. IUI/TDP/SIUP/NIB *Industrial bussiness lisence* *(should be translated in Bahasa Indonesia by sworn Translator)* |  |
| **2.3. Pabrik** ***Factory/Plant*** |  |
| a. Alamat *Address* |  |
| b. Telepon/Fax *Phone/Fax* |  |
| c. Alamat email  *Email Address* |  |
| d. Website |  |
| **III. KANTOR PERWAKILAN DI INDONESIA (UNTUK PRODUK IMPOR)*****REPRESENTATIVE IN INDONESIA (FOR IMPORTED PRODUCT ONLY)*** |
| **3.1. Nama Perusahaan** ***Company Name*** |  |
| a. Alamat *Address* |  |
| b. Telepon/Fax *Phone/Fax* |  |
| c. Penghubung *Contact person* |  |
| d. Jabatan *Position in company* |  |
| e. No Hp. *Mobile Number* |  |
| g. Alamat email *Email Address* |  |
| h. Akta Pendirian perusahaan *Notary Act* |  |
| i. NPWP *Tax payer number* |  |
| j. IUI,TDP,SIUP, NIB *Industrial bussiness lisence* |  |
| k. No. API - U  *Number of importer Lisence (API)* (Harus memiliki lingkup No. HS untuk produk yang akan diimpor)*(should be detailed with HS Number of imported product)* |  |
| **IV. INFORMASI PRODUK*****PRODUCT INFORMATION*** |
| **4.1. Produk** *Product* |  |
| **4.2. No. SNI***SNI No.* |  |
| **4.3. Tipe***Type* |  |
| **4.4. Merek Dagang***Brand*(Harus sesuai dengan dokumen HAKI)*(should be attached with trade brand license or brand registration letter from Directorate General of Intellectual Property Ministry of law of Republic of Indonesia)* |  |
| **4.5. Surat pelimpahan merek jika menggunakan merek milik pihak lain***Delegation letter from brand owner to Manufacturer (if the brand registration is not applicant properties)* |  |
| **4.6. Surat Penunjukkan importir**  *Letter of importer appointment (for imported product)* |  |
| **4.7. Ilustrasi pembubuhan tanda SNI***Illustration of affixing SNI marking*(berdasarkan informasi dalam Perjanjian Sertifikasi) *In accordance with Agreement of Certification* |  |
| **V. BAHASA DAN LOKASI PABRIK*****LANGUANGE AND LOCATION*** |
|  |  |
| **5.1. Bahasa yang digunakan di lingkungan pabrik** *Language used in factory location* |  |
| **5.2. Ketersediaan penterjemah** *Availability of translator (either in Indonesian or English)* | **Y / N** |
| **5.3. Jarak (Km) dan waktu tempuh (jam) dari bandara atau stasiun terdekat** **Jelaskan jenis moda transportasi yang digunakan***Distance (in km) and time (in hour) from nearest either airport or station*  *(please describe the trasportation used)* |  |
| **VI. PROSES PRODUKSI*****PRODUCTION PROCCESS*** |
| **6.1. ORGANISASI** ***ORGANIZATION***(Harus dilampirkan struktur organisasi perusahaan)*(should be attached with organization structure)* |  |
| **6.2. PRODUKSI DAN PENGENDALIAN KUALITAS** ***PRODUCTION AND QUALITY CONTROL*** |  |
| Alur proses produksi termasuk rencana pengendalian kualitas (inspeksi maupun pengujian, dimulai dari bahan hingga produk jadi dan diliengkapi dengan rencana pengendalian mutu dan fasilitas produksi) *Production Process Flowchart including stage of quality control (either inspection or testing stage, start form raw material to finished good and should be attached with quality plan and production facilities)* |  |
| **6.3 DAFTAR PERALATAN INSPEKSI DAN UJI***LIST OF INSPECTION/TESTING EQUIPMENT* |  |
| **6.4. PROSES SUBKONTRAK**SUBCONTRACT PROCCESS |  |
| a. Jumlah proses yang disubkontrakkan (dalam %)  *Total subcontract proccess (in procentage)* |  |
| b. Nama dan alamat subkontraktor  *Name and address of subcontractor* |  |
| c. Proses yang disubkontrakkan *Process to be subcontracted* (Dilampirkan dengan diagram proses) *(should be attached with detail proccess diagram)* |  |
| **6.5. LIST OF SUPPLIER***(Should be attached with approved supplier)* |  |
| **VII. SUMBER DAYA MANUSIA*****HUMAN RESOURCES*** |
| **7.1. Jumlah karyawan***Total Number of Employees* |  |
| **7.2. Jumlah karyawan di bagian produksi***Total man power in production*  |  |
| **73. Jumlah karyawan di bagian pengendalian mutu***Total man power in quality control* |  |
| **7.4. Jumlah karyawan selain produksi dan pengendalian mutu***Total man power outside production and quality control* |  |
| **SELURUH INFORMASI YANG DIBERIKAN ADALAH BENAR*****THE ABOVE INFORMATION IS BEING TRUTHFULLY SUBMITTED*** |
|  Harap ditandatangani dan dicap dengan disertai tanggal, nama dan jabatan yang jelas*This Column shall be dated, signed and stamped with clear name and position* |

