




## **USER MANUAL**

### **PROJEK PERKHIDMATAN PEMBANGUNAN SISTEM E-ACC DI JABATAN STANDARD MALAYSIA (E-ACC)**

### **MODUL ACCREDITATION (ACCREDITATION APPLICATION) CONFORTMITY ASSESSMENT BODY(CAB) SAMM CT/MIBAS/MyPTP/PHLAS**


<b>NAMA AGENSI</b>	<b>:</b>	<b>JABATAN STANDARD MALAYSIA</b>
<b>NAMA AGENSI INDUK</b>	<b>:</b>	<b>KEMENTERIAN PERDAGANGAN ANTARABANGSA DAN INDUSTRI (MITI)</b>
<b>TARIKH DOKUMEN</b>	<b>:</b>	
<b>VERSI DOKUMEN</b>	<b>:</b>	

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	i

## DOCUMENT DESCRIPTION


This document is prepared to explain how to use the E - ACC system. This user manual explains the functions and step by step how to use the system completely to the users involved.

Document Information	
<b>Project Name</b>	Projek Perkhidmatan Pembangunan Sistem E – ACC Di Jabatan Standard Malaysia (JSM)
<b>Document Name</b>	User Manual
<b>Document Reference No</b>	ZANKO/E-ACC/UM/v1.0
<b>Property</b>	Zanko Sdn Bhd
<b>Document Date</b>	

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	v


## DOCUMENT CONTROL

Version History			
Version No	Version Date	Summary	Writer
0.1		Dokumen versi pertama selesai disediakan	1.
1.0	7/7/2024	Dokumen versi 1.0 selesai disediakan	1. Siti Najwa Atikah bt Nasarudin

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	vi

## CONTENT

DOCUMENT DESCRIPTION .....	i
DOCUMENT CONTROL.....	v
CONTENT .....	vi
LIST OF DIAGRAMS .....	vii
LIST OF TABLES.....	viii
ACRONYM .....	ix
CHAPTER 1: INTRODUCTION.....	11
1.1 Purpose .....	11
1.2 Contact Information.....	11
1.3 Work Flow.....	12
CHAPTER 2: SYSTEM INSTRUCTION .....	13
2.1 User Log in .....	13
2.1.1 Log in.....	13
2.1.2 Update Profile and Password.....	15
2.1.3 Forget Password.....	20
2.1.4 Log Out.....	21
2.2 Dashboard .....	21
3.1 New Application .....	22
3.1.1 New Application – CAB.....	22
3.1.2 Draft (Query).....	45
3.1.3 Acceptance of Team Leader (CAB) .....	47
3.1.3 New Application – Application Accepted .....	48
3.1.5 Log History .....	49
3.2 Application Payment .....	51
3.2.1 CAB Review (Quotation).....	52
3.2.2 CAB Review (Delivery Order) .....	55
3.2.3 CAB Review (Invoice).....	56
3.2.4 Payment .....	59

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	vii

## LIST OF DIAGRAMS

Diagram 1: New Application workflow .....	12
Diagram 2: e-ACC Portal Display .....	13
Diagram 3: Log in Display .....	14
Diagram 4: User Dashboard.....	15
Diagram 5: Incorrect User Id and Password Message Display .....	15
Diagram 6: Profile Submenu .....	16
Diagram 7: My Profile Display .....	17
Diagram 8: My Profile Page .....	18
Diagram 9: Reset Password Page .....	18
Diagram 10: Error Message Display.....	19
Diagram 11: Error Message Display.....	19
Diagram 12: Successful Message Display .....	19
Diagram 13: Log In Display .....	20
Diagram 14: Forgot Password Page .....	20
Diagram 15: Profile Submenu .....	21
Diagram 16: Dashboard Application Officer .....	21
Diagram 17: Accreditation Menu .....	22
Diagram 18: Accreditation submenu .....	22
Diagram 19: New Application List.....	23
Diagram 20: Entries .....	23
Diagram 21: Entries 1 .....	23
Diagram 22: Pagination.....	24
Diagram 23: Button New Application.....	24
Diagram 24: Scheme Selection .....	24
Diagram 25: Previous Scheme Not Complete .....	25
Diagram 26: New Application Form.....	26
Diagram 27: New Application Form - Section.....	27
Diagram 28: CAB Details .....	27
Diagram 29: CAB Details .....	28
Diagram 30: Supporting Information CAB .....	29
Diagram 31: Branch Details .....	29
Diagram 32: Table Column of Branch Details .....	30
Diagram 33: Site Details .....	30
Diagram 34: List of Key Personnel.....	31
Diagram 35: Table Column of Key Personnel .....	32
Diagram 36: Field of Accreditation Applied.....	33
Diagram 37: Branch and Site - Field of Accreditation Applied .....	35
Diagram 38: Document .....	36
Diagram 39: Document - Branch.....	36
Diagram 40: Scope of Accreditation .....	37
Diagram 41: Scope Details .....	38
Diagram 42: Nominated Signatories.....	38
Diagram 43: Nominated Signatories Updated Page .....	39
Diagram 44: Scope of Accreditation –Appendix List.....	39
Diagram 45: PT Activities.....	40
Diagram 46: Error Message .....	40



	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	viii

Diagram 47: Successful Message .....	41
Diagram 48: PT Plan.....	41
Diagram 49: PT Plan.....	42
Diagram 50: Standard Requirement Checklist .....	42
Diagram 51: Declaration .....	43
Diagram 52: Closure Section – Letter .....	43
Diagram 53: Closure Section – Agreement .....	43
Diagram 54: Closure Section – CAB .....	44
Diagram 55: Draft Query .....	45
Diagram 56: Application form- section.....	46
Diagram 57: Query Details .....	46
Diagram 58: List of applications .....	47
Diagram 59: Application form- section.....	47
Diagram 60: Team Leader Acceptance .....	48
Diagram 61: Letter .....	48
Diagram 62: Agreement .....	49
Diagram 63: Log History .....	49
Diagram 64: workflow.....	50
Diagram 65: Application Fee workflow .....	51
<i>Diagram 66: Terimaan menu.....</i>	<i>52</i>
<i>Diagram 67: Terimaan submenu.....</i>	<i>52</i>
<i>Diagram 68: Application Fee Listing.....</i>	<i>53</i>
<i>Diagram 69: Quotation Acceptance.....</i>	<i>54</i>
Diagram 70: Application Fee .....	55
Diagram 71: Delivery Order Acceptance .....	56
Diagram 72: Application fee listing .....	57
Diagram 73: Invoice acceptance .....	58
Diagram 74: Application fee listing .....	59
Diagram 75: Payment Process.....	59


## LIST OF TABLES

Table 1: Acronym Table .....	x
------------------------------	---

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	ix


## ACRONYM

ACRONYM	DESCRIPTION
JSM	Jabatan Standard Malaysia
CAB	<i>Conformity Assessment Bodies</i>
SAMM (CT)	Skim Akreditasi Makmal Malaysia ( <i>Calibration Testing</i> )
SAMM (MT)	Skim Akreditasi Makmal Malaysia ( <i>Medical Testing</i> )
ACB	<i>Accreditation of Certification Bodies</i>
MIBAS	<i>Malaysia Inspection Bodies Accreditation Scheme</i>
GLP CP	<i>Good Laboratory Practice Compliance Programme</i>
MyPTP	<i>Malaysia Proficiency Testing Provider Accreditation Scheme</i>
PHLAS	<i>Primary Healthcare Laboratory Accreditation Scheme</i>
MSDAM	Majlis Standard dan Akreditasi Malaysia
DO	<i>Delivery Order</i>
PO	<i>Purchase Order</i>
URS	<i>User Requirement Specification</i>
E- ACC	<i>E - Accreditation</i>
EOS	<i>Extension of Scope</i>
EOB	<i>Extension of Branch</i>
BI	<i>Business Intelligence</i>
ILAC MRA	<i>International Laboratory Accreditation Cooperation Mutual Recognition Arrangement</i>
IAF MLA	<i>Internasional Accreditation Forum Multilateral Recognition Arrangement</i>
AO	<i>Accreditation Officer</i>

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	x

DA	<i>Director Accreditation</i>
DG	<i>Director General</i>
LHT	Laporan Terimaan Harian
ABT	Akaun Belum Terima
PT <i>Claim</i>	Pembantu Tadbir <i>Claim</i>

*Table 1: Acronym Table*

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	11


## CHAPTER 1: INTRODUCTION

### 1.1 Purpose

This User Manual contains all the important information for users to make full use of the E - ACC system. This manual includes descriptions of system functions and capabilities, contingencies and alternative modes of operation, and step-by-step procedures for accessing the system and methods of its use.

