



Form-01
Application for Environmental Management System (EMS) Certification
System Certification Center(SCC)-PSQCA

SCC/AP-EMS
Issue # : 01
Rev# 00
Date:01-11-2020

To,
Director, System Certification Center (SCC)
Lahore

Title: Application form for Grant of Certification to use the Standard Mark for ISO- 14001:2015- Environmental Management System (EMS) Certification under the PSQCA Act 1996. Contact information provided on this form is considered public information.

Section 1 – Business Information-Scope of Applicant Certification

- i. Business
- ii. Scope of Certification
- iii. Address
- iv. Registration
- v. Address
- vi. Status of the Unit: Large/small scale industry/small scale services

Note: a: The description of products/services/range of products/processes filled in business.
b. The photocopy of the certification of incorporation issued by Registrar of Firm/ SECP

Section 2- Contact Information (the composition of my/our factory/unit/ office is as below:

Marketing Contact (public contact that will appear on SCC-PSQCA website, www.psqca.com.pk)

Name

Telephone

Fax

E-Mail

Operations Contact (all other business activity, not including the below activity)

Name

Telephone

Fax

E-Mail

Audit Contact (contact for certification audit activity; including scheduling, preparation & post-audit activity)

Name

Telephone

Fax

E-Mail

Financial Contact (contact for invoices and billing collections)

Name

Telephone

Fax

E-Mail

Section 3- Detail of Technical Personnel /experts employed:





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| S/N | Name | Number | Qualification /Job |
|-----|---|--------|--------------------|
| a) | Permanent personnel covered in the scope of (based on 8 hours/day working) | | |
| b) | Personnel partially involved in the scope of certification | | |
| c) | Number of personnel in (Finance, security, transport, drivers, canteen, gardening etc.) | | |
| d) | Total number of persons in general shift/ shift-01 | | |
| e) | Total number of persons in other shifts | | |

Section 3. Information Pertaining To Environment Management

3.1 Land Use (Site)

- Total area of the plot:
- Total area of the Building:
- Total are of Unit/Factory:
- Number of floors:
- Height of the Building:
- Height of working hall:
- Total area set aside for wild life habitat:
- Area of contamination of land:

3.2 Raw Material/Natural Resources

- Name of raw materials:
- Whether imported/indigenous:
- Annual consumption value:
- Use of natural resources, if any:

3.3 Energy Management

- Source of Energy (Coal/LPG/Oil/Electricity/Non-Conventional Energy/ Traditional Energy
Firewood/Diesel Generating Set:
- Energy Load (kW):
- Clearance Certificate from local Authority:

3.4 Air Quality Management

- Quantity of emissions such as CO, CO₂, SO₂ etc.:

3.5 Water Management

- Source of water - ground/municipal
- Consumption of water:
- Management of waste water:
- Management of storm water:

3.6 Effluents Management

- Type of effluent:





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b) Quality of effluent:

c) Mode of disposal:

3.7 Waste Management

a) Waste produced per quantity of finished product:

b) Percentage waste recycled:

c) Percentage recycled material used in packaging:

3.8 Hazardous Material Management

a) Type of hazardous material generated:

b) Quantity:

c) Mode of disposal/replacement:

3.9 Transportation

Have you attempted to reduce the impact of your distribution methods on environment:

3.10 Legislative and Regulatory Requirements

a) List the legal requirement/standards/codes of practice

b) Indicate the consent/clearance obtained on the above from authorities

c) Number of prosecutions, if any

3.11 Emergency Contingency Plans

a) Number of Environment incidents/accidents

b) Indicate the plans you have for dealing with emergencies/accidents

Section 4. Consultancy

4.1 In case the environmental management system is established, implemented or maintained through use of consultancy, the following information be provided:

a) Name & Address of the consultancy organization/personnel:

b) Type of consultancy provided such as preparing manual, procedures etc; giving specific advice, instructions or solutions for development and implementation of management system }

c) Status of consultancy (whether continues or ended

d) Date on which consultancy ended, if applicable

Section 5. Other Information





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5.1 Description of category of products or processes for which certification is sought

5.2 Details of any Environmental Management System certificate already held and/or assessment held

5.3 Please enclose a copy of latest Environmental performance statement submitted by you to Pollution Control Board

Signature
Name
Designation
For and on behalf of

Seal of the Firm

Section 6 – Application Fees

| Description | Fee Pak Rupees | Mode of Payment | SCC- Receiving |
|-------------------------------------|----------------|---|----------------|
| Application Fee/Document Review Fee | 10,000/- | | |
| Audit Fee per man day | 15,000/- | <input type="checkbox"/> Cheaque | Fees Received |
| License Fee | 5,000/- | <input type="checkbox"/> Pay order | |
| Annual Fee | 10,000/- | <input type="checkbox"/> Online bank transfer | |
| Surveillance Fee | 15,000/- | | |
| Pre-Assessment Fee(Stage-1 Audit) | 15,000/- | | |
| Full-Assessment Fee(Stage-2 Audit) | 30,000/- | | |

Note:

- Audit Fee varies on the basis of scope of certification and time consumed by Lead auditor and Technical experts. Normally for one day the charges are 30,000/-Rs. (15,000/- for Lead auditor and 15,000/- for technical expert).
- Deputy Director Audit will send the quotation before performing audit
- Logging, boarding, travel cost, hotel stay and any other cost shall be borne by the client.
- SCC-PSQCA will also facilitate client in integrated management system certification by giving subsidized rates.(only includes the additional cost of technical expert)
- Application & Other Fee will be payable in National Bank Account Titled “PSQCA-System Certification Centre Revenue Account”, Quaid-e-Azam Industrial Estate Lahore.





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Section 7 – Application Agreement

- 1) I/We have designed and developed necessary documentation required (copy enclosed).
- 2) I/We further undertake to modify, amend or alter my/our documented information to bring it in line with the requirements of the relevant standard and/or as required by SCC-PSQCA from time to time.
- 3) I/We agree to pay fee prescribed by the SCC as applicable and as given in the scheme and/or As per the agreement/quotation letter No. _____ dated _____
- 4) I/We have read the conditions of certification and hereby undertake to abide by them as mentioned in the guidelines for applicants.
- 5) Should any initial enquiry be made by the SCC, I/We agree to extend to the SCC all Reasonable facilities at my/our command and I/We also agree to pay all expenses of the said enquiry, as and when required by the SCC.
- 6) I/ We request that the visit for audit of my/our factory /unit/office may be carried out by _____ (indicate date).
OR
- 7) I/We shall intimate the time, date, suitable for carrying out the visit for audit as soon as I/We are ready for the same.
- 8) Certified that I/We had earlier applied for a certification to SCC for _____ on _____ which could not mature
- 9) I/We undertake that should any of the information supplied above in the application form is found to be wrong, the application may be rejected forthwith.
- 10) Should the certification be granted and as long as it will remain operative I/We hereby undertake to abide by all the conditions of certification and the regulations specified under the aforesaid

(Signature): _____
 (Name): _____
 (Designation): _____
 (Seal of the firm) (For and on behalf of) _____

Documents attached:

1. _____
2. _____
3. _____
4. _____
5. _____

CB Management that completed the application and determined the information to meet all applicable requirements.

Name _____
 Title _____
 Date _____

