

**RECORD OF AMENDMENTS TO CERTIFICATION APPLICATION AND PLANNING**

REV NO.	DATE	PREPARED BY	CHECKED BY	APPROVED BY	CHANGES
0	22 April 2016	C van Zyl	C van Zyl	F. Minnaar	Original Version
1	9 Jan 2017	C van Zyl	C van Zyl	F. Minnaar	Added record of amendments to procedure
2	9 Sept 2019	C van Zyl	C van Zyl	H. Cockcroft	<p>1. Inserted - Quotes can be generated prior to an application being filled in due to clients inquiring about the cost of certification.</p> <p>2. Removed - log a "Task" on the Certification Manager's calendar to complete the application review.</p> <p>3. Changed – Certification Manager to General manager or authorized personnel.</p> <p>4. Removed - The request for assistance will be logged on the calendar task manager.</p> <p>5. Removed- On completion of the application review, the applicant will be advised of the outcome via email.</p> <p>6. Inserted - The acceptance method can only be electronical.</p> <p>7. Removed - the applicant will be requested to forward the accepted quotation and two (original) signed copies of the agreement to the CMA Certification office.</p> <p>8. Inserted - Acceptance of the quote can be in any form and if "payment was made it will be deemed as accepted"</p> <p>9a. Removed - calendar task manager for relevant competent Auditor.</p> <p>9b. Inserted - The future audit dates (Months selected for the audits to take place, determined in CMA CS Planning &amp; M – Report) will also be entered on the data pack. The months allocated will remain for the duration of the certification period.</p> <p>9c. Inserted - The specific date in the month will be confirmed with the client not less than five (5) Days in the allocated month of the audit.</p> <p>9d. Inserted - Once the applicant becomes an active Permit Holder, the General Manager or other authorized personnel will maintain the audit dates of the customer in the data pack.</p> <p>10. Removed - The allocated Auditor will prepare an evaluation schedule covering the certification activities during the evaluation</p>

# CMA Certification



					and forward the schedule to the applicant at least 10 working days prior to the evaluation.  11. Removed - Once the applicant becomes an active Permit Holder, the Certification Manager / Administrator shall enter all evaluation dates for the permit cycle on the calendar task manager. The Administrator will ensure that the calendar task manager is maintained (e.g., Auditor no longer working for CMA Certification) based on information provided by the Certification Manager.
3	6 July 2021	C van Zyl	C van Zyl	H Cockcroft	<ol style="list-style-type: none"> <li>1. Changed the following in "Application receipt" Changed Sage to Xero</li> <li>2. Corrected all in the Record required (Ref) section to show latest document numbers</li> <li>3. Added - For management systems annexure 21 needs to be completed to determine auditor man-days</li> </ol>

**PROCESS FLOW – CERTIFICATION APPLICATION AND PLANNING**

Sequence of activities	Activity	Key elements	Record required (Ref)	Responsibility
↓	Application receipt	Applications for certification may be received through input through website, email, telephone contact or request through Auditor. Quotes can be generated prior to an application being filled in due to clients inquiring about the cost of certification.	PROC (CP) 1	All
		All applications received must be verified for completeness, if found incomplete, the application must be forwarded back to the applicant via email with a request to complete the relevant information.	Email	General Manager or other authorized personnel
		Once verified as complete the Administrator will Generate a customer profile on Xero accounting software. Once generated on Xero, a data pack will be generated.	Xero and (PROC (CE) 5a and 5b data pack	General Manager or other authorized personnel
↓	Application review	The Application is reviewed by the General Manager or other authorized personnel to ensure that enough information is available to plan an evaluation following the items identified in the application review form. If the General Manager or other authorized personnel requires additional technical input regarding the product/s he / she may request a technically competent person to assist. For management systems annexure 21 needs to be completed to determine auditor man-days	(PROC (CE) 5a and 5b data pack. Annexure 21	General Manager or other authorized personnel
		If the application is rejected the Certification Manager will advise the applicant of the reasons for rejection.	Email	General Manager or other authorized personnel
		If the application is accepted the General Manager or other authorized personnel will prepare a quotation for the certification services and forward it to the applicant. The certification agreement will be sent to the applicant to be reviewed and accepted. (Must be signed before certificate is issued) signed before the acceptance method can only be electronical.	Xero electronic quote and PROC (C/P) 4a and 4b	General Manager or other authorized personnel
		If the applicant accepts the quotation and conditions indicated in the certification agreement, the applicant will be requested to forward the accepted agreement to the CMA Certification office. (Must be with CMA CS before certificate is issued) Acceptance of the quote can be in any form and if "payment was made it will be deemed as accepted".	Xero Quote and Cert agreement (PROC) (CP) 4a and 4b	Applicant
↓	Planning	On receipt of the accepted quotation and certification agreement, the General Manager or other authorized personnel will enter proposed dates for a pre-permit evaluation on the CMA CS Planning & M- Report (planning) and data pack for actual dates. If off-site witness testing is necessary, the proposed dates for witness testing at the off-site testing facility will be arranged with the applicant and entered on the Data pack. The future audit dates (Months selected for the audits to take place, determined in CMA MS Annexure 15 - CS Planning & M – Report) (Data pack) will also be entered on the data pack. The months allocated will remain for the duration of the certification period. The specific date in the month will be confirmed with the client not less than five (5) Days in the allocated month of the audit. Once the applicant becomes an active Permit Holder, the General Manager or other authorized personnel will maintain the audit dates of the customer in the data pack.	1. CMA CS Planning & M – Report MS Annexure 15 2. (PROC (CE) 5a and 5b data pack	General Manager or other authorized personnel