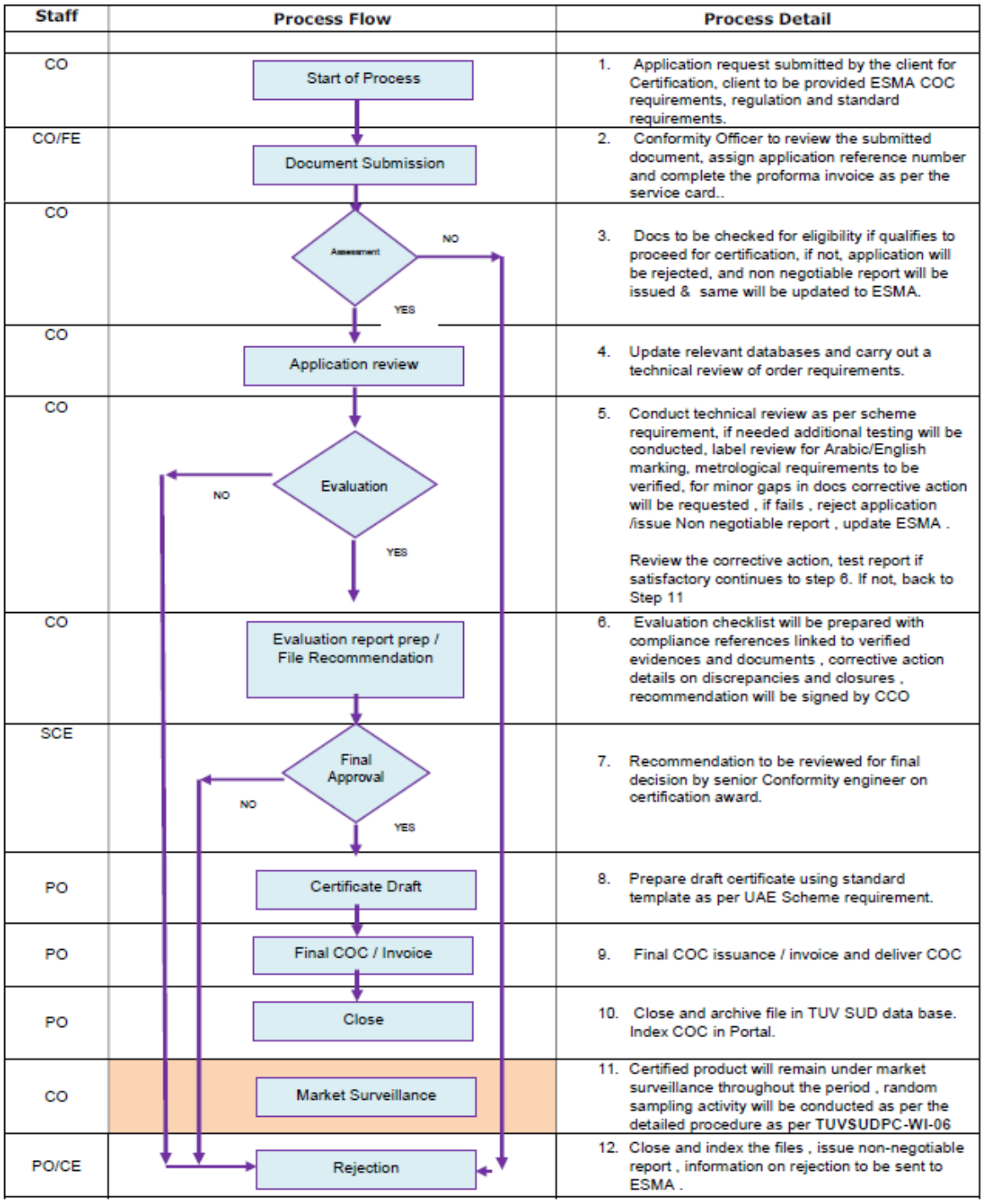
Prepared by:	Reviewed by:	Approved by:
Eng. Ghassan M. Ramadan - Quality Manager	**Eng. Yasir Ali** **Manager- PS**	**Eng. Shaheer Marath** **Regional manager- PS**

ECAS Certification Process Flow Chart

Add value.
Inspire trust.

Revision History

SL #	Rev.	Date	Change Made by	Reason for change	Content of Change
1	0	30-10-2026	Dept	Introduction	New Document


Staff
Process Flow
Process Detail
CO
Start of Process
1. Application request submitted by the client for Certification, client to be provided ESMA COC requirements, regulation and standard requirements.
CO/FE
Document Submission
2. Conformity Officer to review the submitted document, assign application reference number and complete the proforma invoice as per the service card..
CO
Assessment
NO
YES
3. Docs to be checked for eligibility if qualifies to proceed for certification, if not, application will be rejected, and non negotiable report will be issued & same will be updated to ESMA.
CO
Application review
4. Update relevant databases and carry out a technical review of order requirements.
CO
Evaluation
NO
YES
5. Conduct technical review as per scheme requirement, if needed additional testing will be conducted, label review for Arabic/English marking, metrological requirements to be verified, for minor gaps in docs corrective action will be requested , if fails , reject application /issue Non negotiable report , update ESMA .
Review the corrective action, test report if satisfactory continues to step 6. If not, back to Step 11
CO
Evaluation report prep / File Recommendation
6. Evaluation 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 CCO
SCE
Final Approval
NO
YES
7. Recommendation to be reviewed for final decision by senior Conformity engineer on certification award.
PO
Certificate Draft
8. Prepare draft certificate using standard template as per UAE Scheme requirement.
PO
Final COC / Invoice
9. Final COC issuance / invoice and deliver COC
PO
Close
10. Close and archive file in TUV SUD data base. Index COC in Portal.
CO
Market Surveillance
11. Certified product will remain under market surveillance throughout the period , random sampling activity will be conducted as per the detailed procedure as per TUVSUDPC-WI-06
PO/CE
Rejection
12. Close and index the files , issue non-negotiable report , information on rejection to be sent to ESMA .

Terms Used
CO/CE: Certification Centre Officer (Conformity Engineer) Evaluator
SCE: Senior Conformity Engineer Review & Approval
FO: Finance Officer
PO: Processing Unit Officer
COC: Certificate of Conformity