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| **Staff** | **Process Flow** | **Process Detail** |
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| CO | Start of Process | 1. Application request submitted by the client for accreditation certification, client to be provided IRNAC certificate of conformity requirements, regulation and standard requirements. |
| CO | Document Submission | 2. Case Officer to review the submitted document, assign application reference number. |
| CO | NO  Assessment  YES | 3. Docs to be checked for eligibility if qualifies to proceed for accreditation certification, if not, application will be rejected, and non-negotiable report will be issued & it will be updated to IRNAC. |
| CO | Application review | 4. Update relevant databases and carry out a technical review of accreditation requirements. |
| CO | Assessment  NO  YES | 5. Conduct technical review as per scheme requirement, if needed additional testing will be conducted, label review for English marking, metrological requirements to be verified, for minor gaps in docs corrective action will be requested, and update IRNAC.  Review the corrective action, test report if satisfactory continues to step 6. If not, back to Step 11 |
| CO/LA | Assessment report prep / File Recommendation | 6. Assessment checklist will be prepared with compliance references linked to verified evidences and documents , corrective action details on discrepancies and closures , recommendation will be signed by LA |
| LA | Final Approval  NO  YES | 7. Recommendation to be reviewed for final decision by Lead Auditor on accreditation certification decision. |
| LA | Certificate Draft | 8. Prepare draft certificate using standard template as per Standard or Scheme requirement. |
| ADC | Final decision of ADC | 9. Final decision for accreditation and published of accreditation certification. |
| CO | Close | 10. Close and archive file in IRNAC database. |
| CO | Market Surveillance | 11. Accreditation Certification will remain under market surveillance throughout the period, according to IRNAC relevant procedures. |
| CO | Rejection | 12. Close the files, send files to archive, and information on rejection to be sent to IRNAC. |

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| **Terms Used** | |
| **CO** | Case Officer |
| **LA** | Lead Auditor |
| **ADC** | Accreditation Decision Committee |
| **IRNAC** | IRNAC |

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