|  |  |
| --- | --- |
| Certification body information |  |
| Name of legal entity applying for accreditation |  |
| Trading name (if different to name of legal entity) |  |
| NZ GST registration number |  |
| Head office street address |  |
| Mailing address |  |
| Web address |  |
| Primary contact person | Name:Telephone: | E-mail:Fax: |
| Is the organisation part of a larger legal entity? If yes, please describe the relationship with the larger legal entity. |  |

|  |  |
| --- | --- |
| Scheme to be assessed |  |
| Name of pre-qualification scheme |  |
| Standards used for pre-qualification |  |
| Number of auditors, evaluators or inspectors utilised in this scheme |  |
| Level of application | [ ]  Gold [ ]  Silver [ ]  Bronze |

|  |  |
| --- | --- |
| Geographic scope of operations |  |
| Locations other than head office | Please indicate if prequalification activities are undertaken from any other location than head office |

***Documents to be provided in conjunction with this application***

The following documents need to be provided to complete the application to JAS-ANZ for assessment. If documents are not attached, please indicate by crossing the ‘not attached’ box and explain why.

|  |  |  |
| --- | --- | --- |
| Document | Attached | Not attached |
| Controlled copy of the Scheme’s systems manual (or equivalent) and documented procedures which satisfy the requirements for Tōtika recognition. | [ ]  | [ ]  |
| Completed Tōtika scheme checklist, identifying where your documented management system addresses the requirements identified in the checklist. | [ ]  | [ ]  |
| List of scheme auditors the scheme utilises, including evidence of their competency  | [ ]  | [ ]  |
| Copy of all publicly available documents that promote or describe the pre-qualification scheme, including, where applicable, website addresses. | [ ]  | [ ]  |
| Model of any certificates issued to indicate pre-qualification. | [ ]  | [ ]  |
| Picture or diagram of any mark used by the scheme, and the rules governing its use. | [ ]  | [ ]  |
| Current list of names and addresses of pre-qualified organisations | [ ]  | [ ]  |
| Current list of persons and/or organisations to which the Scheme subcontracts work associated with the implementation of the scheme, i.e. auditors, evaluators, inspectors etc. | [ ]  | [ ]  |
| Copy of the memorandum and articles of association or equivalent documentation. | [ ]  | [ ]  |