



KNOWLEDGE MAG
CERTIFICATIONS

KMC-PTP-01

Application Process

1.0 PURPOSE

Purpose of the process is to ensure effectiveness and the efficiency of pre auditing and data gathering

2.0 SCOPE

Process is applicable to HR administration (Back office) – Operations and to all the clients who are planning to get certified from KMC

3.0 RESPONSIBILITY

MD , back office and company auditors are functionally responsible to complete the application process as per company standards. Clients are responsible to provide adequate and correct information as per the requirements.

4.0 INPUTS

- Application form

5.0 OUTPUT

- Confirmed application
- Scope confirmation with the quotation

6.0 PROCESS

Enquiries may be received in several forms, by telephone, letter, e-mail or facsimile.

a. Client needs to provide correct information about the entity and the legal documents if available any.

- Company Registration | Incorporation documents
- Company address confirmation document|(S)



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- b.** Based on the stated information about the site, area of the facility (if it is a manufacturing | processing company) , number of employees, no of shifts ...etc the client will receive a quotation with the confirmed initial scope statement from KMC end. (This statement will be checked and verified by the auditor at the time of stage 1 audit. If there is any change for the proposed initial scope, the auditor needs to inform the back office and the MD| DC through an email.
- c.** On the same time, the auditor will communicate the confirmed scope statement to the client at the time of the stage 1 audit.