

1. General Process		
Description	Responsible person/s	Action (if applicable)
Enquiry ▼	▶ 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-Manager	▶ <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 responsible TA-Administration	▶ TA-Administration officer	▶ <ul style="list-style-type: none"> <li>• Discuss requirements and process</li> </ul>

2. Financial Process		
Description	Responsible person/s	Action (if applicable)
Enquiry ▼	▶ TA-Administration officer	▶ <ul style="list-style-type: none"> <li>• Enquire from Regulatory finance: <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 responsible TA-Technologist	▶ 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	▶ TA-Technologist	▶ <ul style="list-style-type: none"> <li>Update TA-Analysis - Plan &amp; Review</li> <li>Validate if documents/equipment submitted are adequate</li> </ul>
▼		
Quotation	▶ TA-Technologist	▶ <ul style="list-style-type: none"> <li>Issue quotation to submitter</li> </ul>
▼		
Receive Order	▶ TA-Technologist	Update contract review/project report
▼		
TA-Analysis-Plan & Review-	▶ TA-Technologist	▶ <ul style="list-style-type: none"> <li>Complete/Update TA-Analysis - Plan &amp; Review</li> </ul>
▼		
Evaluation:	▶ TA-Technologist	▶ <ul style="list-style-type: none"> <li>Do evaluation of instrument according to submission and TA-Analysis - Plan &amp; Review</li> </ul>
	▶ TA-Technologist	▶ <b>Preliminary Assessment Checklist</b>
	▶ TA-Technologist	▶ <b>Durability Tests: Three months period</b> Initial Efficiency Testing Final Efficiency Testing
	▶ TA-Technologist	▶ <b>Laboratory Testing</b> Influence Factor tests Disturbance tests
▼		

**LM-Type Approval: Type Evaluation Section  
General Process**

4. Admin Process		
Description	Responsible person/s	Action (if applicable)
<p><b>Compile Reports</b></p> <p style="text-align: center;">▼</p>	▶ TA-Technologist	▶ <ul style="list-style-type: none"> <li>• Test Report</li> <li>• Pattern Description</li> <li>• Certificate</li> <li>• Presentation</li> </ul>
<p><b>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 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>	▶ TA-Technologist	▶ <ul style="list-style-type: none"> <li>• Do presentation</li> <li>• GM to sign TA-Certificate</li> </ul>
<p><b>Issue PD+ Certificate</b></p> <p style="text-align: center;">▼</p>	▶ TA-Technologist	▶ <ul style="list-style-type: none"> <li>• Send electronic: TA Assessment form (to be returned by submitter), and PD, Certificate and Test Report (where required) in Pdf format to submitter.</li> <li>• Send electronic PD in Pdf format to LM offices.</li> <li>• Send electronic PD in MS Word format to TA-Manager for database.</li> <li>• Close out filing: electronic + hard copy</li> <li>• All the above within 5 working days from signing of certificate</li> </ul>
<p><b>Issue invoice</b></p> <p style="text-align: center;">▼</p>	▶ TA-Technologist	▶ <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) to TA-Manager within 3 working days from receiving it from Finance.</li> </ul>
<p><b>Close project</b></p>	▶ TA-Technologist ▶ TA Manager	▶ <ul style="list-style-type: none"> <li>• Complete TA-Analysis - Plan &amp; Review</li> <li>• Close/update project on TA Analysis-Master List within 3 working days of receiving Invoice/Project report.</li> </ul>