

Accreditation Process Flow Chart For USACC APPLICATIONS

Staff	Process Flow	Process Detail
CO	Start of Process	1. Application request submitted by the client for accreditation certification, client to be provided USACC certificate of conformity requirements, regulation and standard requirements.
CO	Document Submission	2. Case Officer to review the submitted document, assign application reference number.
CO	Assessment	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 USACC.
CO	Application review	4. Update relevant databases and carry out a technical review of accreditation requirements.
CO	Assessment	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 USACC. 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	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 USACC database.
CO	Market Surveillance	11. Accreditation Certification will remain under market surveillance throughout the period, according to USACC relevant procedures.
CO	Rejection	12. Close the files, send files to archive, and information on rejection to be sent to USACC.

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Terms Used	
CO	Case Officer
LA	Lead Auditor
ADC	Accreditation Decision Committee
USACC	U.S. Accreditation, Inc.