**PRODUCT CERTIFICATION BODY
CEPRINDO**

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ceprindo Ispro

KAN
Komite Akreditasi Nasional
Lembaga Sertifikasi Produk
LSPr - 041 - IDN

Rev. 2 (19-10-2020)

Documents Required for the Application
for SNI Marking Product Certificate

- Application Letter for Product Certification [3]
- Application Questionnaire for Product Certification [3]
- Copy of NIB : SIUP, NIK, *Hak akses kepabeanan* [2]
- Copy of Company Notary Document [2]
- Copy of Brand Patent/ Trade Mark [3]
- Copy of NPWP [2]
- General API/ API Producers/ etc [2]
- Contract of Agreement between Importer and Manufacturer [3]
- Contract of Agreement between Exporter and Manufacturer [4]
- Copy of Quality System Certificate and the last surveillance report (if available) [1]
- Quality Manual/ Quality *Management system* copy (QMS ISO 9001:2015 or the other equal) [1]
- Organization Chart [3] and [4]
- Production Process Flow Diagram [1]
- Guidance for Quality and Procedure if available [1]
- Illustration for SNI Marking [3]
- Master list of document [1]
- Management representative appointment (if available) [1]
- Company Notary document/ legal formal document [1] and [4]

Note :
  [1] *for company (manufacture) only*
  [2] *for importer*
  [3] *for company (manufacture) and importer*
  [4] *For Exporter (if available)*

- *Legal formal document must be in original and Indonesian version by sworn translator/ formal translator*
- *Quality Manual / Quality Management system must be in Original version, to be translated into English*
- *Master list of document must be in Original, English and Indonesian version*
- *The other technical documents must be in Original and English version*
- *Importer Documents is Indonesian version (no need to English)*