

ने गुण प्रमाणपत्रका लागि आवश्यक कागजातहरू		YES	NO	REMARK
1.	NS को निवेदन			
i	कम्पनी दर्ताको प्रमाण पत्र जारी गर्ने कार्यालय : कम्पनी रजिस्ट्रारको कार्यालय			
ii	स्थायी लेखा नम्बर दर्ता प्रमाण पत्र जारी गर्ने विभाग : आन्तरिक राजस्व विभाग			
iii	ट्रेडमार्क दर्ता प्रमाण पत्र जारी गर्ने विभाग : उद्योग विभाग			
iv	उद्योग दर्ता प्रमाण पत्र जारी गर्ने विभाग : उद्योग विभाग			
v	कर चुक्ता प्रमाण पत्र जारी गर्ने कार्यालय : आन्तरिक राजस्व कार्यालय			
vi	आवेदन शुल्क बुझाएको रसिद (रु २,०००/-)			
vii	Quality Manual			

4. Topic covered in Quality Manual [where applicable]	YES	NO	REMARK
Quality Manual Submitted			
1. Company/Industry Profile			
2. Organization Chart/Structure			
3. Job Description/Role and Responsibility			
4. Process flow chart with description			
5. Process description with control points			
6. Description of process from raw materials to finished product stage ready for dispatch with control points			
7. Quality Assurance Plan i. Quality Plan of Incoming Raw Materials ii. Quality Plan of In-process iii. Quality Plan of Finished Goods			
8. List of Machineries			
9. List of Testing Equipments and their calibration plan (both internal and external)			
10. List of consumables (chemicals)			
11. Environmental condition of Testing Laboratory			
12. Format of test report issued by Testing Laboratory			
13. List of Technical manpower with competency requirements (Name, Designation, Qualification, Experience and Training)			
14. Information concerning all outsourced processes used by client that will affect conformity to requirements			
15. Product identification and traceability (labelling and marking system)			