

Accreditation Process Flow Chart For IRNAC APPLICATIONS

Staff	Process Flow	Process Detail
CO	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Start of Process</div>	1. Application request submitted by the client for accreditation certification, client to be provided IRNAC certificate of conformity requirements, regulation and standard requirements.
CO	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Document Submission</div>	2. Case Officer to review the submitted document, assign application reference number.
CO	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Assessment <small>NO</small> <small>YES</small> </div>	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	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Application review</div>	4. Update relevant databases and carry out a technical review of accreditation requirements.
CO	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Assessment <small>NO</small> <small>YES</small> </div>	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	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Assessment report prep / File Recommendation</div>	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	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Final Approval <small>NO</small> <small>YES</small> </div>	7. Recommendation to be reviewed for final decision by Lead Auditor on accreditation certification decision.
LA	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Certificate Draft</div>	8. Prepare draft certificate using standard template as per Standard or Scheme requirement.
ADC	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Final decision of ADC</div>	9. Final decision for accreditation and published of accreditation certification.
CO	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Close</div>	10. Close and archive file in IRNAC database.
CO	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Market Surveillance</div>	11. Accreditation Certification will remain under market surveillance throughout the period, according to IRNAC relevant procedures.
CO	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Rejection</div>	12. Close the files, send files to archive, and information on rejection to be sent to IRNAC.

Accreditation Process Flow Chart
For IRNAC APPLICATIONS

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