

PROPOSED SCHEDULE OF EVENTS

CERTIFICATION			
PARTICULARS REGARDING THE APPLICANT			
Full name of organization			
Trade name, if applicable			
Address of the principal (main) base where functions will be conducted, include address of		Postal address	
		Postal code	
Secondary Base if applicable. Do not use Post office Box			

Proposed Schedule of Events		Start or Submission Date	Revised Start Date
I PRE-APPLICATION PHASE			
A.	Initial Orientation: Inspector		
1.	Receive applicant's letter of intent		
B.	Certification Team Designated		
	<i>Note: Information Provided by the CAA at Pre-Application Meeting</i>		
	Name	Speciality	
PM			
C.	Attend Pre-application Meeting		
1.	Discuss overview of Certification Process		
2.	Receive Certification Information Package containing:		
a.	Regulation & Technical Standards extracts		
b.	Manual of Procedure (TGM)		
c.	Statement of Compliance		
d.	Application for Manufacturing Organisation Approval Form		
e.	Safety Management System Manual (TGM)		
f.	Proposed Schedule of events		
g.	PMPS		

Proposed Schedule of Events				Start or Submission Date	Revised Start Date
3.	Formal application submissions explained by the Certification Team				
a.	Submission of completed PMPS & Application Form with proof of payment				
b.	Review Impact if Schedule of events not met				
II FORMAL APPLICATION PHASE					
A.	Review Applicant Submission				
	1.	Formal Application Meeting (if needed)			
		Date	Time		
	a.	Discuss each Submission			
	b.	Resolve Discrepancies/Open Items			
	c.	Review Schedule of events			
	2.	Formal Application Attachments			
	a.	Proposed Schedule of events (completed)			
	b.	Statement of Compliance			
	c.	Organisation Manuals			
	d.	<ul style="list-style-type: none"> ❖ Manual of procedure ❖ Quality Manual ❖ Training Programme 			
	e.	Management and Key Staff qualifications/resumes			
	f.	SACAA Product Approval / Suitable Agreement from holder of a Product Approval.			
	g.	Certificate of company registration			
	h.	A completed capability list			
	i.	Copies of sub-contractors agreements			
B.	Receive Letter Accepting/Rejecting Application				
III DOCUMENT EVALUATION PHASE					
A.	Applicable Training Programs Evaluation				
	1.	Training Curricula			
	a.	Company Procedures Indoctrination			
	b.	Safety Management System			
	c.	Recurrent Training			
B.	Management Qualifications Evaluation				
1.	Accountable Manager				
2.	Alternate Responsible Person:				
3.	Quality Manager/s				
4.	Others				

Proposed Schedule of Events		Start or Submission Date	Revised Start Date
C.	Manual of Procedure & Quality Manual		
IV DEMONSTRATION & INSPECTION PHASE			
A.	Evaluation of Organisational Processes		
	1. Manufacturing Process		
	2. Quality System & Safety Management Systems		
B.	Procedures & policies		
C.	Facility, tools & equipments, etc		
V CERTIFICATION PHASE			
A.	Manufacturing Certificate & Terms of Approval presented.		
B.	Review Certification Temp File		
	1. Temp file consists of:		
	a. Formal Application Letter		
	b. Final Statement of Compliance		
	c. Copy of Terms of Approval		
	d. Copy of Certificate		
	e. Audit report		
	f. Response from client		
	g. Second invoice & payment		
	2. Certificate distributed to applicant		
C.	Post Certification Surveillance Program Developed and Implemented by the SACAA		
	1. Update Database		
	2. Schedule surveillance Inspection		
SIGNATURE OF APPLICANT		NAME IN BLOCK LETTERS	DATE
SIGNATURE OF SACAA PROJECT LEADER		NAME IN BLOCK LETTERS	DATE