

	Title	Doc No	P 01
	CERTIFICATION APPLICATION	Rev No	21
		Date revised	26/06/2023
		Compiled by	J.A Stears
		Approved by	PL Posthumus
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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/IEC 17065
Procedure P 11
Procedure P 25

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 Contact

- When possible, an appointment to visit the potential client should be arranged to determine their commitment to quality, type and scope of service required.
- The Agreement, addendums to certification and application procedures are discussed to ensure that the client understands the requirements. Copies of these documents are left with the potential client.
- Where it is impractical to perform the initial visit (foreign applicants) such a visit may be replaced by any other form of effective communication such as email, telephonic conversations or virtual platforms.
- An application form MS 1.1 together with a quotation is supplied to the client to complete.
- Where required in case of a re-assessment of an existing client, change of name/ownership or extension to scope the auditor completes a MS 2 company information sheet.

5.3 Review of application

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- 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.
- In the event the application does not fall within the scope of SANAS Accreditation, the applicant shall be advised.
- The application is reviewed by a Manager to determine if SATAS has the capability to perform the assessment and surveillance audits.
- If the review indicates that SATAS has the necessary capability the auditor is assigned by the Manager to take ownership of the application and proceedings.

5.4 Quotation

- On acceptance of the application the auditor shall prepare the Agreement and addendum/s.
- A MS 3.1 quotation is formulated in accordance with procedure P 13.
- The auditor shall submit the Agreement, relevant addendum/s and the quotation to the potential client for consideration.
- Once the quotation is accepted, a Permit number is allocated and the Agreement is signed by the auditor prior to sending it to the client.
- An MS 29 request for invoice is generated by the auditor. The auditor shall submit the MS 1.1 application form with company registration documentation and tax certificate and an MS 2 and the MS 29 to Financial Officer for processing.

5.5 Payment

- Once payment is received the Certification process is followed.

5.6 Document Evaluation

- Quality documentation are evaluated on Initial Assessment.

5.7 Assessment

- A MS 34 assessment schedule shall be formulated and submitted to the applicant at least 5 days prior to the assessment date.
- Where circumstances that prevent or restrict SATAS auditors from performing initial assessments on-site the procedures defined in procedure P 25 shall be followed.
- In the event of an unsuccessful assessment, a re-assessment may be arranged if the applicant so wishes and shall be for their own account.
- The assessment will include the following.

5.7.1 System Process

- The Quality Management system shall be evaluated for compliance using the appropriate MS 7 checklist as a guide.
- The assessment of the quality system shall be carried out as per Procedure P11 'System Audits.

5.7.2 Product

- A random sample of the product shall be drawn for inspection and test witnessing.
- The sampling plan in the relevant product specification shall be used.
- If the product specification 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 shall be identified as required.
- If product testing by an independent laboratory is required, the applicant will be notified of such action.
- The applicant shall make use of an independent test laboratory of their own choosing but must be acceptable to SATAS.

5.7.3 Decision on Certification

- Following a successful assessment all the relevant documentation detailed on the MS 6 document checklist shall be completed and placed onto the SATAS server for review.
- The relevant Manager will be notified of the application for review by email.

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- Once successfully reviewed, Manager shall arrange with the relevant Certification Advisory Committee to consider the applicant's submission for certification.
- Recommendations for certification shall be performed as MS 24 Certification Advisory Committee recommendation form.

5.8 Issue of permit

The processing of the permit shall only proceed once the Certification Advisory Committee recommends the granting of certification and followed by the MD of SATAS reviewing the submission.

The date the MD approves the CAC recommendation on the MS 24 shall be the certificate issue date for:

- New certifications
- Extensions to scope of certification
- Additional product types

The certificate issue date on a re-issue following a re-assessment shall be the consecutive date detailed on the expiring certificate.

The MS 57 certificate shall refer to the specific product standard for which certification was granted.

Information describing the product type, grade and end application will be detailed on the MS 25 schedule of certification.

The certificate shall be issued to the applicant within one week of approval.

6. Responsibilities

Initial visit:	Area Auditor
Quotation:	Area Auditor
Pre-Permit:	Area Auditor
Recommendation:	Area Manager
Recommendation:	Certification Advisory Committee
Certificate Approval:	Managing Director

7. Records

• Application	MS 1.1
• Client Information	MS 2
• Quotation	MS 3.1
• Certification Conditions	
• Product evaluation report	MS 5
• Certification Advisory Committee Checklist	MS 6
• Assessment Checklist	MS 7
• Product Inspection Forms	MS 11
• Assessment Report	MS 20
• Planning	MS 21
• Certification Advisory Committee Approval	MS 24
• Schedule of certification	MS 25
• Request for Invoice	MS 29
• Quotation Calculation	MS 31
• Assessment Schedule	MS 34
• Certificate	MS 57