**PETUNJUK**

***GUIDANCE***

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| **Bagian I*****Part I*** |
| 1.Penanggung Jawab *Responsible person* | Orang yang bertanggung jawab di perusahaan produsen (dengan jabatan tertinggi yang ada di perusahaan*Person who will be responsible in product manufacturer (should be the highest position in company)* |
| 2. Wakil Manajemen *Management representative/QMS coordinator* | Orang yang bertanggung jawab untuk sistem manajemen mutu*Person who responsible for quality management system* |
| 3. Penghubung *Contact person* | Orang yang diberi tanggung jawab untuk berkoresponden dengan LSPro BSPJI Pekanbaru*Person who will be getting contact with certification body* |
| 4. Nama Perusahaan dan Lokasi Pabrik *Company name and plant location* | Jelas*Name of product manufacturer and the plant location* |
| 5. Wakil di Indonesia *Representative in Indonesia* | Jelas*The name of company that will be responsible for product quality in Indonesia, detailed with contact person* |
| **Bagian II*****Part II*** |
| 1. Produk

 *Product* | Nama Produk*Name of product* |
| 1. No SNI

 *SNI No* | Standar acuan dari produk*Relating to SNI reference* |
| 1. Tipe

 *Type* | Jelas*Type of product* |
| 1. Merek

 *Brand* | Merek dagang yang sesuai dengan dokumen HAKI*Name of brand product relating with registration document from Ministry of law* |
| 5. Surat pendelegasian merek*Delegation letter* | Surat pendelegasian jika menggunakan merek milik pihak lain*Mou or any letter regarding agreement betweem brand owner with manufacturer if the brand is not manufacturer properties* |
| 1. Surat penunjukkan importir

 *Letter of importer delegation* | Jelas*Delegation from manufacturer to importer* |
| **Bagian III****Part III** |
| 1. Bahasa yang digunakan di lokasi pabrik

 *Languange used in factory* | Jelas*Languange that used for daily communication* |
| 1. Ketersediaan penterjemah

 *Availability of translator* | Jelas*Available translator* |
| 1. Jarak dan waktu tempuh dari bandara atau stasiun terdekat

*Distance and time from nearest either airport or station* | Jelas |
| **Bagian IV****Part IV** |
| 1.Organisasi *Organization* | Jelas*Complete organization and should be attached with complete organization structure* |
| 2. Proses produksi dan pengendalian mutu *Production and quality control* | Dilengkapi dengan alur proses*Production proccess from raw material to product and attached with quality plan for each proccess and production facilities (3 attachments)* |
| 3.Daftar peralatan inseksi/pengujian *List of inspection/testing equipment* | Jelas*List of equipment for testing and inspection for quality control* |
| 1. Proses yang disubkontrakkan

 *Subcontracted proccess* | Jelas*Proccess that subcontracted* |
| 1. Daftar supplier yang disetujui

 *List of approved supplier* | Jelas*Approved supplier* |
| **Bagian V****Part V** |
| 1. Jumlah karyawan

 *Total number employees* | Jelas*Total of employees* |
| 1. Jumlah karyawan di bagian produksi

 *Total man power in production* | Jelas*Total employees in production line* |
| 1. Jumlah karyawan di pengendalian mutu

 *Total man power in quality control* | Jelas*Total employees in quality control* |
| 1. Jumlah karyawan selain produksi dan pengendalian mutu

 *Total manpower outside production and quality control* | Jelas*Total employee excluding production and quality control* |