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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* |