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# SERVICE SUPPLIER APPLICATION

## 1. Company Details

**Company Name** : Please click to input

**Company Address** : Please click to input

**Business registration No.** : Please click to input

**Name of (On behalf of) Representative** : Please click to input

**Tel No.** : Please click to input

**Fax No.** : Please click to input

**E-mail** : Please click to input

**Web** : Please click to input

## 2. Type of Audit

1) Type : Initial Audit ☐ Renewal Audit ☐ Occasional Audit\* ☐ Reissue ☐

\* If the quality management system has altered significantly, an occasional audit is required.

2) Service Type : (Select the type below)

Please click to select

Please click to select

Please click to select

Please click to select

3) Preferred Date : Please click to input

4) Remark : Please click to input

## 3. Acknowledgement

By signing below, I hereby certify that I have read, understand and comply to agree with the Rules of Korean Registers of Shipping (pursuant to 'Guidance for approval of service suppliers'), and that I am requesting that Korean Registers of Shipping carry out the audit(s) stated above, and that I am willing and able to pay all audit fees and expenses which will be incurred in the aforesaid audit(s).

As the ISO 37001 (Anti-Bribery Management System) certified organization, Korean Register has been promoting the international standard established for the practice of anti-bribery, integrity and ethical management. Employees of Korean Register shall not accept or request any illegal solicitation or any improper requests from customers.

**Applicant's Signature**

In case of [INITIAL AUDIT], please submit the document as listed in the next page of this application.  
(In the other cases, please submit the document which was altered)

## List of documents to be submitted

1. Outline of company (eg. organization and management structure, including subsidiaries to be included in the approval/certification)
2. List of nominated agent, subsidiaries and subcontractors
3. Experience of the company in the specific service area
4. For categories of Service Suppliers that require **certification** from manufacturers, manufacturer's documentary evidence that the Service Supplier has been **certified** or licensed to service the particular makes and models of equipment for which approval is sought shall be provided. (2022)
5. List of operators/technicians/inspectors documenting training and experience within the relevant service area, and qualifications according to recognised national, international or industry standards, as relevant
6. Description of equipment used for the particular service for which approval is sought
7. A guide for operators of equipment
8. Training programmes for operators/technicians/inspectors
9. Check lists and record formats for recording results of the services referred to in Appendix Part A or Part B of Guidance for approval of service supplier
10. Quality Manual and/or documented procedures
11. Documented procedures for communication with the crew prior to commencing work, so that it is safe to decommission the equipment being maintained, and to provide a safe system of work in place
12. Evidence of approval/acceptance by other bodies, if any
13. Information on the other activities which may present a conflict of interest
14. Record of customer claims and of corrective actions requested by certification bodies
15. Operators/technicians/inspectors documentation they have acknowledged the code of conduct (2022)
16. Other data deemed necessary by the Society for the approval