### 1.2 Contact Information

If the user needs further assistance. Users can contact the Malaysian Standards Department.

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	12

### 1.3 Work Flow

Users can refer to the Workflow for 'New Application'

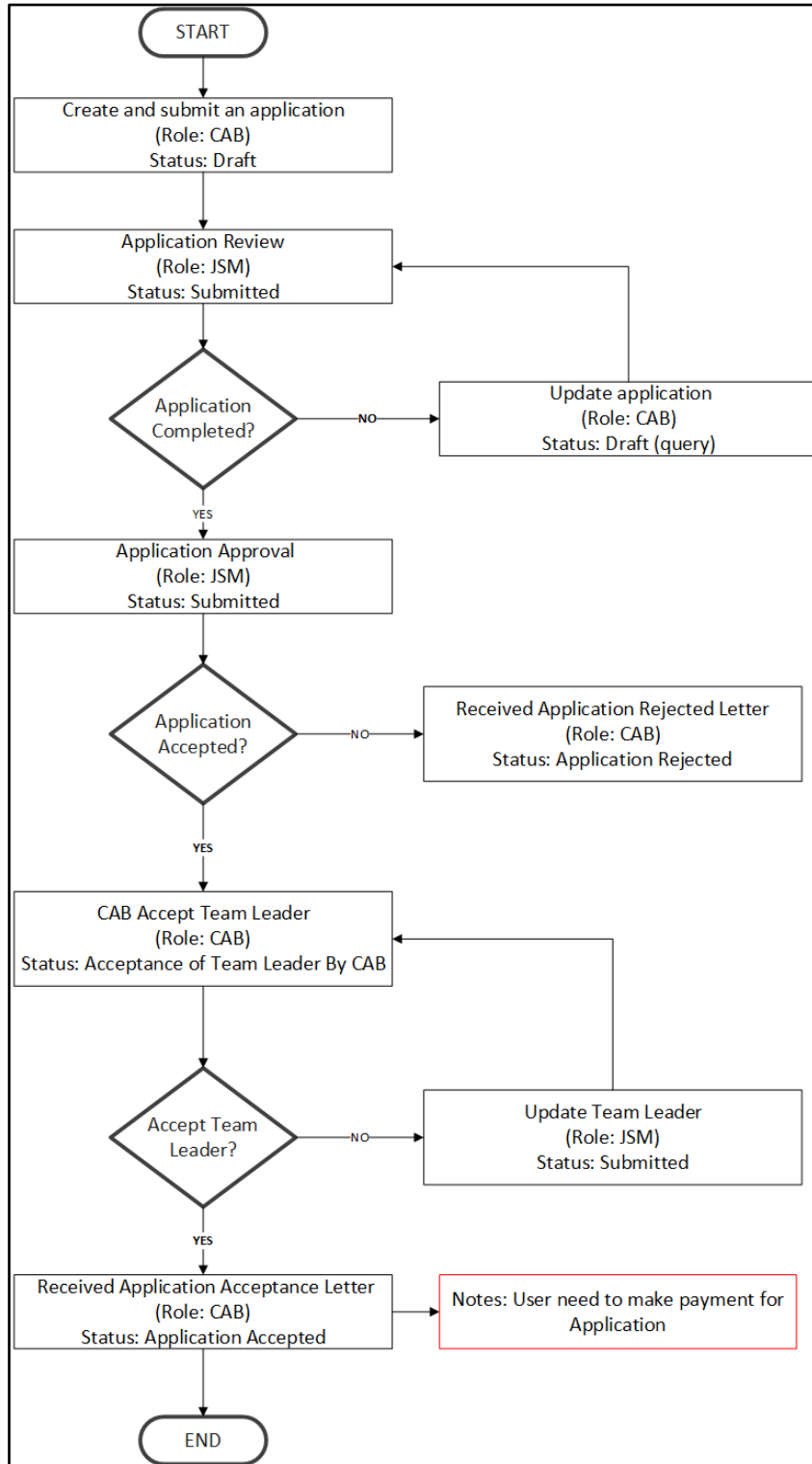



Diagram 1: New Application workflow

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	13

## CHAPTER 2: SYSTEM INSTRUCTION

### 2.1 User Log in

The e-ACC system application can be accessed through the main page () by registered users only and each user will be provided with a user ID and password. Here are the steps to activate the e-ACC System application

#### 2.1.1 Log in



1. Click  button at the top right of the e-ACC portal to log into the system.



Diagram 2: e-ACC Portal Display

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	14

2. System will show sign in page, User need to insert this item

- IC Number/Passport/Others – User need to choose sign in category.
- Login ID
- Password
- Verification

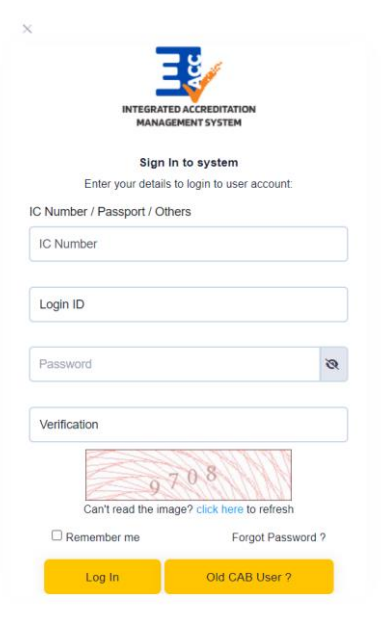




Diagram 3: Log in Display

3. Click  button and the system will display the display Dashboard if log in successful.

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	15

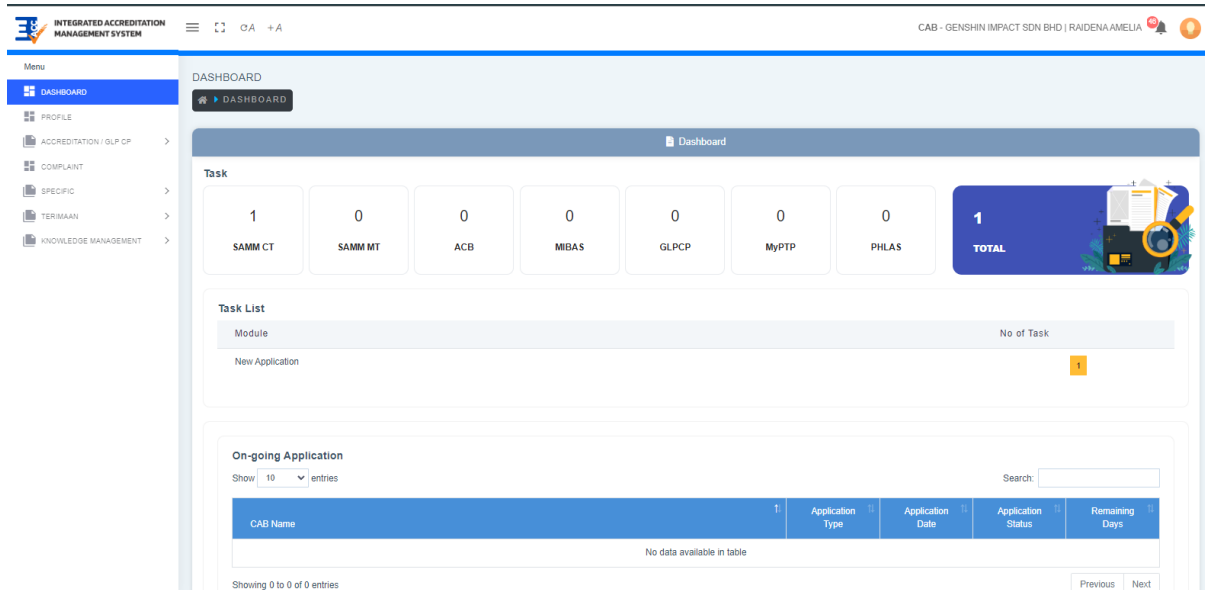


Diagram 4: User Dashboard

- If log in not successful, the system will display an error message.

