



STANDARD OPERATING PROCEDURE

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Procedure for Application and Contract

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(P03)

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Amendment		Sec No	Page No.	Issue No.	Date	Rev .No	Date	Amendment Details
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APPROVED BY:
(Chief Executive Officer) **Date:**

**1.0. Purpose:**

This procedure is developed to ensure that:

- Quotation and Contract are prepared based on accurate information
- Quotations and Contract are processed in a timely manner and followed up

Also, this procedure described the preparation of quotation and Contract for potential Examiners To document, establish, implement and maintain a procedure for handling enquiry, and reviewing application, preparing quotation and Contract in line with requirements of ISO/IEC 17024:2012 and other applicable international standards for bodies operating certification of persons.

2.0 Scope:

This procedure is applicable to all enquiries & applications received from the Examiners for bodies operating certification of persons against all Trainings within the scope of application. This procedure applies to all Persons.

3.0. Responsibility:

- CEO
- Certification Manager

4.0 Procedure:**4.1 Application**

4.1.1. All the enquiries (application) received either verbal or in writing are communicated to the Planning Section Head and the applicants are then requested to provide necessary information in the prescribed form, Application Form General (FP03-01) This information enables Accent Technical Service (ATS) planning personnel to establish minimum the following:

- (a) Identifying correctly if Examiner is applicable to get the Exam to be Certified
- (b) General features of the applicant Examiner including its name, address and his Training Courses at relevant standards as applicable to ATS specific Certification of Persons.
- (c) General information about the applicant's activities, human and technical resources, functions and relationship in the context of a larger corporation if applicable.
- (d) Standard(s) or other requirements for which the Examiner is seeking certification.

4.1.2 Accent Technical Service (ATS) shall make the following documents publicly accessible on Accent Technical Service (ATS) website

- (a) Rules & regulation for certification (PD-02)



4.2 Application Review

4.2.1 On receipt of the application, the scheme manager reviews the application (**FP3-01**) and the supplementary information provided to ensure that:

- (a) The information provided is sufficient for the conduct of the Exam
- (b) There is clear common of understanding between Accent Technical Service (ATS) and the applicant in matters related the certification
- (c) Accent Technical Service (ATS) has the competence and ability to perform the certification activities as requested by the Examiner

4.2.1.1. Following the review of the application the planning section head shall either accept or decline the application for Examination. When Accent Technical Service (ATS declines the application for Examination as a result of the review of application, the reasons for declining an application shall be documented and made clear to the Examiner

4.2.3 Based on the review if any conflict of interest is apparent, Accent Technical Service (ATS) shall take appropriate action to eliminate the threat to impartiality as defined in analysis of conflict of interest If the threat to impartiality cannot be eliminated Accent Technical Service (ATS) shall refuse to certify the Examiner.

4.3 Quotation and Contract

4.3.1 Based on the review of the application as above if Accent Technical Service (ATS) decided that it has the ability to perform the Examination, a quotation and Contract is prepared in the prescribed format, **FP03-02** and sent to the Examiner for his approval along with the following documents stated in section 4.1.2 of this procedure. The quotation and Contract have one cost; which is a fixed registration fee including royalty cost. These rates are reviewed and decided by managing director once in six months.

4.3.2 On receipt of the accepted quotation, it is reviewed again to confirm that there are no changes made by the applicant in the quotation and Contract. In case of any difference the same is resolved with the applicant and accordingly a revised quotation and Contract is sent

4.3.3 On acceptance of the quotation and Contract by the applicant Accent Technical Service (ATS) and the Customer They Sign on **FP03-02** quotation and Contract

This offer will be treated as a business contract after the mutual agreement of the parties. Without a written statement from one of the parties, the validity of the contract will be preserved.

Written statements will be evaluated by the company and/or ATS Only after mutual agreement, the contract can lose validity.

4.3.4 The validity period of the contract is 3 years. Whereas the pass rate is 70%, and if the Examiner didn't pass the rate, the examiner is allowed to Re-Exam again (once) without administrative fees. In the case of Re-Exam within three months, 25 % will be paid, and if the Re-Exam is postponed for more than 3 months, all the Fees will be Paid again.



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5.0 Records -

- (a) FP03-01 Application and Application Review Form
- (b) FP03-02 Quotation and Contract form