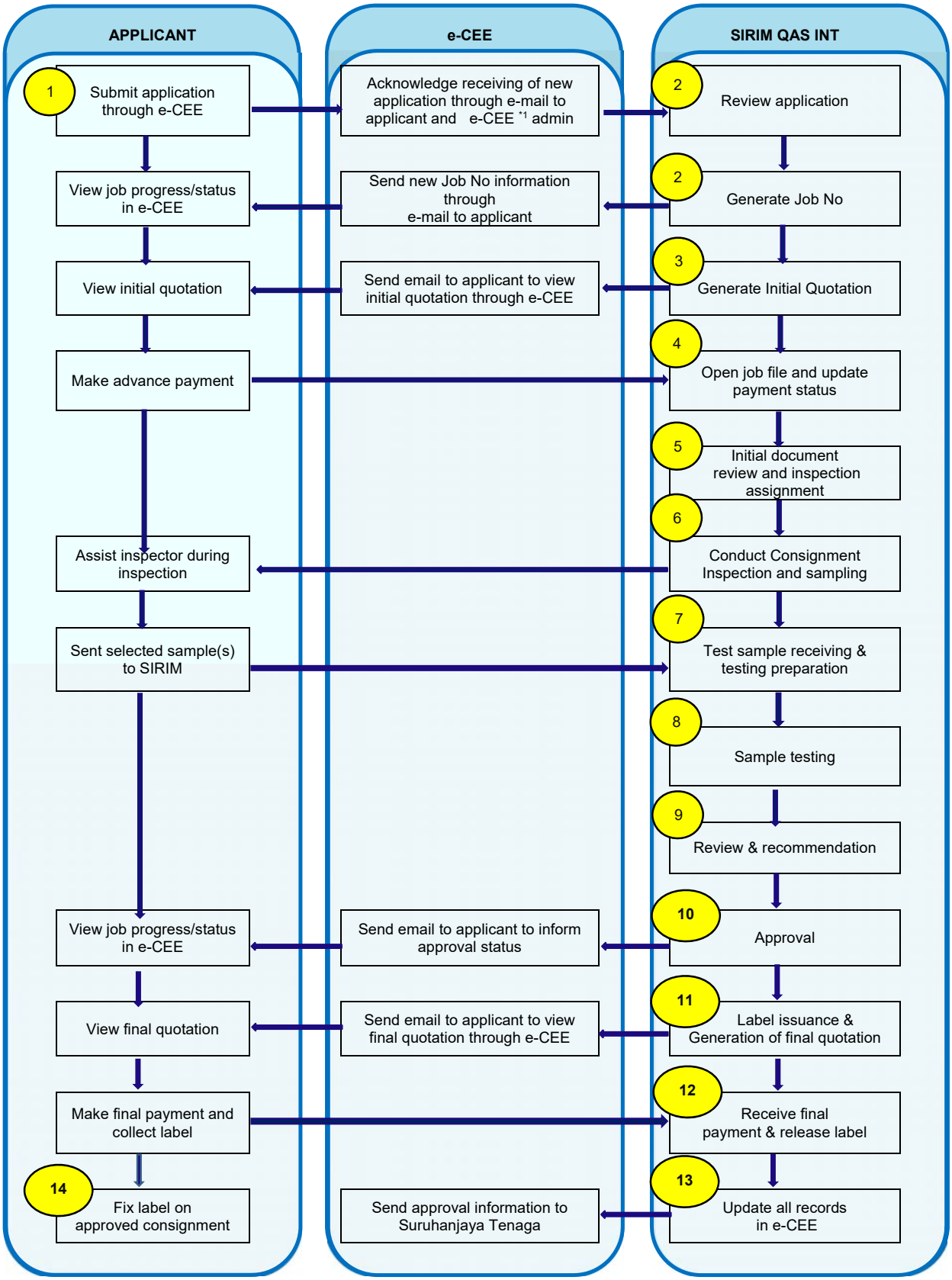
1. PROCESS FLOW



2. PROCESS DETAILS

NO	PROCESS	DESCRIPTION	RESPONSIBILITY
1	Submit application through e-CEE	1. Refer to e-CEE Client User Manual for application process. 2. Required documents (shipping documents for each consignment) i) Copy of invoice ii) Copy of bill of lading iii) Copy of approved Custom K1 form 3. e-CEE send notification on successful submission of new application to applicant	Applicant
2	Review application Generate Job No	1. Review product information and submitted document. If sufficient, generate new Job No. If not sufficient, contact applicant and request for relevant documents to be submitted. 2. e-CEE send notification to applicant to inform new Job No *2	SIRIM QAS Intl.
3	Generate Initial Quotation	1. Generate initial quotation in e-CEE. 2. e-CEE send notification to applicant to view initial quotation in e-CEE 3. Applicant make advance payment	SIRIM QAS Intl. Applicant
4	Open job file and update payment status	Open job file and update payment status in e-CEE	SIRIM QAS Intl.
5	Initial document review and inspection assignment	1. Technical Executive review application document and assign inspector for Consignment Inspection 2. Technical Executive will contact applicant if documents not sufficient or does not meeting requirements	SIRIM QAS Intl.
6	Conduct Consignment Inspection and sampling	Inspector conduct inspection at applicant's premises: i) To inspect product as describe in application documents is available ii) To inspect total stock for each consignment iii) To select sample for consignment test	SIRIM QAS Intl.
7	Test sample receiving & testing preparation	1. Applicant is responsible to send the selected sample(s) to SIRIM QAS Intl. for consignment test. 2. Prepare relevant documents for testing	Applicant SIRIM QAS Intl.
8	Sample testing	Conducts testing on test sample against the relevant standards and it full type test report. Main test i. Marking ii. Construction check	SIRIM QAS Intl.

NO	PROCESS	DESCRIPTION	RESPONSIBILITY
		iii. Critical component check iv. Insulation and Die Electric Strength test	
9	Review & recommendation	1. Technical Executive review testing result and relevant documents 2. If PASS, Technical Executive will make recommendation for label approval. 3. Technical Executive will inform applicant on any discrepancies found during testing.	SIRIM QAS Intl.
10	Approval	1. Approved Signatory review all relevant documents, inspection and testing result and make approval 2. E-CEE send approval notification to applicant	SIRIM QAS Intl.
11	Label issuance & generation of final quotation	1. Issue label 2. Prepare final quotation in e-CEE 3. e-CEE send notification to applicant to view initial quotation in e-CEE 4. Label is ready for collection	SIRIM QAS Intl.
12	Receive final payment & release label	1. Applicant make any outstanding payment and collect labels 2. Release label to applicant	SIRIM QAS Intl.
13	Update all records in e-CEE	1. Update all information in e-CEE. 2. e-CEE send all approval information to Suruhanjaya Tenaga	SIRIM QAS Intl.
14	Fix label on approved consignment	Applicant fix label on approved products based on the Terms and Conditions of Consignment Services.	Applicant

Note:

1. e-CEE is online application system for Consignment Services for Electrical and Electronics Products. It URL is http://e-cee.sirim.my
2. Applicant can view the status of their application using the new job number as reference.