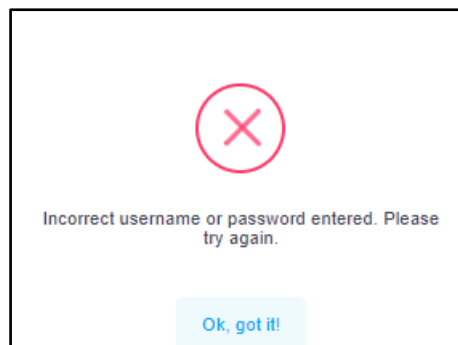




Diagram 5: Incorrect User Id and Password Message Display

- User need to re-enter id, password or verification and click  button.
- If user still cannot log in to the system. Please call system administrator.

## 2.1.2 Update Profile and Password

- Click icon at the far right of the system. The system displays Profile submenu.

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	16

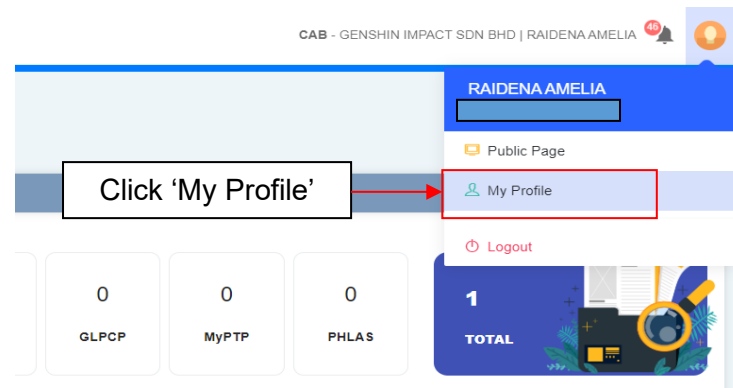

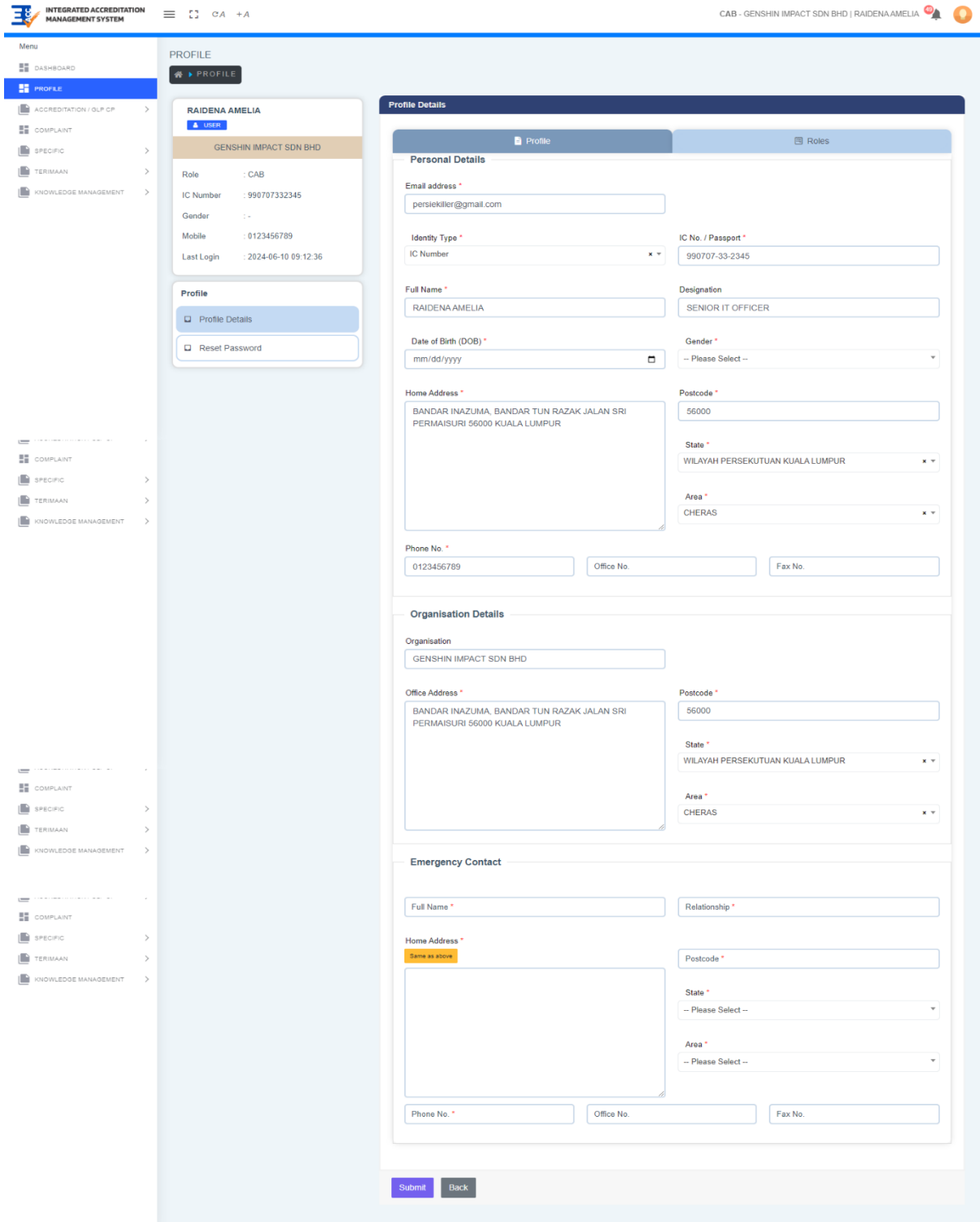


Diagram 6:Profile Submenu

2. Click 'My profile' and system will show profile update page.
  1. User can update the following information
    - Name
    - Date of Birth
    - Gender
    - Designation
    - Home Address
    - Phone No
    - Office No
    - Fax No
  2. Emergency Contact
    - Full name
    - Relationship
    - Home Address
    - Phone no
    - Office No
    - Fax No
  3. If user want to edit following information. User need to contact System Administer
    - Identity Type
    - IC no/passport
    - Email address
    - Organisation Details
  4. Click Submit button and system will update the information.


	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	17



The screenshot displays the 'My Profile' page in the IAMS. The user is RAIDENA AMELIA, with the role of SENIOR IT OFFICER at GENSHIN IMPACT SDN BHD. The page is divided into several sections: Personal Details, Organisation Details, and Emergency Contact. The Personal Details section includes fields for Email address, Identity Type, Full Name, Date of Birth, Home Address, Postcode, State, Area, Phone No., Office No., and Fax No. The Organisation Details section includes fields for Organisation, Office Address, Postcode, State, and Area. The Emergency Contact section includes fields for Full Name, Relationship, Home Address, Postcode, State, Area, Phone No., Office No., and Fax No. A 'Reset Password' button is located in the left sidebar under the 'Profile' section.

