

Certification Process Flow Chart – TÜV SÜD MIDDLE EAST LLC - Notified Body For ESMA APPLICATIONS (ECAS Module B)

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	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	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	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 .

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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