"START"
GO TO SANAS WEBSITE

Register User Account under "User" Tab

Once registered go to Login

Complete User Profile Section

Hover over "Accreditation" & Apply for Accreditation

Complete Legal Entity Registration (NR only)

Accept General Acceptance Form

Once completed, click on Legal Entity Name

Complete Legal Entity Information Section

Capture Application Personnel

Capture Application Scopes

Upload Documents

Accept Declaration & Submit Application

AM to review Application and may request any additional information from client

AM Identifies Team Leader who will be responsible for the Document Review

Quote for Document Review and Application Fee is prepared

SANAS Finance Issues invoice for Application & Document Review

Once Applicant receives the quote and accepts it, SANAS sends the Quality Manual to Team Leader to review

SANAS Finance sends the Quote to the Client via the Electronic Communications Module

Team leader conducts Document Review and submits report with recommendation to SANAS Accreditation Manager

Applicant pays for the Application Fee and Document Review

SANAS Accreditation Manager checks Document Review Report

Applicant Receives Document Review Report via the Electronic Communications Module

If required Applicant must submit Corrective Actions to SANAS

SANAS Accreditation Manager prepares a quote for pre-assessment or Initial Assessment which is then sent to the Applicant by SANAS Finance via the Electronic Communications

Applicant to Accept Quotation

SANAS Issues Quote for Assessment

Client to accept quote by signing and faxing/ emailing it back to SANAS Finance

SANAS Finance issues invoice to Applicant via Electronic Commnications

Applicant pays Assessment Fee

Once Payment is received SANAS Accreditation Manager can schedule Assessment

IS VALID ?

Applicant Rejects Assessors ?

YES

Provides Reason for Rejection

IS NOT VALID ?

SANAS checks validity of reasoning

NO

Applicant Logs into User Portal and checks communication as well as well as Assigned Assessment Team

SANAS Accreditation Manager assigns Assessment Team Electronically and sends out an Electronic Communication to Applicant

Applicant Accepts Assessment Team

SANAS Accreditation Manager notifies Assessment Team via Electronic Communications of Electronic Acceptance of Assessment

Assessors Log into the Assessor Portal after viewing Electronic Communication and Accept the Assessment

Assessors Log into the Assessor Portal after viewing Electronic Communication and Accept the Assessment

Once SANAS Accreditation Manager has prepared Assessment Documentation & relevant tasks & electronic access for Assessors, onsite Assessment may commence

Assessors Capture Non-conformances Electronically on Assessor Portal during Assessment

Non-Conformances are issues to Applicant for Acknowledgement

Applicant electronically acknowlegdes non-conformance

At Assessment Close-out Non-conformances are graded and issued to Applicant alongside the F04

Applicant completes corrective actions for non-conformances

Non-Conformances are submitted for clearence

SANAS assigns tasks to Assessors to clear Non-Conformances

Assessors review corrective actions

Request further evidence ?

NO

YES

Assessment is closed out

SANAS Approval Committee review Scopes & Assessment Information

SANAS contacts client to submit further evidence

Applicant submits further evidence to clear the Non-conformances

Upon Accreditation being granted to client, SANAS generates Certificate of Accreditation

Certificate is signed and a copy is sent to client alongside electronic schedule of Accreditation

SANAS publishes information to website inclusive of Certificate and CAB information is made available as well as electronic schedule

"END OF PROCESS"