



Product Certification Unit,
 Department of Director – General Office,
 Lembaga Perindustrian Kayu Malaysia,
 Level 13-17, Menara PGRM,
 No.8, Jalan Pudu Ulu, Cheras
 56100 Kuala Lumpur, MALAYSIA.
 Email: info@mtib.gov.my
 URL Address: <http://www.mtib.gov.my>
 Tel: 03-9282 2235 Fax: 03-9281 0729

**PRODUCT CERTIFICATION QUESTIONNAIRE
 (FE CERTIFICATION)**

**FOR INTERNAL
 USE ONLY**

Enquiry Taken By:	Enquiry Date:	Method of Enquiry: ☐ Telephone ☐ Fax ☐ Email
-------------------	---------------	--

A. APPLICANT INFORMATION

1. Name and address of applicant:

Company/Business Registration No.: _____

Contact Person: _____

Tel: _____ Fax: _____

2. Name and address of Factory/Manufacturer (*if different from A1*):

Company/Business Registration No.: _____

Contact Person: _____

Tel: _____ Fax: _____

If the company is registered with MTIB, please state TS No., category and license validity date:

TS: ____/____/____ () Category: _____ License validity date: _____

3. Particulars of Certification currently held by the manufacturer, if any (including Quality System Certification)

4. Do you have other production sites which would be included within this certification application?

If yes, please provide details.

B. PRODUCT INFORMATION

(Please provide information as listed below. Attach supplementary sheets if space provided is sufficient.)

1. Product Name:

2. Type (s):

3. Requirement for product certification scheme (please attach procedures/work instruction/flowchart/etc):

- ☐ Organisation chart
- ☐ Quality planning (quality objective, mission, vision)
- ☐ Personnel (training, Job description)
- ☐ Control of non-conformance report
- ☐ Process flow (work instruction on related process)
- ☐ Product Inspection and Testing on Formaldehyde Emission
- ☐ Control of monitoring and measuring equipment
- ☐ Control of documented information
- ☐ Corrective Action
- ☐ Identification and Traceability

Note: Complete documents as stated in the product standard [Product Certification on Formaldehyde Emission from Wood Based Panel Standard (MTIB-CB-PS 02)] in clause 7 (7.1-7.9) are important to ensure that the company is eligible to participate in our certification scheme.

**FOR INTERNAL
USE ONLY**

C. FACTORY INFORMATION

1. No. of employees: _____
2. Estimated monthly output of product to be certified (quantity): _____
3. No. of shifts per day: _____
4. Quality Control / Quality System (Yes / No)

D. DECLARATION

This is to certify that the information /statement given in this questionnaire are correct to my knowledge.

Signature:

Date:

Name of authorised representative:

Designation:

**FOR INTERNAL
USE ONLY**