Diagram 7: My Profile Display

3. Click 'Reset Password' at My profile page. System will show Reset Password page

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	18

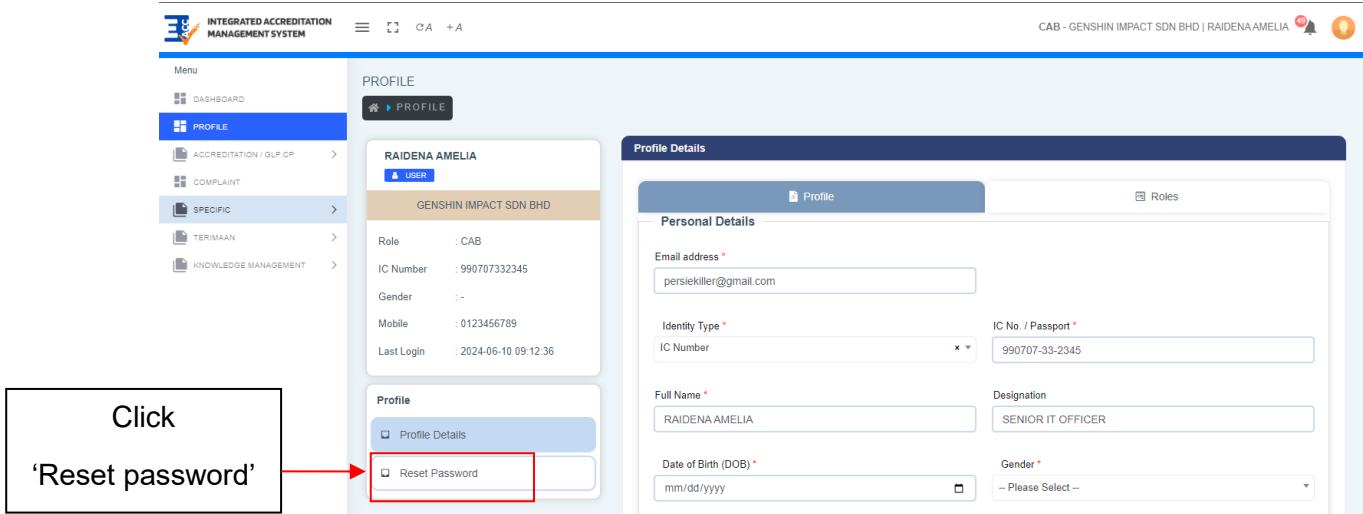


Diagram 8: My Profile Page

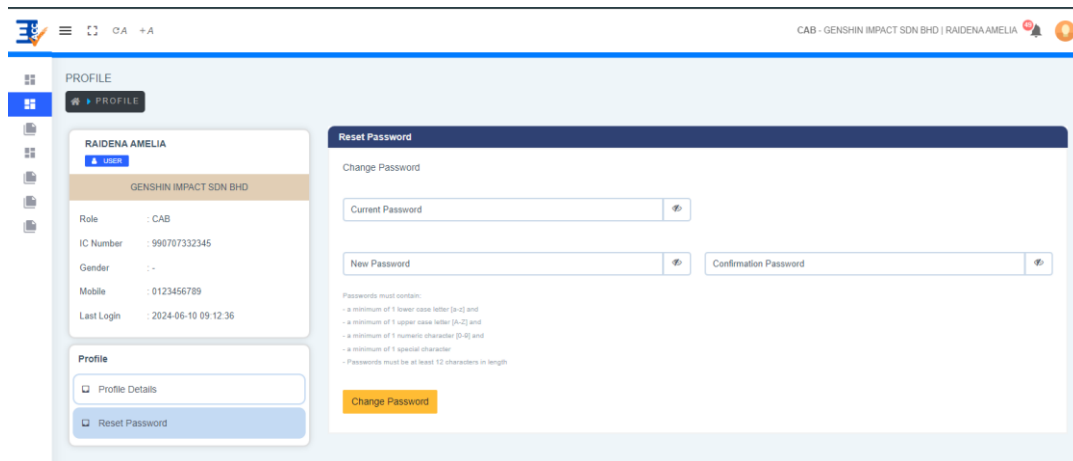



Diagram 9: Reset Password Page

- a. User can insert information
  - Current Password
  - New Password
  - Conformation Password
- b. Click **Change Password** button to update new password.
  - i. If the entered password does not meet the format, the system will display error message.

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	19

### Info

Password must be at least 12 characters and must contain at least one lower case letter, one upper case letter and one digit

OK

Diagram 10: Error Message Display

- ii. If the new password entered is not the same as the new password confirmation, the system displays an error message.

### Info

Confirmation password not matched.

OK

Diagram 11: Error Message Display


- iii. If the password is successfully updated, the system displays a notification message

### Info

Password was successfully changed.

OK

Diagram 12: Successful Message Display

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	20

## 2.1.3 Forget Password

1. Click 'Forgot Password'

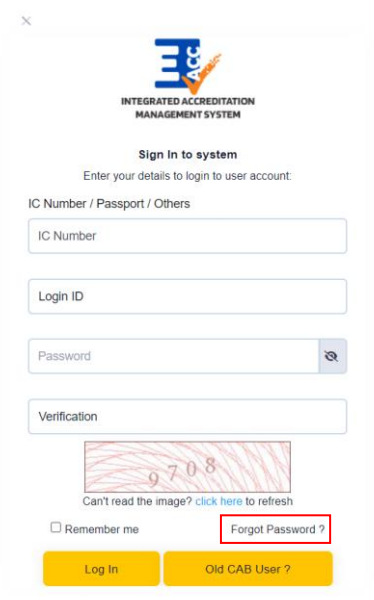


Diagram 13: Log In Display

2. System will display Forget Password Page.

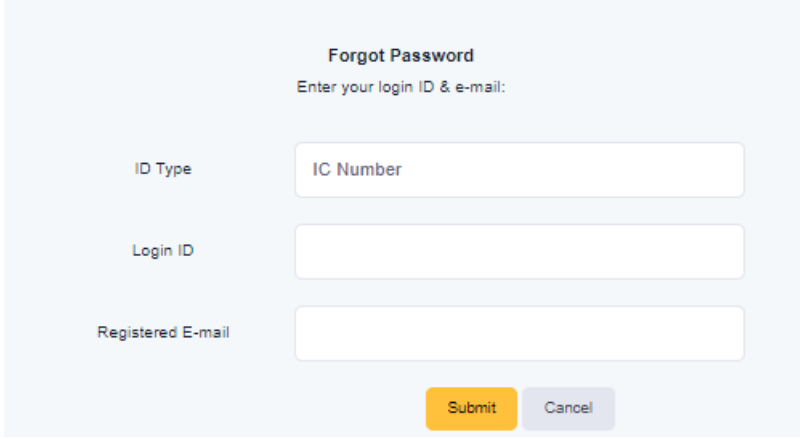



Diagram 14: Forgot Password Page

3. User need to insert
  - Login ID
  - Registered E-mail
4. Click **Submit** button and user will receive an email to update the password at the specified email address

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	21

## 2.1.4 Log Out

1. Click icon at the far right of the system. The system display Profile submenu.
2. Click 'Logout' and system will be redirect to the portal.

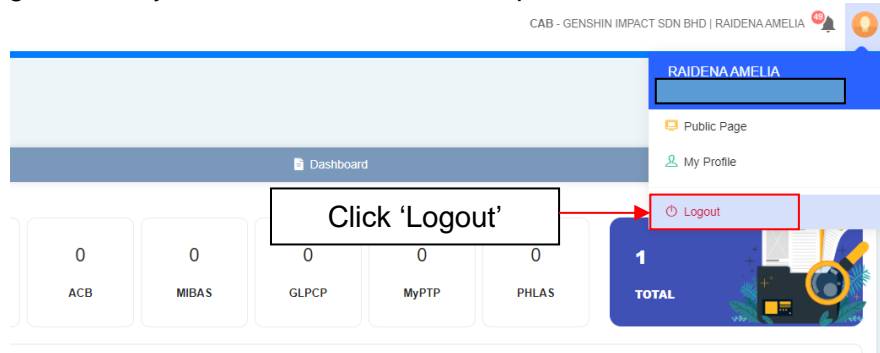


Diagram 15: Profile Submenu

## 2.2 Dashboard

1. Click menu 'Dashboard'. System will display Dashboard.
2. Dashboard will show Task List for the user.
  - On-going Application
  - Outstanding Payment

