



Guide To Applicants for Product Certification – System 3

	TEST LABORATORY	LICENCE HOLDER	SAI Global	ACTIVITY	WHO	HOW	RESULT	COMMENTS/NOTES
EVENT 1		Product Review ↓ List Products	LIAISON Relevant Product Standards	Product Review	Licence Holder and/or the authorised representative	Review products requiring certification. Identify appropriate standard or specification. Check that the product complies with all the requirements. Construct technical specification and instructions.	Products for Certification and relevant standard identified.	A Licence Holder can be a separate entity from the Manufacturer. As part of the Certification process testing performed in only SAI Global recognised Laboratories is necessary.
EVENT 2		Review ↓ Application	LIAISON Review Terms & Conditions for Certification, Assessment Services & Trademark Licence – QGD17	Review of Commercial Terms	Licence Holder and/or the authorised representative	Commercial discussion with SAI Global including quotation for services.	Understanding of Terms & Conditions and applicable fees.	Quotations are normally valid for 1 month. If an Application does not progress to Certification after 12 months, it will be cancelled unless otherwise agreed by SAI Global.
EVENT 3		Application ↓ Proposed Type Test Plan	Process	Application	Licence Holder and/or the authorised representative	Complete the application form and forward with technical specifications to SAI Global with the application fee. By signing the application form the Licence Holder agrees to the Terms & Conditions for Certification, Assessment Services & Trademark Licence – QGD17.	SAI Global allocates a Client Manager, acknowledges application and sends relevant documents including the PCP, Technical Schedule (if applicable), Rules governing the Scheme and Online Product Database submission template.	
EVENT 4		Proposed Type Test Plan ↔ Review and Respond	Review and Respond	Test Schedule	SAI Global	SAI Global provides a list of recognised laboratories and initiates sample selection from stabilised production. Testing conducted in accordance with Test Schedule Guidelines for Product Certification Testing.	Agreed list of products to be tested. Agreed test plan.	Test laboratory is to ensure all test schedule work has been satisfactorily addressed. The test laboratory must contact SAI Global where a discrepancy is observed i.e. the appliance or component has a feature, which they believe, is not adequately addressed by the test schedule.
	Sample Tested	Forward samples for testing	Arrange selection of test samples	Product Testing	SAI Global Recognised Laboratory			SAI Global notifies applicant on report assessment findings and provides details on corrective actions necessary to progress certification.
	Test Report	Evaluate Test Report		Test Report Review		Test laboratory provides SAI Global with a full and complete test report for assessment. SAI Global notifies applicant of any corrective actions required to progress the project		
EVENT 5		Corrective Actions ↓ Marking Proposal	Post Audit Assessment & Reviews	Post Audit Review	SAI Global, Recognised Laboratory and Licence Holder	Carry out corrective actions to address any adverse findings in the product testing. Submit marking proposal for the certified products with appropriate diagrams/drawings for SAI Global approval.	Written acceptance by SAI Global of corrective action and marking proposal.	
EVENT 6		Commence Marking	Issue Licence	Issue Certificate	SAI Global and Licence Holder	SAI Global completes certification documentation, issues certificate with details of product covered under licence and invoices for any outstanding fees.	Congratulations! Licence granted. Commence marking of certified products.	
EVENT 7		Licence Maintenance		Maintain Licence	SAI Global and Licence Holder	Licensee notifies SAI Global of any changes in the product, process or materials that could affect compliance of the product. SAI Global conducts regular product audits.	Surveillance audit report and licence updates as applicable.	

DEFINITIONS: PCP: Product Compliance Program focusing on the manufactured product and its conformity with the nominated Standard.

Technical Schedule: SAI Global document which compliments PCP by detailing specific certification requirements for particular standards or groups.