1. NEW / INITIAL APPLICATIONS:

1.1. The following documents are requested from KingCert organizations applying for certification of management systems.

1.1.1. FR.01.Application Form

1.1.2. *Official Documents from Local Government (For Example: Registry documents, Tax information etc.)*

1.1.3. In addition to these, the following documents of the relevant standard required for certification

1.1.3.1. For ISO 14001:2015 Environmental Management System

✓ FR.02.Envorimental Management System Information Form

1.1.3.2. For ISO 45001: 2018 Occupational Safety and Health Management System

✓ *FR.72. Occupational Safety and Health Management System Information Form*

1.1.3.3. For ISO/IEC 27001:2013 Information Security Management System

✓ *FR.64. Information Security Management System Information Form*

1.1.3.4. For ISO 22000:2018 Food Safety Management System

✓ *FR.61. Food Safety Management System Information Form*

1.1.3.5. Integrated Management System:

✓ *FR.03. Integrated System Application Form*

1.1.3.6. For other Management Systems:

✓ *The manual, procedure or equivalent or relevant documents which describes the system*

1.1.3.7. For Halal Management System:

FR.61. Food Safety Management System Information Form, product descriptions, hazard analyses, MSDS for chemicals

1.2. After receiving the above documents at KingCert, King.FR05. Offer and Contract Form will be sent to the organization, if it is authorized, the application will be completed by signing and then signing to KingCert.

2. TITLE, ADDRESS AND / OR SCOPE CHANGING APPLICATIONS:

2.1. In the case of changes in the title, address and / or extent of organizations certified by KingCert, They need to make a request for the relevant changes.

Documents required for change request:

2.1.1. FR. 27. Certificate Change Request Form

2.1.2. Official document that shows the relevant change

2.1.3. The last state of Management System Scope (if scope changes exist)

* = Documents from public institutions are not requested.

+=At least one of these documents must be sent.

NOTE1: All of the above mentioned documents of KingCert can be obtained from our website (www.KingCert.com)

NOTE2: The applicant organization must have completed the Internal Audit and Management Review activity at least once (1) before the certification audit related to the Management System or Systems and must apply the relevant management systems for at least two months until the date of possible certification.

NOTE3: KingCert does not accept transfer audit.