

PRE-CERTIFICATION QUESTIONNAIRE

(To be submitted with the Application)

INSTRUCTIONS

This questionnaire is intended to provide preliminary information relating to the applicant's *(company and/or partners under which the product is manufactured/processed/treated)* capability to control the quality of products or commodities to the requirements of relevant standard specifications, and the applicant's Quality Management System.

This information will be used by SLSI for the purpose of determining the conformity of products and Quality Management System during the certification audits.

This questionnaire should be completed separately for each manufacturing plant/production facility. The information shall relate to the facilities currently available at the manufacturing plant/ production facility. Supplements may be included where it is necessary to expand on any statement.

SLSI will ensure the confidentiality of all the information furnished by the applicant in this questionnaire.

Please tick (✓ or ✗) in the relevant box given under each question.

1. General Information

1.1. Name and of the Address of the Manufacturing Plant:

1.2. Number of Employees:

Department (eg.: Management, Production, Quality Assurance, Human Resources, etc.)	Total Effective Number of Employees*	
	Head Office	Manufacturing Plant

Note*: The effective number of employees consists of all full-time employees involved within the scope of certification including those working on each shift. Non-permanent (seasonal, temporary and contracted employees) and part time employees who will be present at the time of the audit shall be included in this number.

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2. Product Information

2.1. Brand Name:

YES NO

2.2. Are there any brand varieties under the main brand name (2.1)?

☐ ☐

If yes, please specify the brand varieties

2.3. Does the company export the product sought to be certified?

☐ ☐

2.4. Does the company intend to use SLS mark on the product to be exported?

☐ ☐

3. Legal and Regulatory Compliance

YES NO

3.1. Has the company complied with all applicable laws and regulations of the country of which manufacturing plant located?

☐ ☐

3.2. Has the company obtained legal right to manufacture the products of which the certification is to be sought?

☐ ☐

3.3. Does the company know applicable laws and regulations of Sri Lanka in relation to the products of which the certification is to be sought?

☐ ☐

4. Product/Commodity Compliance

YES NO

4.1. Does the Product/Commodity of which the certification is to be sought conform to the Sri Lanka Standard?

☐ ☐

4.2. Is the company having a testing facility to perform tests specified in the Sri Lanka Standard?

☐ ☐

4.3. Does the company use third party laboratory to perform tests specified in the Sri Lanka Standard?

☐ ☐

If yes, please specify tests performed in a third-party laboratory

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4.4. Are there any tests specified in the Sri Lanka Standard, that are not performed in an in-house or outside laboratory? ☐ ☐

If yes, please specify the tests with the reason for not performing them.

4.5. Is there any other product certification mark having for the Product/Commodity of which the SLS mark certification sought?? ☐ ☐

If yes, please specify the certification with relevant Standards

5. Quality Management System Compliance

Quality Management System of the company shall comply with the requirements outlined in the “*Quality Management System Requirements for SLS mark Product Certification*” (GL-CP-01) issued by the Sri Lanka Standards Institution.

- ❖ ISO 9001 certification is mandatory for all overseas manufacturing facilities
- ❖ Manufacturing plants operating in Sri Lanka that do not have ISO 9001 certification must comply with OPTION-1 outlined in GL-CP-01

5.1. The Quality Management System of the manufacturing plant is complied with the requirements specified;

❖ OPTION-1 of the GL-CP-01 ☐

❖ OPTION-2 of the GL-CP-01 (ISO 9001:2015) ☐

YES NO

5.2. Is the Quality Management System of the company certified against ISO 9001: 2015 Standard? ☐ ☐

If yes, please specify the scope of the certification and status of the validity of the certification

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6. Other Management System Compliance, *if applicable*

If applicable, please specify the compliance to the Management System with related Standards

6.1. Food Safety Management System (ISO 22000, HACCP, FSSC, etc.)

6.2. Good Manufacturing Practices (SLS 143, SLS 1379, SLS 1389, SLS 1392 etc.)

6.3. Other Management System Compliance (ISO 14001, ISO 45001, ISO 50001, etc.)

7. Other additional information, *if any*