

	Title	Doc No	P 01
	CERTIFICATION APPLICATION	Rev No	25
		Date revised	22/07/2025
		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 applies to all SATAS auditors and relevant subcontractors handling certification applications and covers all activities up to the certificate's issue.

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 is interested in certifying a 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 the required quality, type and scope of service.
- 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 the initial visit is impractical (foreign applicants), it may be replaced by any other form of effective communication, such as email, telephonic conversations, or virtual platforms.
- An application form MS 1.1 is supplied to the client to complete.

5.3 Review of application

- The auditor reviews the application to ensure that all the information provided is correct.
- If the application does not fall within the scope of SANAS Accreditation, the applicant shall be advised.

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- The Manager reviews the application to determine if SATAS can perform the assessment and surveillance audits. (MS1.2)
- If the review indicates that SATAS has the necessary capability, the manager assigns the auditor 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 shall be formulated following procedure P 13.
- The auditor shall submit the quotation to the potential client for consideration. A Pro Forma Agreement and addendum shall accompany the quotation.
- (note that these are 3 separate documents to be sent)
- Once the quotation is accepted, a Permit Number shall be allocated, and the auditor shall sign the Agreement and save it as a PDF.
- The auditor shall extract the relevant addendum and initial it. (Addendum 14 shall be saved to PDF)
- The auditor shall send the signed copy of the agreement and the relevant initialled addendum to the client for signature.
- On receipt of the Signed Agreement, relevant signed addendum/s, the auditor generates an MS 29 request for an invoice. The auditor shall submit the MS 1.1 application form with company registration documentation and tax certificate, an MS 2, and the MS 29 to the Financial Officer for processing.

5.5 Payment

- Once payment is received, the Certification process is followed.

5.6 Document Evaluation

- Quality documentation is evaluated on or before Initial Assessment.

5.7 Assessment

- An MS 34 assessment schedule shall be formulated and submitted to the applicant at least five days before the assessment date.
- Where circumstances 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 wishes, and it shall be for their account.
- The assessment shall include the following:

5.7.1 System Process

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

5.7.2 Product

- A random product sample 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 shall be drawn following 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 shall be notified of such action.
- The applicant shall make use of an independent test laboratory which shall be acceptable to SATAS.
- The sample size to be submitted to the laboratory shall be requested from the laboratory.
- The sample shall be identified with a numbered tamper proof label in the case of Plastic Pipe and Fittings.
- The sample shall be identified with the auditor's inspection id stamp in the case of timber products.

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.

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- The project auditor shall arrange with admin to review.
- An auditor assigned by the admin reviewer shall be notified of the application for technical review by email.
- When all the reviews are completed, the documentation shall be presented to the Certification Advisory Committee to consider the applicant's submission for certification.
- Recommendations for certification shall be made using the MS 24 Certification Advisory Committee recommendation form.

5.8 Issue of permit

The permit processing shall proceed as such:

The MS 6 package of documents shall only proceed once the Certification Advisory Committee recommends granting certification.

5.8.1 New certifications

- The MS 57 and MS 25 shall have the permit number with cycle number xxx / 1.
- The issue date on the MS 57 and MS 25 shall be as detailed on the MS 24.
- The MS 57 and MS 25 expiry date shall be one calendar day before the issue date in the period of the three-year permit cycle.
- The MS 25 issue number shall commence with 01 for all new certifications.
- The MS 25 amendment to the schedule shall detail the original date of certification and an issue date as that of the MD approval date as detailed on the MS 24.
- The MS 6 documents shall be placed in the Approvals-Review folder on the server and in the submitting auditor's folder.
- After Approvals the MS 24, MS25, MS 57 and MS 2 shall be placed in the "Submit after CAC for MD sign" folder.
- The MD shall sign the MS 25 and MS 24 and submit the MS 57 to the approved printer.
- On receipt of the printed MS 57, the MD shall sign it and place it back in the Submit after CAC for MD sign folder.
- The auditor shall copy the signed documents and place it into the Auditor Folder for the relevant year and month folder. The auditor shall email the final MS 57 and MS25 to the client.
- The auditor shall ensure that the Submit after CAC for MD sign folder, as well as the Submissions for Review folders are empty after completion.

5.8.2 Extensions to scope of certification

- The permit number shall denote the next sequential increment to the permit number, e.g., xxx.1 / 1, xxx.2 / 1 for each additional specification added to the scope of certification.
- The permit cycle No shall commence with xxx.1 / 1 for each new extension to the scope of certification.
- The MD approval date, as detailed on the MS 24, shall be the issue date of MS 57 and MS 25.
- The MS 57 and MS 25 expiry date shall be the original expiry date of the first permit issued to the Certificate Holder.
- The MS 25 issue number shall commence with 01 for all new extensions to the scope of certification.
- The amendment to the schedule shall detail the original date of certification and an issue date as that of the MD approval date, as detailed on MS 24.

5.8.3 Additional Product Types

- The permit number and cycle No shall remain unchanged on the appropriate permit to where an additional product has been added.
- The MD approval date, as detailed on the MS 24, shall be the issue date of MS 57 and MS 25.
- The MS 57 and MS 25 expiry date shall be that of the original expiry date of the original permit issued to the Certificate Holder.
- The MS 25 issue number shall be amended to reflect the following sequential issue number for all additions to products on the permit.
- The amendment to the schedule shall detail the original date of certification and an issue date as that of the MD approval date, as detailed on MS 24.

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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
• Capability Review	MS 1.2
• 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