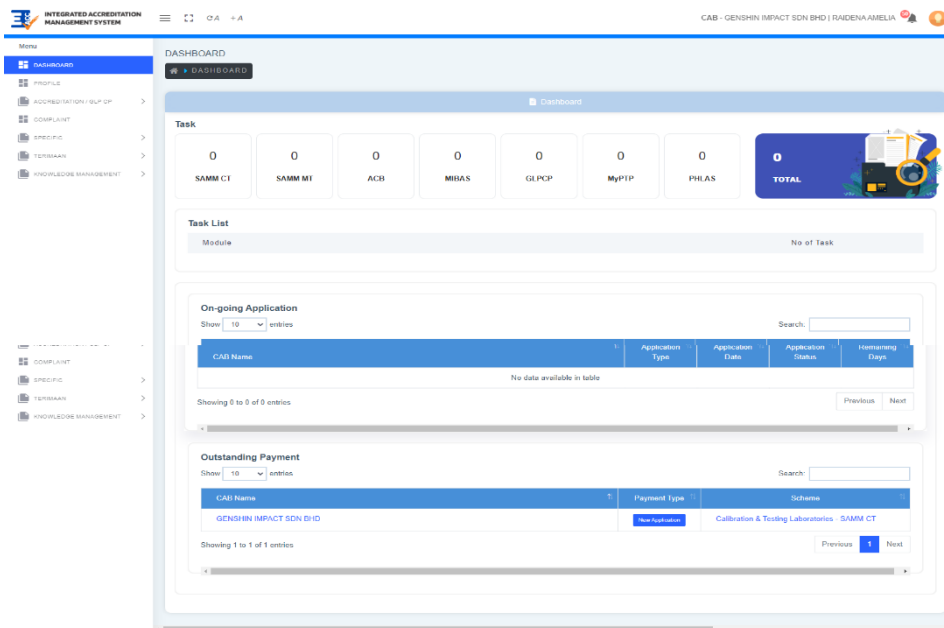



Diagram 16: Dashboard Application Officer

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	22

### 3.1 New Application

#### 3.1.1 New Application – CAB

1. Click Menu 'ACCREDITATION/GLP CP'

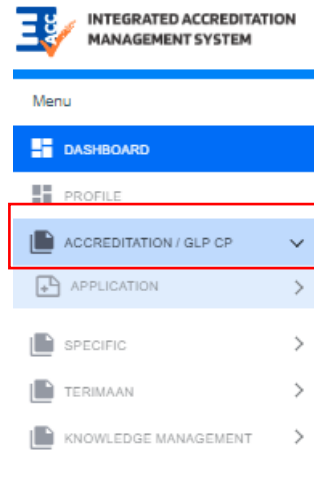


Diagram 17: Accreditation Menu

2. Click the Submenu 'Application'. System will display Submenu under Application.

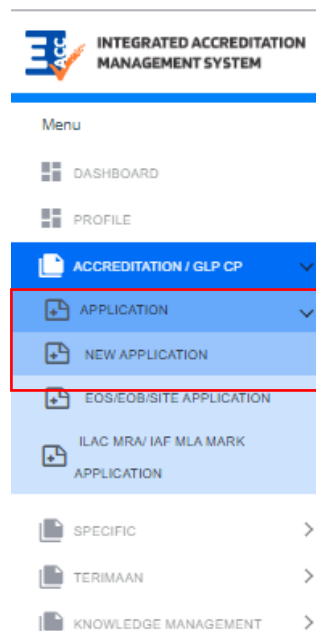



Diagram 18: Accreditation submenu

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	23

### 3. System will show New Application Listing Page.

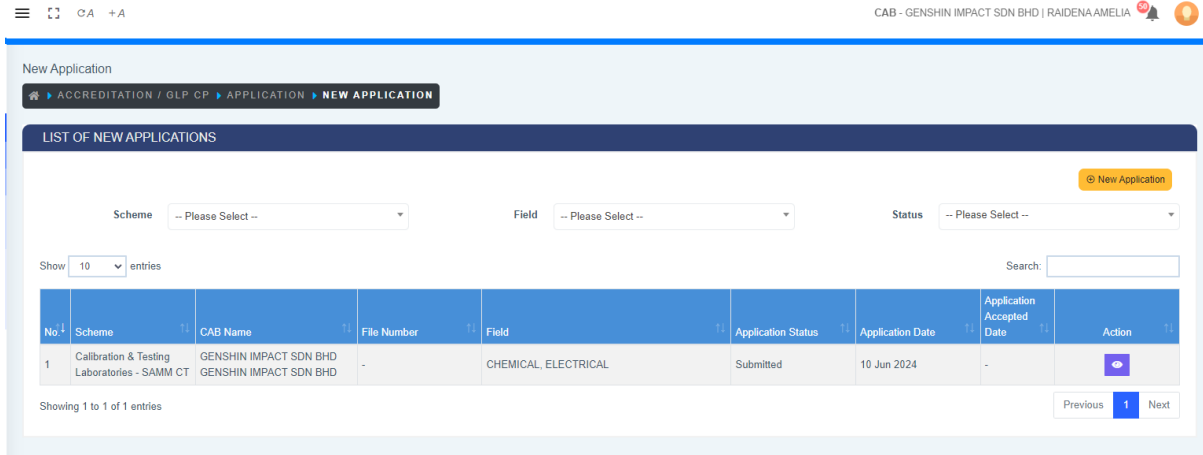


Diagram 19: New Application List

### 4. Users can search by

- Scheme
- Field
- Status

### 5. User can change the data entries on the main listing. User need to choose from dropdown.

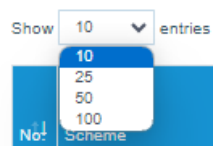



Diagram 20: Entries

### 6. System will show number or entries at the bottom of the list.

Showing 1 to 10 of 89 entries

Diagram 21: Entries 1

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	24

- System will show pagination at the bottom of the list. User click on the 'numbers and system will show the listing on the next page.

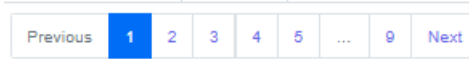



Diagram 22: Pagination

- Click **New Application** for user to apply scheme.

Diagram 23: Button New Application

- Select scheme that user wants to apply.

Diagram 24: Scheme Selection

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	25

10. Click **Next** once user selects the scheme.
- i. If the previous application on same scheme is not completed, user must complete it before apply new application on same scheme.
  - ii. Click **Open** to view progress of previous application.

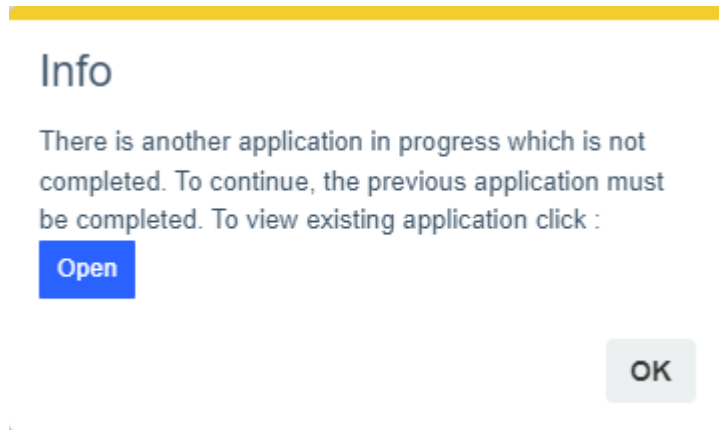

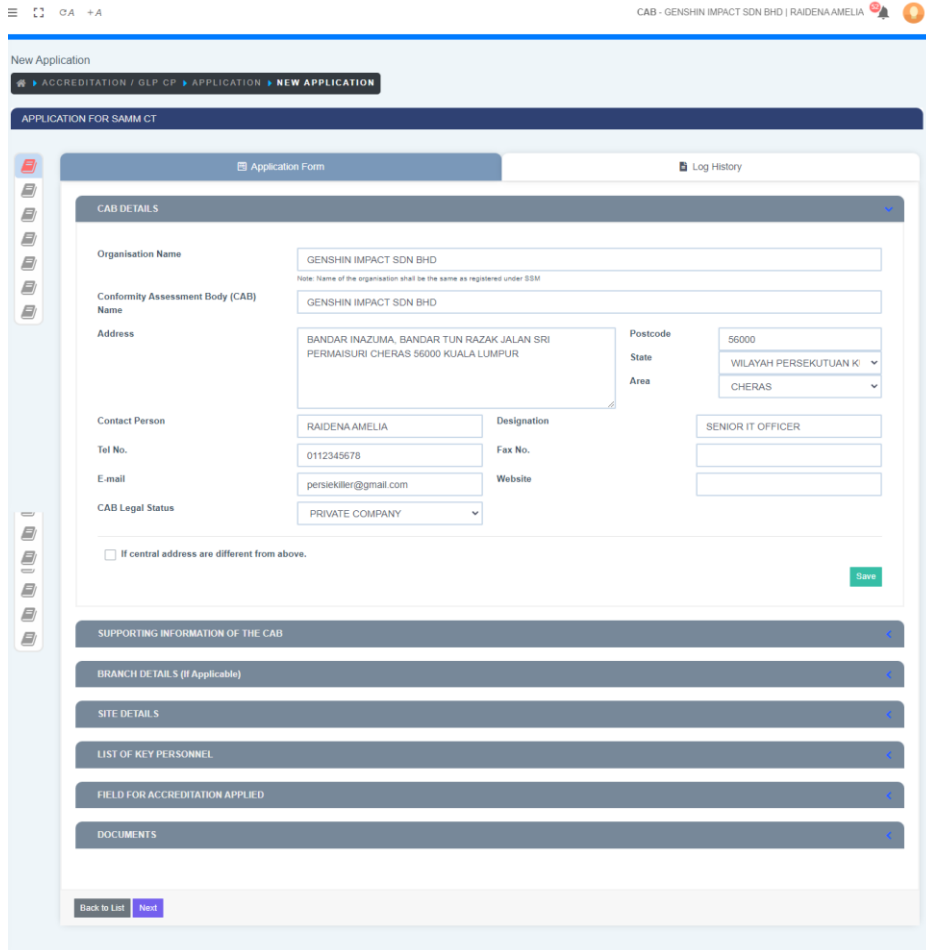


Diagram 25: Previous Scheme Not Complete

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	26

11. System will display this section after select the scheme.




The screenshot shows a web application interface for a 'New Application' form. The breadcrumb trail is 'ACCREDITATION / GLP CP / APPLICATION / NEW APPLICATION'. The form is titled 'APPLICATION FOR SAMM CT' and is an 'Application Form'. The 'CAB DETAILS' section is expanded, showing the following information:

