The Lab (Asia) Ltd.

TLAC Product / Management System Certification Flow 認證流程

Flow 流程	Client 客戶	The Lab (Asia) Ltd. Certification TLAC 認證方	Remarks 附註
.Enquiry 查詢	Call or Email Inquiry 來電或電郵查詢	Provide introductory information & TLAC Terms and Conditions of Services to client (if necessary) 向客戶提供介紹信息 (如有必要給予 TLAC 服務條款和條件)	Initial communication 初部交流
Application 申請	*Fill and return Application Form & other relevant information 填寫及交回認證申請表及其他有關資料	Review the application & arrange a preliminary visit if necessary 申請評審及安排初步探訪-如需要	*The Client shall first provide the Business Registration/ Certificate of Incorporation 客戶應先提供商業登記證/公司註冊證書 /營業許可證
	Accept quotation terms & pay application fee 接受報價單及繳交申請費用	Issue quotation if the application is accepted 如果申請被接受，則發出報價單	
Assessment of Certification Readiness 認證準備情況評估	Provide the documents according to the Document List, e.g. Quality Manual & Production Procedures 根據文件清單提供相關文件 - 例如質量手冊及生產程序	Preliminary document review 初步文件審查	The audited area refers to the audit plan 根據審核計劃審核
	Stage 1 Audit 第一階段審核		
	Satisfactory result is seen in Stage 1 Audit 第一階段審核結果滿意		
Planning and Assessment for Certification 認證規劃與評估	Planning Stage 2 Audit 規劃階段 2 審核		1. The audited area refers to the audit plan 2. The Client shall handle the NC within the timeframe as required by the product scheme 1. 根據審核計劃審核 2. 客戶應在產品方案要求的時間內處理不符合項
	Stage 2 Audit 第二階段審核		
	Non-conformities (NC) identified? 發現了不符合項？		
	Yes 是		No 否
	Take actions to handle and eliminate the NC 採取行動處理和消除不符合項		
Certificate Issuance 證書頒發	Are the actions reviewed to see they are properly launched? 是否審視了這些跟進行動以確保它們已適當地執行？	Yes 是	Recommendation for Certification 建議發證
	No 否		
		Decision of Granting Certification Made 作出授予認證的決定	
Maintaining Certification 維護認證	Surveillance Audits at intervals according to Product Scheme requirement 根據產品認證計劃要求定期進行監督		3-year Certification Cycle 3 年認證週期
	Re-certification Audit conducted before Certificate Expiry 證書到期前進行再認證覆審		

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