

**RECORD OF AMENDMENTS TO PROCESS FLOW - EVALUATION**

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 the record of amendments to procedure  Added info to product evaluation - Testing will be done either by client and witnessed by the auditor, or the auditor at the production facility, or at an independent testing facility and witnessed by an auditor.
2	9 Sept 2019	C van Zyl	C van Zyl	H. Cockcroft	1. Changed from PROC (C/E) 3 to PROC (C/E) 5 – Data Pack  2. Changed to - (as per evaluation schedule in data pack)  3. Replaced – Records marked in blue with PROC (C/E) 5 – Data Pack  4. Removed - & (6) (If Req) from PROC (C/E) 4, 5 & (6) (If Req)  5. Removed - and 7 from PROC (C/E) 4 & 5 and 7  6. Removed - Verify that test results are reviewed by second competent person.  7a – Inserted - This can be in any form just to give proper feedback to clients  7b. Removed - Present the draft report to the Applicant/Permit Holder giving an indication that the final report will be reviewed and approved by the Certification Manager and then forwarded to the nominated Management representative.  8. Replaced – “Update the planning calendar accordingly” with “Update the planning if required in the customers data pack and CMA CS planning and M/Report”  Replaced – “evaluation pack” with PROC (C/E) 5 – Data Pack
3	6 July 2021	C van Zyl	C van Zyl	H Cockcroft	The Record required (Ref) were updated to reflect all the latest documents.  Added - During a pandemic clients will be requested to forward test records till such time that an auditor will be allowed to go out to site and witness physical test.  Added - This can be in any form just to give a proper feedback to clients.
4	1 Aug 2024	C van Zyl	C van Zyl	H Cockcroft	Added - CMA CS record the attendees in the data pack by means of their email addresses. No physical attendance register. Confirmation that the


					<p>information and the people present will be in the form of the signing of the data pack.</p> <p>Added -</p> <p>In the case of cement, select a sample at random and prepare it in accordance with SANS 196 Part 7. CMA CS will not have its own work instruction but will follow the guidance of the specified specification. The auditor needs to have the relevant specification on site with him. The cement products are a compulsory specification and needs to be done in accordance with the required specifications.</p> <p>The cement specification requires that six (6) samples per year needs to be taken from the product lines that are certified by CMA CS. This samples will be taken from the client whereby the client will submit the sample for full compliance testing and CMA CS will submit a sample for full compliance testing.</p> <p>The samples collected by CMA CS will be identified by any means and it will be in such a manner that the client id will not be known by the testing facility.</p> <p>The samples taken will be entered onto the audit report as well as the sampling register.</p> <p>A retainer sample will be left at the client should a sample fail, be disputed or a meaning full difference in results are noted. The dispute sample will then be in play and the sample splitting as per SANS 196 Part 7 will apply and the process above mentioned will be re done.</p> <p>Once testing was conducted and the test results become available to CMA CS it needs to be forwarded to the client as soon as possible as for them to do their auto controls.</p> <p>Added - Sample register</p> <p>Conformity report</p> <p>Added - 5 c data packs</p>
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**PROCESS FLOW – EVALUATION**

Sequence of activities	Activity	Key elements	Record required (Ref)	Responsibility
↓	Opening meeting	Auditor to lead the meeting following the opening meeting agenda to ensure that the objective of the evaluation is clear, and the relevant representatives are available for the duration of the evaluation (as per evaluation schedule in data pack)	PROC (CE) 5a and 5b data pack	Auditor
		All differences in understanding must be discussed and resolved during the opening meeting. Any differences not resolved must be recorded in the audit report.	PROC (CE) 5a and 5b data pack	Auditor
		Ensure that all attendees sign the attendance register. <b>CMA CS record the attendees in the data pack by means of their email addresses. No physical attendance register. Confirmation that the information and the people present will be in the form of the signing of the data pack.</b>	PROC (CE) 5a and 5b data pack	Auditor
↓	MS evaluation	Evaluate the Applicant's/Permit Holder's management system against the requirements indicated in the certification agreement and any requirements specified in the relevant product standards	PROC (C/P) 4a and 4b	Auditor
		Record any non-conformities noted and request indication of acceptance of each non-conformity by person responsible for the process	PROC (CE) 5a and 5b data pack	Auditor
↓	Production evaluation	Evaluate the production facility for suitability and capability (including production equipment).	PROC (C/P) 4a and 4b as well as PROC (CE) 5a, 5b and 5c data pack	Auditor
		Evaluate production controls	PROC (C/P) 4a and 4b as well as PROC (CE) 5a, 5b and 5c data pack	Auditor
		Evaluate competence of personnel performing production and quality functions	PROC (C/P) 4a and 4b as well as PROC (CE) 5a, 5b and 5c data pack	Auditor
		Evaluate production reporting lines and response to production issues  In the case of cement, the auditor needs to evaluate the records as prescribed in EN 197 part 1 and 2 as well as any other cement specifications. As audits are done on a sample basis CMA CS needs to ensure that all relevant test results were evaluated over a one (1) year period. A conformity test report needs to be submitted on an annual basis	PROC (C/P) 4a and 4b as well as PROC (CE) 5a, 5b and 5c data pack	Auditor
		Record any non-conformities observed and request indication of acceptance of each non-conformity by person responsible for the process	PROC (CE) 5a and 5b data pack	Auditor
↓	Product evaluation	Select product sample for testing	PROC (C/P) 4a and 4b as well as PROC (CE) 5a, 5b	Auditor