- Organisation Name: GENSHIN IMPACT SDN BHD
- Conformity Assessment Body (CAB) Name: GENSHIN IMPACT SDN BHD
- Address: BANDAR INAZUMA, BANDAR TUN RAZAK JALAN SRI PERMAISURI CHERAS 56000 KUALA LUMPUR
- Postcode: 56000
- State: WILAYAH PERSEKUTUAN KI
- Area: CHERAS
- Contact Person: RAIDENA AMELIA
- Designation: SENIOR IT OFFICER
- Tel No.: 0112345678
- Fax No.:
- E-mail: persiekiller@gmail.com
- Website:
- CAB Legal Status: PRIVATE COMPANY

Below the 'CAB DETAILS' section, there are several collapsed sections: 'SUPPORTING INFORMATION OF THE CAB', 'BRANCH DETAILS (If Applicable)', 'SITE DETAILS', 'LIST OF KEY PERSONNEL', 'FIELD FOR ACCREDITATION APPLIED', and 'DOCUMENTS'. At the bottom of the form, there are 'Back to List' and 'Next' buttons.


Diagram 26: New Application Form

12. Click icon . System will show the form section

- Conformity Assessment Body
- Scope of Accreditation
- PT Activities
- PT Plan
- Standard Requirement Checklist
- Declaration
- Closure

**Note:** For scheme **MyPTP** the form section will be

- Conformity Assessment Body
- Scope of Accreditation
- Standard Requirement Checklist
- Declaration
- Closure

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	27

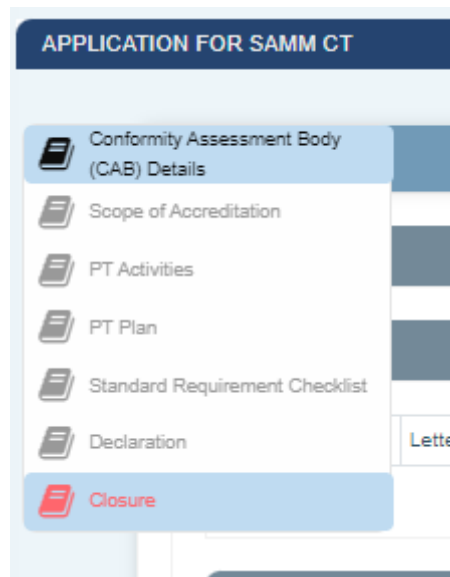



Diagram 27: New Application Form - Section

13. Click on 'Conformity Assessment Body (CAB) Details and system will show information for this section
  - a. CAB Details
    - i. User can edit the information if there are changes user want to make.
    - ii. Click  button. The system will save the information that user makes changes.

CAB DETAILS
▼

**Organisation Name**

Note: Name of the organisation shall be the same as registered under SSM

**Conformity Assessment Body (CAB) Name**

**Address**

**Postcode**

**State**

**Area**

**Contact Person**  **Designation**


**Tel No.**  **Fax No.**

**E-mail**  **Website**

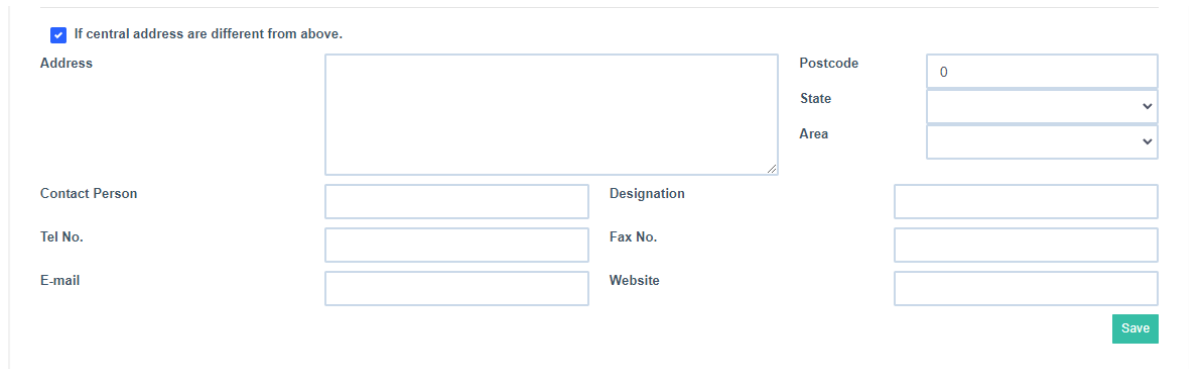
**CAB Legal Status**

If central address are different from above.

Diagram 28: CAB Details

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	28

- iii. If central address is different from above, click  to make changes.
- iv. Click **Save** button. The system will save the information that user makes changes.



If central address are different from above.

Address

Postcode

State

Area

Contact Person  Designation

Tel No.  Fax No.

E-mail  Website

**Save**


Diagram 29: CAB Details

- b. Supporting Information Of CAB
- i. User can fill on the information at mandatory parts.
- Date of establishment of CAB
  - Registration Number
  - Implementation Period
  - Approximate number of report(s)/certificate(s) generated in past one year
  - Name of Consultant – User need to press enter to add data
  - Name of Internal Auditor - User need to press enter to add data
  - Service Provided
  - Date of Internal Audit
  - Date of Management System

**Note:**

- For scheme **Mibas** user will fill
  - Date of establishment of CAB
  - Registration Number
  - Implementation Period
  - Total Numbers of Clients in Past 1 Year
  - Total Inspector
  - Name of Consultant – User need to press enter to add data
  - Nature of Service Provided

- ii. Click **Save** button. The system will save the information that user makes changes.

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	29

SUPPORTING INFORMATION OF THE CAB

Date of establishment of CAB \*  Registration Number \*

Implementation Period \*  Year(s)  Month(s)  Day(s)

Approximate number of report(s)/certificate(s) generated in the past one year \*

Name Of Consultant  Name of internal auditor (if involves external auditor)   
Enter names, separate with comma or press enter. Note: If an external auditor was involved.

Services Provided : \*

Generally restricted to own use	<input type="checkbox"/>	Date of Internal Audit * <input type="text" value="mm/dd/yyyy"/>
Partially open for public testing/calibration	<input type="checkbox"/>	Date of Management Review * <input type="text" value="mm/dd/yyyy"/>
Public calibration/testing service	<input type="checkbox"/>	

[Save](#)

Diagram 30: Supporting Information CAB

c. Branch Details (If Applicable)

- i. User can fill on the information at mandatory parts.
- ii. Click [Save](#) button. The system will save the information that user makes changes.

BRANCH DETAILS (If Applicable)

Branch Name \*

Address \*  Postcode \*

State \*

Area \*

Contact Person \*  Designation \*

Tel No. \*  Fax No.

E-mail \*




[Save](#)


Show  entries Search:

No	Branch Name	Address	Contact Person	Designation	Telephone Number	Fax No	Email	Action
No data available in table								

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Diagram 31: Branch Details

- iii. All the information filled and saved by the user will display in the table column.
- iv. User can edit , view  and delete  details that have been filled previously.

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	30

**BRANCH DETAILS (If Applicable)**

Branch Name \*

Address \*  Postcode \*

State \*

Area \*

Contact Person \*  Designation \*




Tel No. \*  Fax No.

