



CERTIFICATION APPLICATION P01-17

ISSUED BY: SATAS

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1. Purpose

This procedure lays down the activities and responsibilities applicable to the process from permit application to certification of an interested potential client.

2. Scope

This document is applicable to all SATAS auditors and relevant sub-contractors handling certification applications and covers all activities up to the issue of the certificate.

3. References

ISO 17065
Procedure P11

4. Definitions

N/A

5. Activities

5.1 General

The following procedure applies when a potential client expresses an interest to certify product under the SATAS Product Certification Scheme.

5.2 Initial visit

Make an appointment to visit the client. During the initial visit the quality commitment of SATAS and the type of service is discussed. The quality commitment of the client is also gauged. The general certification conditions and application procedure are discussed to ensure that the client understands the requirements and copies of these documents are left with the client. An application form MS 1 is handed to the client to complete. The application is reviewed by the auditor to ensure that all the information provided is correct and that the person signing the form has the authority to make the application. If the application does not fall within the scope of SANAS Accreditation, the applicant is to be made aware of this. The application is reviewed for SATAS capability to perform the assessment and surveillance audits (complete MS31). The auditor signs the MS31, taking ownership of the project.

Where it is impractical to perform the initial visit (foreign applicants), such a visit can be replaced by an e mail, telephone or any other form of effective communication.

5.3 Quotation

On acceptance of the application the auditor shall prepare a MS 3 quotation for the assessment and monthly surveillance fee on MS 31 using the relevant tariffs as per Procedure 13. The MS 1, MS 3 and MS 31 is sent by the auditor to Pretoria. Pretoria will prepare the Certification Conditions, include the MS 3 annexure A and addendum in the Certification Conditions and return to the auditor. The auditor will submit the Certification Conditions to the client for consideration. On receipt of the acceptance of the Certification Conditions a 'Request for Invoice' (MS 29) is generated and sent to Durban Office together with a copy of the 'Application' (MS 1) and VAT Registration Certificate.

5.4 Payment

Once payment is received the sequence of events is planned (MS22).

5.5.1 Document Evaluation

The applicant shall submit all Quality System documents for evaluation to SATAS at least 3 weeks prior to the assessment. Alternatively, the documents can also be evaluated on site during pre-certification visits, and the final evaluation during the assessment.

5.5.2 Assessment

An assessment schedule (MS 34) shall be made available to the applicant at least 5 days prior to the assessment. The assessment will be conducted on site and will include the following.

5.5.3 System Process

The Quality system shall be evaluated for compliance with the documented system using a checklist (MS 7) as a guide line. The assessment of the quality system is carried out as per Procedure P11 'System Audits.

5.5.4 Product

A random sample of the product shall be drawn from each product type for which certification is required. The sampling plan in the relevant Standard is used. If the Standard does not prescribe a sampling plan, a sample is drawn in accordance with Table 1 of 'A Practical Approach To Quality Control' by R.H. Caplan. All samples are identified with the inspection mark.

If product testing by an independent laboratory is required, the applicant will be notified of such action.

5.5.5 Decision on Certification

If the assessment is successful the relevant documentation, as listed in The 'Documentation Checklist' (MS 6) shall be sent to Pretoria (e mail or land mail) for submission to the Certification Board for consideration, but, only after clearance of the findings raised. In the event of an unsuccessful assessment, the client will be notified with the reasons stated and another assessment may be conducted at the client's request and cost. Refer to 'Assessment Letter' MS 4 and Certification Board Approval MS 24, i.r.o. recommendations for certification.

The application is valid for six months where after the application and process will be re-evaluated for further action.

5.5.6 Issue of permit

If certification is recommended by the Certification Board the preparation of the documentation proceeds.

The Certificate will refer to the specific document and relevant part for which certification was granted. Information describing the product type, preservative type, hazard class, grading rule, grade and end application will be entered on the schedule of certification MS 25. The certificate shall be handed to the applicant within one month of approval.

6. Responsibilities

Initial visit.....	Area Auditor
Quotation.....	Area Auditor
Pre-Permit	Area Auditor
Recommendation	Area Auditor
Recommendation.....	Certification Advisory Committee
Certificate Approval.....	Managing Director
Handing over.....	On decision

7. Records

• Application	MS 1
• Quotation/Agreement	MS 3
• Assessment Letter	MS 4.1
• Provisional certification letter	MS 4.2
• Product evaluation report	MS 5
• Certification Advisory Committee Checklist	MS 6
• Assessment/Audit Checklist	MS 7
• Product Inspection Forms	MS 11
• Assessment/Audit Report	MS 20
• Planning	MS 21
• Assessment Plan	MS 22
• Certification Advisory Committee Approval	MS 24
• Schedule of certification	MS 25
• Request for Invoice	MS 29
• Capability Review Quotation Calculation	MS 31
• Assessment Schedule	MS 34
• Certification Conditions	
• Certificate	