



RECORD OF AMENDMENTS TO PROCESS FLOW – CERTIFICATION DECISION


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	16 Nov 2016	C van Zyl	C van Zyl	F. Minnaar	<p>Changed recommendation receipt with “and independent service provider”</p> <p>Changed Review and report approval with “Independent service provider to review the evaluation pack and supporting documentation for completeness and correctness.</p> <p>If any deviation is noted, independent service provider will advise the GM of CMACS which will then inform the Auditor that conducted the evaluation accordingly to make the necessary corrections. The following items must be reviewed in detail by independent service provider”</p> <p>As well as “The Approval auditor of independent service provider submit a recommendation to the CEO of CMA CS for final adjudication of the permit”</p> <p>The Approval auditor of independent service provider submit a recommendation to the CEO of CMA CS for final adjudication of the permit.</p>
2	9 Jan 2017	C van Zyl	C van Zyl	F. Minnaar	Added record of amendments to procedure
3	1 June 2017	C van Zyl	C van Zyl	F. Minnaar	<p>Changed the changes back on rev 3 to what it was in revision 0. Removed the following: and independent service provider as well as Independent service provider to review the evaluation pack and supporting documentation for completeness and correctness.</p> <p>If any deviation is noted, independent service provider will advise the GM of CMACS which will then inform the Auditor that conducted the evaluation accordingly to make the necessary corrections. The following items must be reviewed in detail by independent service provider:</p> <p>Also, The Approval auditor of independent service provider submit a Recommendation to the CEO of CMA CS for final adjudication of the permit.</p> <p>The reason why it was removed was due to the high cost implication the certification body</p>
4	9 Sept 2019	C van Zyl	C van Zyl	H Cockcroft	<p>1. Renamed – Administrator to General Manager or other authorized personnel</p> <p>2. Added in - or any other suitable means</p>

					<p>3. Removed and replaced with - Evaluation schedule. Attendance register. Opening and closing meeting agenda. Evaluation report. Evaluation trail forms (If utilized). This is replaced with PROC (C/E) 5 – Data Pack</p> <p>4. Removed and replaced with – “will schedule the review on the Certification Manager’s calendar task manager” and replaced with “will inform the Director by any means and it will be the responsibility of the Director to schedule and conduct the approvals board function as soon as possible as this function is under his control”</p> <p>5. Removed and replaced with – “Complete the approval checklist and update the Permit Holder register accordingly” and replaced with “Update the Permit Holder register accordingly”.</p>
5	6 July 2021	C van Zyl	C van Zyl	H Cockcroft	<p>Added - General Manager</p> <p>Added - (For Product Certification) and the GM for (Management Systems)</p> <p>Corrected Record required (Ref) to reflect correct document numbers</p>
6	1 Aug 2024	C van Zyl	C van Zyl	H Cockcroft	<p>Added in 5c for the cement report</p>

PROCESS FLOW – CERTIFICATION DECISION

Sequence of activities	Activity	Key elements	Record required (Ref)	Responsibility
	Recommendation receipt	The allocated Auditor will prepare the evaluation pack and upload the documentation to the client’s folder on the CMA Certification server and could advise the General Manager / Director or other authorized personnel by email or any other suitable means that the upload is complete or will email/handover the documentation to the General Manager or other authorized personnel for uploading. The documentation shall include (but not limited to) the following: <ul style="list-style-type: none"> • PROC (C/E) 5a, 5b and 5c – Data Pack • Certification agreement (New Permit Holder or if amended for current Permit Holder). • Non-conformities recorded (If applicable), including clearance evidence submitted by the Permit Holder or as recorded during on-site clearance evaluation. • Any relevant additional documentation utilized during the evaluation. 	Email	General Manager or another authorized personnel/ Auditor
		Once the PROC (C/E) 5a, 5b and 5c – Data Pack of documentation has been uploaded, the General Manager or other authorized personnel will inform the Director (For Product Certification) and the GM for (Management Systems) by any means, and it will be the responsibility of the Director or GM to schedule and conduct the approvals board function as soon as possible as this function is under his control	Email, Phone call, WhatsApp, SMS	Auditor
	Review and report approval	The following items must be reviewed in detail by the approvals board. <ul style="list-style-type: none"> • A complete evaluation was conducted. • Evaluation report contains all data required. • Evaluation was conducted by competent Auditor. • The product evaluation (witness testing or submitted test reports) indicates full conformity with all requirements of the SANS Specification. • The certification agreement has been signed by both parties (If applicable). If all evaluation records are complete and correct approve the evaluation report and recommendation for certification and forward the evaluation report to the Applicant/Permit Holder Management Representative. Further forward an email to the Applicant/Permit Holder Management Representative advising that the permit has been approved. Update the Permit Holder register accordingly. Upload records of review/approval to Permit Holder folder on the CMA Certification server. If submission is relevant to suspension, withdrawal and cancellation of a permit, the Permit Holder register shall be updated accordingly and the link to the permit removed from the Directory of certified Permit Holder on the CMA website	PROC (C/E) 4a and 4b,5a and b PROC (C/P) 4a and 4b Email	General Manager or other authorized personnel
		Update the planning calendar accordingly to include future surveillance activities for the certification period of validity (3 years)	PROC (C/E) 5a, 5b and 5c – Data Pack and CMA CS Annexure 15 Planning and M/Report	General Manager or other authorized personnel

CMA Certification

Sequence of activities	Activity	Key elements	Record required (Ref)	Responsibility
		Update the database of certified Permit Holders accordingly	MS ANNEXURE 18 - CMACS Mark Holders Register & Web review	General Manager or other authorized personnel
	Issue of Permit to apply CMA Certification Mark	Make necessary arrangement for printing of permit Review final permit document for correctness Print and approve (signature) final (original) permit Deliver original permit to Permit Holder by registered post, courier, collection, or hand over Upload copy of permit to the CMA Certification server and link to website Directory of certified Permit Holder	M/S (Annexure 6a and 6b) (Template)	General Manager or other authorized personnel