E-mail \*

**Save**

Table Column




Show 5 entries Search:

No	Branch Name	Address	Contact Person	Designation	Telephone Number	Fax No	Email	Action
1	Hoyoverse Enterprise	Bandar Utama Sumeru, Jalan Yaacob Latif Bandar Tun Razak, Cheras 56000 Kuala Lumpur Malaysia	Arataki Itto	Medical Microbiology & Virology	0123456789		perseikiller@gmail.com	  

Showing 1 to 1 of 1 entries Previous 1 Next

Diagram 32: Table Column of Branch Details

d. Site Details (If Applicable)

- i. User can fill on the information at mandatory parts.
- ii. Click **Save** button. The system will save the information in the table column.
- iii. User can edit , view  and delete  details in the table column.

**SITE DETAILS**

CAB \*

Site Category \*

Site Name \*

Address \*  Postcode \*

State \*

Area \*




Contact Person \*  Designation \*

Tel No. \*  Fax No.

E-mail \*


**Save**

Show 5 entries Search:

No	HQ/Branch	Site Name	Address	Contact Person	Designation	Telephone Number	Email	Action
1	GENSHIN IMPACT SDN BHD HQ	Adravi Valley	BANDAR LIYUE, BANDAR TUN RAZAK JALAN SRI PERMAISURI CHERAS 56000 KUALA LUMPUR	Diona	Automotive Inspector	01223454358	dioana@gmail.com	  

Showing 1 to 1 of 1 entries Previous 1 Next


Diagram 33: Site Details

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	31

e. List Of Key Personnel

i. User can fill on the information at mandatory parts.

- CAB
- Name
- Designation – Choose from dropdown
  - User insert data at Designation column if there is no choice from dropdown
- Qualification – User need to press enter to save data
- Working Experience
- Upload CV

ii. Click  button. The system will save the information that user makes changes.

LIST OF KEY PERSONNEL ▼

CAB \*

Name \*  Designation \*

Qualifications \*  Working Experience \*

Upload CV \*  No file chosen

Show  entries Search:


No	CAB	Name	Designation	Qualifications	Working Experience	CV / Resume	Action
No data available in table							

Showing 0 to 0 of 0 entries

Diagram 34: List of Key Personnel

iii. All the information filled and saved by user will display in the table column.

iv. User can edit  and delete  data that have been filled previously.

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	32

LIST OF KEY PERSONNEL

CAB \*

Name \*  Designation \*

Qualifications \*  Working Experience \*

Upload CV \*  No file chosen

Show 5 entries Search:

No	CAB	Name	Designation	Qualifications	Working Experience	CV / Resume	Action
1	Adravi Valley	Kuki Shinobu	Test Facility Management(s)	Medical Microbiology, Virology	3	71B2D45CF1EA3834F0B9642C65B0713E_S_1.zip	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries

Diagram 35: Table Column of Key Personnel

f. Field For Accreditation Applied



a) Central CAB

- i. User can fill on the information at mandatory parts.
  - o Category – Mandatory (Choose from Dropdown)
  - o Field – Mandatory (Choose from Dropdown)
  - o Sub Field – Mandatory (Choose from Dropdown)
    - If user choose other. User need to insert the data.
  - o Material/Product Tested/ Instrument Calibrated/ Measurement Parameter (Choose from Dropdown)
    - If user choose other. User need to insert the data.

Notes:

- For scheme **Mibas** user will fill in
  - o Category – Mandatory (Choose from Dropdown)
  - o Field – Mandatory (Choose from Dropdown)
  - o Sub Field – Mandatory (Choose from Dropdown)
    - If user choose other. User need to insert the data.
  - o Items/Materials/Products Inspected (Choose from Dropdown)
    - If user choose other. User need to insert the data.
- For scheme **PHLAS** user will fill in
  - o Category – Mandatory (Choose from Dropdown)
  - o Field – Mandatory (Choose from Dropdown)
  - o Sub Field – Mandatory (Choose from Dropdown)
    - If user choose other. User need to insert the data.
  - o Specimen Tested (Choose from Dropdown)
    - If user choose other. User need to insert the data.

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	33

- For scheme **MyPTP** user will fill in
  - Category – Mandatory (Choose from Dropdown)
  - Field – Mandatory (Choose from Dropdown)
  - Sub Field – Mandatory (Choose from Dropdown)
    - If user choose other. User need to insert the data.
  - Proficiency Testing Items/Materials/Products/Matrix/Specimen Tested/Item Inspected (Choose from Dropdown)
    - If user choose other. User need to insert the data.
- ii. Click  button. The system will save the information that user insert.
- iii. All the information filled and added by user will display in the table column.
- iv. If user want to delete the data user click  button and system will delete data in forth column first.
- v. If user want to edit the data that has been fill. User can update at **‘Scope of Accreditation’** Section.

FIELD FOR ACCREDITATION APPLIED


Central CAB  
Please specify as precisely as possible the scope of accreditation sought

Category \*  
Field \*  
Sub Field  
Specimen/Material Tested

MEDICAL TESTING  
 MEDICAL MICROBIOLOGY  
 MYCOLOGY  
 -- Please Select --


**Add field details here**

**Table column**

Category	Field	Sub Field	Specimen/Material Tested	Action
Medical Testing	MEDICAL MICROBIOLOGY	MYCOLOGY		



Showing 1 to 1 of 1 entries

Site

Site	Category	Field	Action
Klang Valley			

Showing 1 to 1 of 1 entries



Branch


Branch	Category	Field	Action
Hoyaverse Enterprise			
Hoyaverse Enterprise			

Showing 1 to 2 of 2 entries

Diagram 36: Field of Accreditation Applied

**b) Branch and Site (if applicable)**



- i. User click  button at the branch or site list. System will page to fill in the data. User can fill on the information at mandatory parts as shown in **Diagram 37**
  - Copy Field – User need to choose if want to copy scope from HQ, branch or site. User clicks  button and system will copy the scope. (Apply to all scheme except: GLP CP and ACB)


	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	34

- Category – Mandatory (Choose from Dropdown)
- Field – Mandatory (Choose from Dropdown)
- Sub Field – Mandatory (Choose from Dropdown)
  - If user choose other. User need to insert the data.
- Material/Product Tested/ Instrument Calibrated/ Measurement Parameter (Choose from Dropdown)
  - If user choose other. User need to insert the data.

**Notes:**

- For scheme **Mibas** user will fill in
  - Category – Mandatory (Choose from Dropdown)
  - Field – Mandatory (Choose from Dropdown)
  - Sub Field – Mandatory (Choose from Dropdown)
    - If user choose other. User need to insert the data.
  - Items/Materials/Products Inspected (Choose from Dropdown)
    - If user choose other. User need to insert the data.
- For scheme **PHLAS** user will fill in
  - Category – Mandatory (Choose from Dropdown)
  - Field – Mandatory (Choose from Dropdown)
  - Sub Field – Mandatory (Choose from Dropdown)
    - If user choose other. User need to insert the data.
  - Specimen Tested (Choose from Dropdown)
    - If user choose other. User need to insert the data.
- For scheme **MyPTP** user will fill in
  - Category – Mandatory (Choose from Dropdown)
  - Field – Mandatory (Choose from Dropdown)
  - Sub Field – Mandatory (Choose from Dropdown)
    - If user choose other. User need to insert the data.
  - Proficiency Testing Items/Materials/Products/Matrix/Specimen Tested/Item Inspected (Choose from Dropdown)
    - If user choose other. User need to insert the data.

- ii. Click  button. The system will save the information that user insert.
- iii. All the information filled and added by user will display in the table column.
- iv. If user want to delete the data user click  button and system will delete data in forth column first.
- v. If user want to edit the data that has been fill. User can update at '**Scope of Accreditation**' Section.

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	35

BRANCH A  
 Please specify as precisely as possible the scope of accreditation sought

Copy Field: -- Please Select -- Copy

Category: TESTING

Field: -- Please Select --

Sub Field: -- Please Select --

Materials/Product Tested/Instrument Calibrated/Measurement Parameter: -- Please Select --

Add

Show 5 entries Search:




Category	Field	Sub Field	Materials/Product Tested/Instrument Calibrated/Measurement Parameter	Action
No data available in table				


Showing 0 to 0 of 0 entries Previous Next

Close

Diagram 37: Branch and Site - Field of Accreditation Applied

g. Documents


















- i. User can upload the document by click  and the system will show the document that user already uploaded.
- ii. User can view  and delete  documents that have been uploaded.
- iii. User can upload document for branch if applicable.

