



**Certification Request  
Process Map  
RA02  
Rev. B - 09/11/2018**

Request Certification

Requester

Identify Models and Countries. Complete RA001 or Outlook Form and Forward to Regulatory Affairs Specialist

Request Form RA001 or Outlook Form

Regulatory Affairs  
Preliminary Review

Certification Already Exists

Regulatory Affairs  
Provide a Copy of the Certification to the Requestor

Engineering Certification Team  
Engineering Review

No New Certification

End

Regulatory Affairs  
Update Certification Spreadsheet with status of request.

Regulatory Affairs  
Request for Quote. Note: Use contact name from facility where model will be produced.

Regulatory Affairs  
Quote Received forwarded to Responsible Sales/Product Manager for Approval

Regulatory Affairs  
Expense Calculation forwarded to Responsible Sales/Product Manager for approval

Engineering Certification Team  
Expense Calculation for Updates, if any (RA to quote if needed)

Engineering Certification Team  
Review Rejected Request for Disposition

RA/Engineering  
Creates/Updates Supporting Documentation thru Established Processes

Regulatory Affairs  
Processes Documents and Certifications, as Required

Engineering Certification Team  
Review Rejected Request for Disposition

Regulatory Affairs  
Prepare Purchase Requisition.

Engineering  
Eng. Prepares Samples and/or Documents for Agency, as required

RA/Engineering  
Receive Final Reports and Certifications. Review for accuracy and proper factory location.

Regulatory Affairs  
Update Certification Spreadsheet with status of request.

Regulatory Affairs  
Provide copy of Certificates to Requestor. Finalize RA001 Paperwork

Regulatory Affairs  
Store an electronic copy of the Request

End

CE Only Path

CE Marking Required?

Follow RA1004 using EN039 (or other appropriate documentation).

End

User Guide, RA1004

Request Form RA001 or Outlook e-mail