

Version Date	01.12.2020	Product Certification Application	
Document Code	SAAED-P-08-F-002		
Version Number	00		

To be filled by client			
Type of client	<input type="checkbox"/>	New client	<input type="checkbox"/>
		Existing client	
Request for	<input type="checkbox"/>	Initial product/service certification	<input type="checkbox"/>
		Removal of product/service from the present certification	
	<input type="checkbox"/>	Extending the certification	<input type="checkbox"/>
		Renewal certification	
Information of applicant			
Name of applicant			
Address of applicant			
Name and function of the person acting as contact and authorized to sign on behalf of the applicant			
Business address and contact details			
Role of applicant organization (manufacturer, designer, distributor, agent, etc.)			
E mail			
Information of Repairer			
Name of Repairer			
Place(s) (physical address(es)) of repairer of the product/service(s)			
Name and title of person responsible for product/service/service quality			
Business address and contact details			
E mail			

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We hereby declare that the information given above is true as per best of my knowledge and we are bound to follow the Rules of Certification and all other terms and conditions given in this contract as well as use of certificate and marks (SAAED-P-18-F-001). We also hereby agreed to return the certificate in case, it is decided to withdraw due to any reason. We are bound to timely completion of announced surveillance. However, we also agree on unannounced surveillance any time by SAAED.

Name, designation, and signature of the authorized person with seal

To be reviewed by Certification Manager and above		
1.0 Capability review		
Sl. No.	Points reviewed	Status
1.	Is the product/service requested for certification, is in the scope of accreditation?	
2.	Do we have capability and resources to meet the client requirements?	
3.	Is appropriate standard selected for product/service under certification?	
4.	Does the certification scheme cover the reference standards referred by client?	
5.	Is the required inspection as a part of certification, is in the scope of client?	

To be reviewed by Certification Manager and above	
2.0 Assignment of evaluator man-days for the certification	
Description	Man day
Product/service document review	
Onsite evaluation days	

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Office review days					
Any special briefing to the evaluator for the guideline documents					
3.0 Numbers of evaluation days					
Stage 1, Document review	Stage 2, Evaluation	Surveillance		Total Man days	
		Days per visit	Visit frequency		
4.0 Overall review comment					
Status of agreement					
5.0 Tentative plan for execution					
Description of activities			Tentative plan agreed with client		
Product/service document review					
Onsite evaluation					

Reviewed on:	Reviewed and agreed by <div style="text-align: right;">Certification Manager / Top Management</div>
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