Sequence of activities	Activity	Key elements	Record required (Ref)	Responsibility
			and 5c data pack	
		Testing will be done either by client and witnessed by the auditor, or the auditor at the production facility, or at an independent testing facility and witnessed by an auditor. Clients can also send test records to CMA CS on days selected by Auditor. During a pandemic clients will be requested to forward test records till such time that an auditor will be allowed to go out to site and witness physical test.	PROC (C/P) 4a and 4b as well as PROC (CE) 5a, 5b and 5c data pack	Auditor
		<p>Witness test setup for products other than cement</p> <p>In the case of cement, select a sample at random and prepare it in accordance with SANS 196 Part 7. CMA CS will not have its own work instruction but will follow the guidance of the specified specification. The auditor needs to have the relevant specification on site with him. The cement products are a compulsory specification and needs to be done in accordance with the required specifications.</p> <p>The cement specification requires that six (6) samples per year needs to be taken from the product lines that are certified by CMA CS. This samples will be taken from the client whereby the client will submit the sample for full compliance testing and CMA CS will submit a sample for full compliance testing.</p> <p>The samples collected by CMA CS will be identified by any means and it will be in such a manner that the client id will not be known by the testing facility.</p> <p>The samples taken will be entered onto the audit report as well as the sampling register.</p> <p>A retainer sample will be left at the client should a sample fail, be disputed or a meaning full difference in results are noted. The dispute sample will then be in play and the sample splitting as per SANS 196 Part 7 will apply and the process above mentioned will be re done.</p> <p>Once testing was conducted and the test results become available to CMA CS it needs to be forwarded to the client as soon as possible as for them to do their auto controls.</p>	<p>PROC (C/P) 4a and 4b as well as PROC (CE) 5a, 5b and 5c data pack</p> <p>Sample register</p> <p>Conformity report</p>	Auditor
		Verify calibration status of all test equipment/apparatus	PROC (C/P) 4a and 4b as well as PROC (CE) 5a, 5b and 5c data pack	Auditor
		Verify competency records of testing personnel	PROC (C/P) 4a and 4b as well as PROC (CE) 5a, 5b and 5c data pack	Auditor
		Witness test process on selected product	PROC (C/P) 4a and 4b as well as PROC (CE) 5a, 5b and 5c data pack	Auditor
		Verify all test calculations (if applicable)	PROC (C/P) 4a and 4b as well as PROC	Auditor

Sequence of activities	Activity	Key elements	Record required (Ref)	Responsibility
			(CE) 5a, 5b and 5c data pack	
		Record verification on evaluation report	PROC (C/P) 4a and 4b as well as PROC (CE) 5a, 5b and 5c data pack	Auditor
		Record any non-conformities noted during the testing and request indication of acceptance of each non-conformity by person responsible for the process	PROC (CE) 5a and 5b data pack	Auditor
↓	Auditor review and preparation for closing meeting	Compile draft evaluation report for presentation to applicant/Permit Holder. This can be in any form just to give proper feedback to clients.	PROC (CE) 5a and 5b data pack	Auditor
		Ensure that any non-conformities have been accepted by and request indication of acceptance of each non-conformity by person/s responsible for the process	PROC (CE) 5a and 5b data pack	Auditor
		Review evaluation records to ensure that all are fully complete	PROC (C/P) 4a and 4b as well as PROC (CE) 5a, 5b and 5c data pack	Auditor
↓	Closing meeting	Auditor to lead the meeting following the closing meeting agenda to ensure that relevant information regarding the evaluation and subsequent certification activities are clearly understood by the Applicant/Permit Holder.	PROC (CE) 5a and 5b data pack	Auditor
		All differences in understanding that may have arisen during the evaluation must be discussed and resolved during the closing meeting. Any differences not resolved must be recorded in the audit report.	PROC (CE) 5a and 5b data pack	Auditor
		Present any non-conformities recorded during the evaluation to the Applicant /Permit Holder giving an indication of the requirements and time frame for submission of evidence to address the non-conformities. Ensure that copies of any non-conformities are handed to the Management Representative before end of closing meeting	PROC (CE) 5a and 5b data pack	Auditor
		Ensure that all attendees sign the attendance register	PROC (CE) 5a and 5b data pack	Auditor
↓	Prepare evaluation records for review	Prepare evaluation pack of documents, ensuring that all the required records are complete and correct.	PROC (CE) 5a and 5b data pack	Auditor
		Upload the PROC (CE) 5a and 5b and 5c data pack as required to the CMA Certification server or hand over (physical or via email) electronic copy of the PROC (CE) 5a and 5b and 5c data pack to the General Manager or other authorized personnel for upload	(PROC (CE) 5a and 5b data pack	Auditor
		Advise the General Manager or other authorized personnel that the evaluation pack has been uploaded for review	EMAIL or any other method	Auditor
		Update the planning if required in the customers data pack and CMA CS planning and M/Report.	PROC (CE) 5a and 5b data pack and CMA CS MS Annexure 15 -Planning	General Manager or other authorized personnel

Sequence of activities	Activity	Key elements	Record required (Ref)	Responsibility
			and M/Report	
	Review and report approval	Review the evaluation pack and supporting documentation for completeness and correctness, if any deviation is noted the General Manager or other authorized personnel will advise the Auditor accordingly to make the necessary corrections.	PROC (CE) 5a and 5b data pack	General Manager or other authorized personnel
		If all evaluation records are complete and correct approved the PROC (CE) 5a and 5b and 5c data pack will be forwarded to the Applicant/Permit Holder Management Representative	EMAIL or any other method	General Manager or other authorized personnel
		Update the planning if required in the customers data pack and CMA CS MS Annexure 15 - planning and M/Report	PROC (CE) 5a and 5b data pack and CMA CS MS Annexure 15 -Planning and M/Report	General Manager or other authorized personnel
		<b>Note – If the PROC (CE) 5a and 5b as well as 5 c data packs is relevant to issue, amendment suspension, withdrawal, cancellation, or reissue of the Permit the process flow for certification decision must be followed</b>		