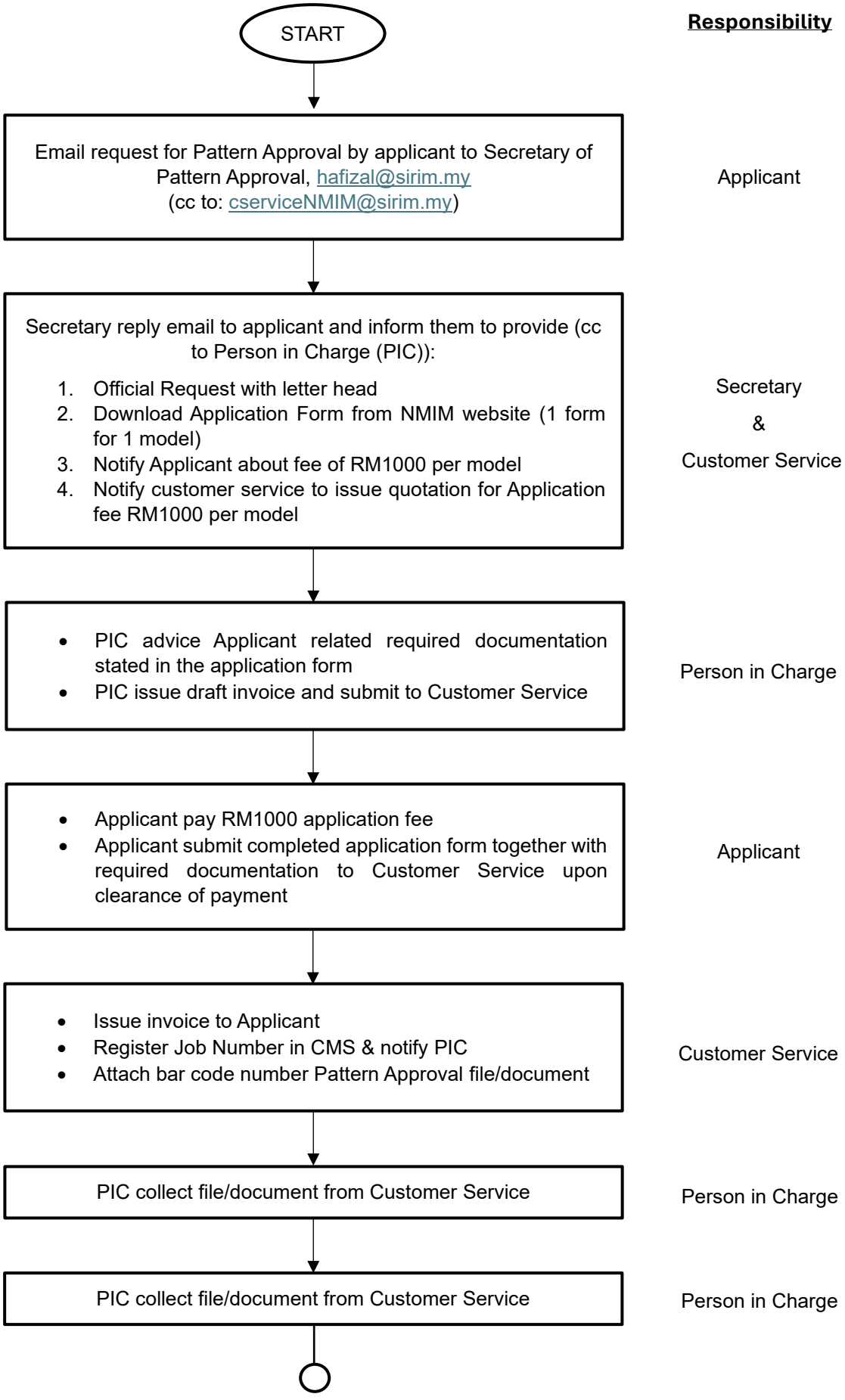
Pattern Approval Process Flow



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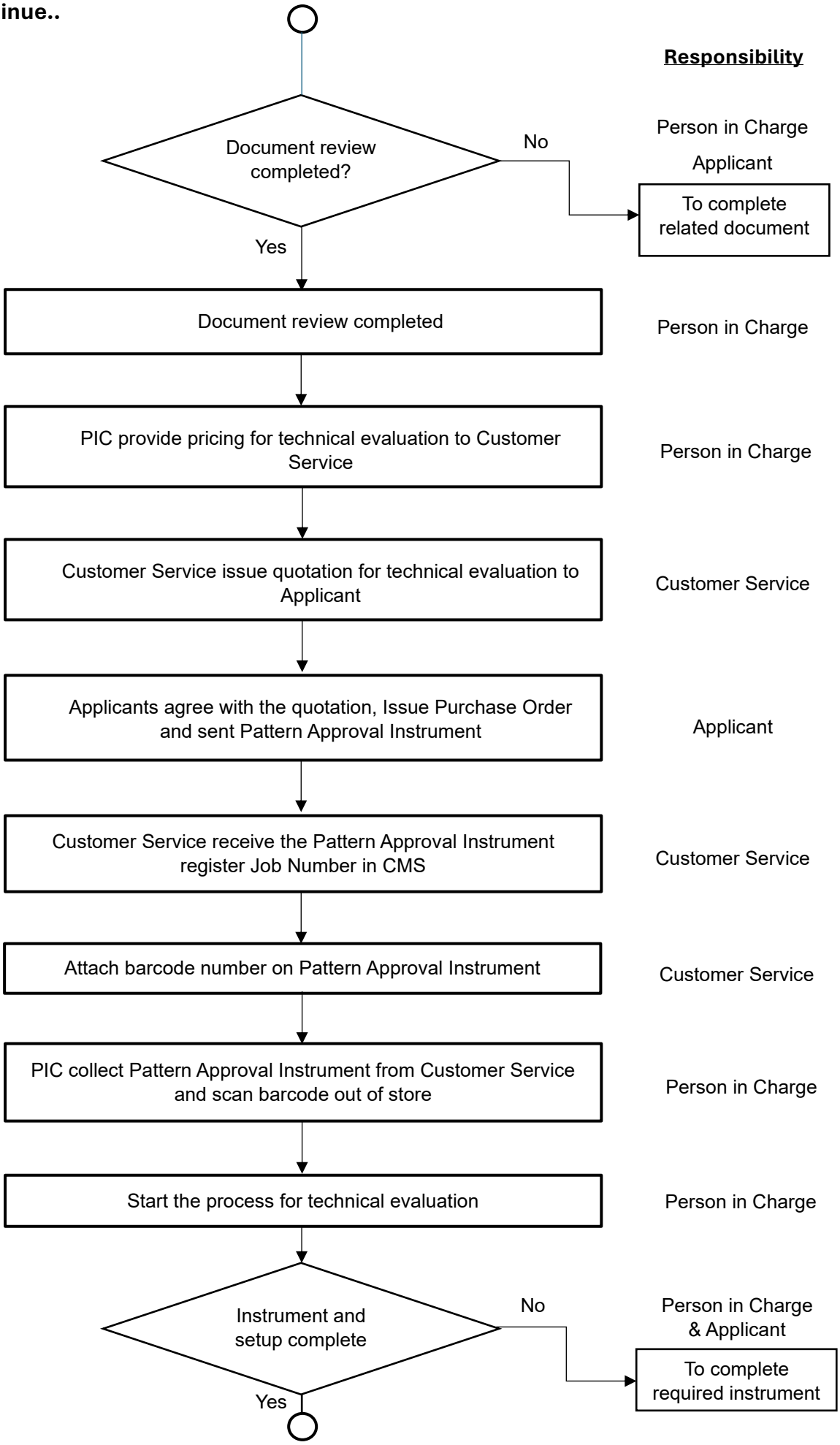
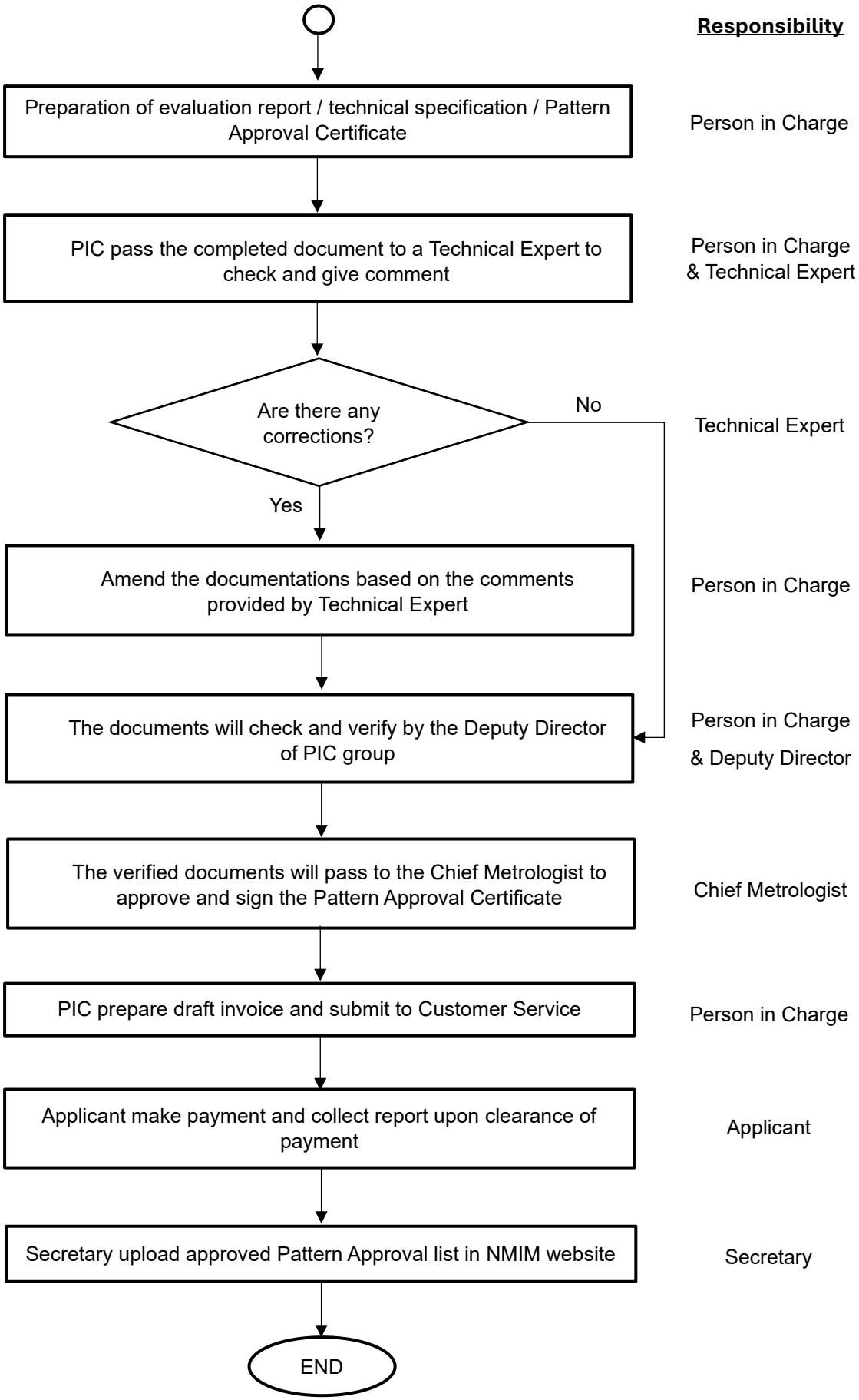

Responsibility
Document review completed?
Person in Charge
No
Applicant
To complete related document
Yes
Document review completed
Person in Charge
PIC provide pricing for technical evaluation to Customer Service
Person in Charge
Customer Service issue quotation for technical evaluation to Applicant
Customer Service
Applicants agree with the quotation, Issue Purchase Order and sent Pattern Approval Instrument
Applicant
Customer Service receive the Pattern Approval Instrument register Job Number in CMS
Customer Service
Attach barcode number on Pattern Approval Instrument
Customer Service
PIC collect Pattern Approval Instrument from Customer Service and scan barcode out of store
Person in Charge
Start the process for technical evaluation
Person in Charge
Instrument and setup complete
No
Person in Charge & Applicant
To complete required instrument
Yes

continue..


Responsibility
Preparation of evaluation report / technical specification / Pattern Approval Certificate
Person in Charge
PIC pass the completed document to a Technical Expert to check and give comment
Person in Charge & Technical Expert
Are there any corrections?
No
Technical Expert
Yes
Amend the documentations based on the comments provided by Technical Expert
Person in Charge
The documents will check and verify by the Deputy Director of PIC group
Person in Charge & Deputy Director
The verified documents will pass to the Chief Metrologist to approve and sign the Pattern Approval Certificate
Chief Metrologist
PIC prepare draft invoice and submit to Customer Service
Person in Charge
Applicant make payment and collect report upon clearance of payment
Applicant
Secretary upload approved Pattern Approval list in NMIM website
Secretary
END