



## COraA Certification Process

	Application	Initial Review	Inspection	Report	Review	Decision	Certification	
Operator	Submits signed certification request form	Pays application fee Submits application pack and all the relevant documents	Facilitates inspection		Comments or confirms and signs off the report	Pays certification fee and travel costs		May appeal against certification decision
Duration (max.)	7 days	30 days	1-7 days	5 days	14 days	30 days	5 days	30 days
Client Manager (CM)	Responds with applicable application pack and quotation	Issues invoice and receipt for the payment --- Reviews and provides feedback for complete submission --- Assigns inspector		Sends copy of inspection report and receipts	Submits report to Certification Officer	Issues receipt for payment --- Receives certification decision	Issues Certificate or informs operator if certification is conditional or decision is negative	
Duration (max.)				15 days				
Inspector		Schedules inspection with operator	Conducts inspection	Submits inspection report and receipts of additional travel costs				
Duration (max.)						20 days		
Certification Officer					Reviews inspection report and all the relevant documents	Certification decision		

\*Number of days expresses the number of anticipated working days