

1. General Process		
Description	Responsible person/s	Action (if applicable)
Enquiry	▶ Calibration Laboratory Inspector Anyone in TA	▶ <ul style="list-style-type: none"> <li>• Send out application forms</li> <li>• Send out credit application form</li> <li>• Send out submission requirements and TA-Process info</li> </ul>
▼		
Submission	▶ TA-Administration officer	▶ <ul style="list-style-type: none"> <li>• Register Project</li> <li>• Compile Pack containing all required documents including contract review/project report</li> </ul>
▼		
Hand over to TA-Administration	▶ TA-Administration officer	▶
▼		

2. Financial Process		
Description	Responsible person/s	Action (if applicable)
Enquiry	▶ TA-Administration officer	▶ <ul style="list-style-type: none"> <li>• Enquire from Finance Dept: <ul style="list-style-type: none"> <li>• Is the submitter registered as a supplier.</li> <li>if yes, is the submitters account up to date(paid), no bad debt?</li> <li>if no, submit credit clearance application to finance</li> </ul> </li> </ul>
▼		
Submission	▶ TA-Administration officer	▶ <ul style="list-style-type: none"> <li>• Submit credit clearance application</li> <li>• Wait for result of credit clearance</li> </ul>
▼		
Hand over to Calibration Lab Inspector	▶ TA-Manager	▶ <ul style="list-style-type: none"> <li>• Discuss requirements and process with all required documents filed</li> </ul>
▼		

3. Technical Process		
Description	Responsible person/s	Action (if applicable)
Document Checklist ▼	▶ Calibration Lab Inspector	▶ • Validate if documents/equipment submitted are adequate
Quotation ▼	▶ Calibration Lab Inspector	▶ • Issue quotation to submitter
Receive Order ▼	▶ Calibration Lab Inspector	Update contract review/project report
TA-Analysis-Plan & Review- ▼	▶ Calibration Lab Inspector	▶ • Complete/Update TA-Analysis
Evaluation: ▼	▶ Calibration Lab Inspector	▶ • Do evaluation of instrument according to submission and TA-Analysis
	▶ Calibration Lab Inspector	▶ <b>Preliminary Assessment</b> Checklists
	▶ Calibration Lab Inspector	▶ <b>Durability Tests: Three months period</b> Initial Efficiency Testing Final Efficiency Testing
	▶ Calibration Lab Inspector	▶ <b>Laboratory Testing, if applicable</b>

## LM-Type Approval: Evaluation of Measurement Standards General Process

4. Admin Process						
Description	Responsible person/s	Action (if applicable)				
<p><b>Compile Reports</b></p> <p style="text-align: center;">▼</p>	▶ Calibration Lab Inspector	▶ <ul style="list-style-type: none"> <li>• Test Report</li> <li>• Pattern Description</li> <li>• Letter of Authority</li> <li>• Presentation</li> </ul>				
<p><b>Letter, PD and Test report to TA-Manager</b></p> <p style="text-align: center;">▼</p>	▶ TA-Manager	▶ <ul style="list-style-type: none"> <li>• Validate Letter of Authority PD and Test report</li> <li>• <i>Only documents with a valid TA Manager signature are valid if no signature documents are not allowed to be distributed</i></li> </ul>				
<p><b>Approvals Committee Meeting</b></p> <p style="text-align: center;">▼</p>	▶ Calibration Lab Inspector	▶ <ul style="list-style-type: none"> <li>• Do presentation</li> <li>• GM to sign Letter of Authority</li> </ul>				
<p><b>Issue PD+ Letter of Authority</b></p> <p style="text-align: center;">▼</p>	▶ Calibration Lab Inspector	▶ <ul style="list-style-type: none"> <li>• Send electronic: Assessment form (to be returned by submitter), and Letter of Authority, PD and Test Report (where required) in Pdf format to submitter.</li> <li>• Send electronic Letter of Authority, PD in Pdf format to LM offices.</li> <li>• Send electronic Letter of Authority, PD in MS Word format to TA-Manager for database.</li> <li>• Close out filing: electronic + hard copy</li> </ul>				
<p><b>Issue invoice</b></p> <p style="text-align: center;">▼</p>	▶ Calibration Lab Inspector	▶ <ul style="list-style-type: none"> <li>• Complete Project Report</li> <li>• Take Project Report to Finance for invoicing within 5 working days from signing of certificate.</li> <li>• Return copy of Project Report and/or copy of invoice(where applicable) from Finance.</li> </ul>				
<p><b>Close project</b></p>	▶ <table border="1"> <tr> <td>Calibration Lab Inspector</td> </tr> <tr> <td>TA-Administration officer</td> </tr> </table>	Calibration Lab Inspector	TA-Administration officer	▶ <table border="1"> <tr> <td>• Complete TA-Analysis</td> </tr> <tr> <td>• Close/update project on TA Analysis-Master List</td> </tr> </table>	• Complete TA-Analysis	• Close/update project on TA Analysis-Master List
Calibration Lab Inspector						
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Standard Project Turn-around time: 120 days