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	36

DOCUMENTS

Central CAB

Show 15 entries Search:

#	Document Name	Document Upload	Requirement	Date/Time	Action
1	Act of Establishment or decision for establishment(for government)	71B2D45CF1EA3834F0B6042C65B0713E_S_1.zip	Mandatory (Government Only)	13/09/2024 09:28:04	 
2	Register of Company & company information issued by Suruhanjaya Syarikat Malaysia(private)	71B2D45CF1EA3834F0B6042C65B0713E_S_1.zip	Mandatory (Non Government Only)	13/09/2024 09:28:11	 
3	Company profile and information about the CAB including legal entity and its activities;	71B2D45CF1EA3834F0B6042C65B0713E_S_1.zip	Mandatory	13/09/2024 09:28:19	 
4	Structure/Organisation chart (Please provide the organisation chart showing the line of authority within the CAB and if relevant, the CAB position in the overall structure of the parent organisation. If it is available in the CAB document, please state the relevant section of the location of the CAB structure);		Mandatory		
5	Policies and objectives;		Mandatory		
6	Identified management personnel who is responsible for the CAB's activities (name and responsibility)		Mandatory		
7	Risk assessment analysis/report.		Mandatory		
8	Quality manual, if the CAB has established a Quality Manual		Optional		
9	Procedure Manual (CAB Standard Operating Procedure (SOP))		Mandatory		
10	List of procedures		Optional		
11	Internal Audit Report		Optional		
12	Management Review Minutes		Optional		
13	Procedure Manual (Test/Calibration Method)		Mandatory		
14	Others		Optional		

Showing 1 to 14 of 14 entries Previous 1 Next
















[Upload Other Documents \(if any\)](#)

Diagram 38: Document

Branch : Hoyoverse Enterprise

Please upload if different from Central CAB


Show All entries Search:

#	Document Name	Document Upload	Requirement	Date/Time	Action
1	Act of Establishment or decision for establishment(for government)	71B2D45CF1EA3834F0B6042C65B0713E_S_1.zip	Mandatory (Government Only)	18/09/2024 10:53:11	 
2	Company profile and information about the CAB including legal entity and its activities;		Optional		
3	Structure/Organisation chart (Please provide the organisation chart showing the line of authority within the CAB and if relevant, the CAB position in the overall structure of the parent organisation. If it is available in the CAB document, please state the relevant section of the location of the CAB structure);		Optional		
4	Policies and objectives;		Optional		
5	Identified management personnel who is responsible for the CAB's activities (name and responsibility)		Optional		
6	Risk assessment analysis/report.		Optional		
7	Quality manual, if the CAB has established a Quality Manual		Optional		
8	Procedure Manual (CAB Standard Operating Procedure (SOP))		Optional		
9	List of procedures		Optional		
10	Internal Audit Report		Optional		
11	Management Review Minutes		Optional		
12	Procedure Manual (Test/Calibration Method)		Optional		
13	Register of Company & company information issued by Suruhanjaya Syarikat Malaysia(private)		Mandatory (Non Government Only)		
14	Others		Optional		

Showing 1 to 14 of 14 entries Previous 1 Next

[Upload Other Documents \(if any\)](#)

Diagram 39: Document - Branch

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	37



14. Click **Next** Button. System will show 'Scope of Accreditation' Section. On this section user can edit scope that applied by CAB.

### a. Scope for Central CAB/ Branch/ Site

TESTING LABORATORY

PERMANENT

Permanent Laboratory

Materials / Product Tested	Type of Test / Properties Measured / Range of Measurement	Standard Test Methods / Equipment / Techniques	Actions
MICROBIOLOGICAL			
PHARMACEUTICAL AND COSMETICS	Total Aerobic Microbial Count Total Yeast & Mould Count Salmonella Pseudomonas aeruginosa	British Pharmacopoeia 2014 Appendix XVI B Pour Plate Technique	
BIOLOGICAL			
BIOLOGICAL	Macrobenthos Composition and Abundance	In-house Method, ALC_B_4 based on APHA 10500 C	

Nominated Signatories

Name: \*  IC No/Passport: \*

Designation: \*  Qualifications: \*  Years of Experience: \*

Registration NO (IKM NO / MJMM / Pharmacist No.etc)

Upload CV: \*  No file chosen





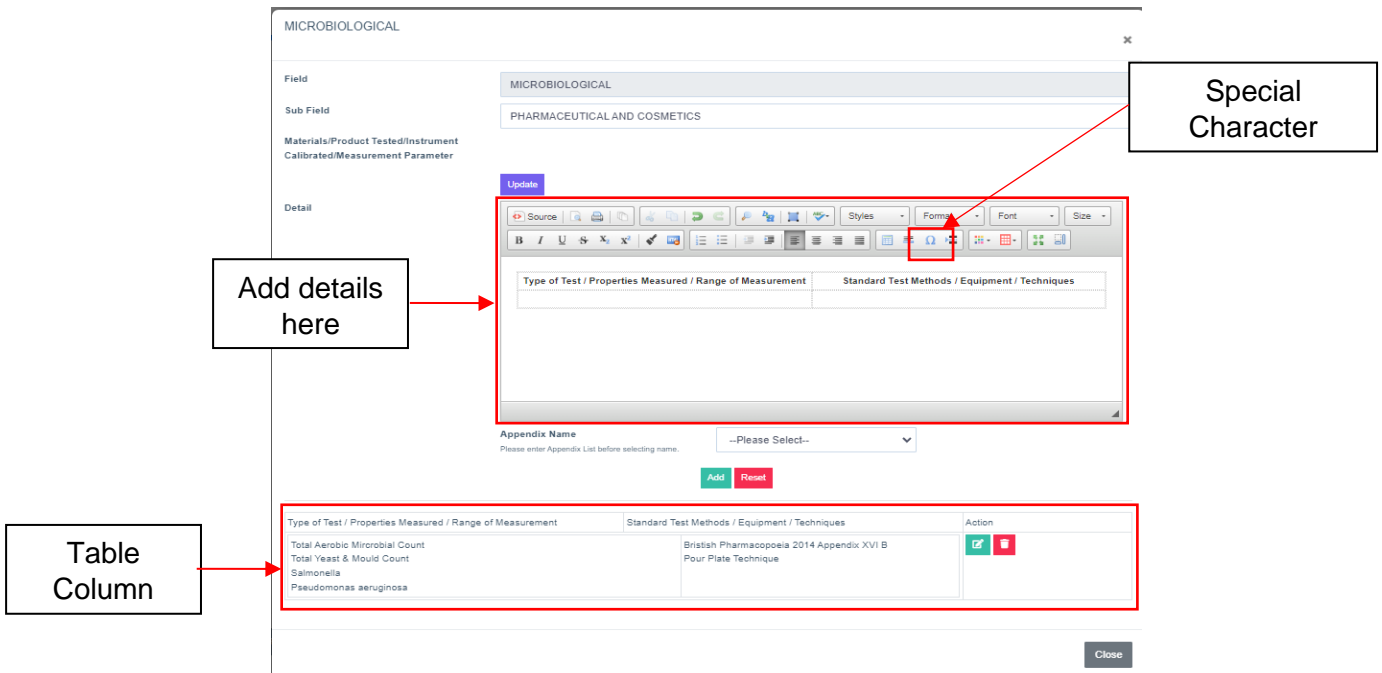
No	Name	IC No/Passport	Designation	Qualifications	Field	Sub Field	Years of Experience	CV / Resume	Actions
1	Dr. Kujou Sara	780607083345	Clinical Laboratory Scientist	PHD	BIOLOGICAL		8	71B2D45CF1EA3834F0B9842C65B0713E_S_1.zip	

Diagram 40: Scope of Accreditation

- i. For Permanent Laboratory, Branch and Site, click  button. The system will display the information on this section.
  - o Field
  - o Sub field – User can update this data
  - o Material/Product Tested/ Instrument Calibrated/ Measurement Parameter – User can update this data
  - o Detail
- ii. User click **Update** and system will update sub field and Material/Product Tested/ Instrument Calibrated/ Measurement Parameter if user make changes.
- iii. For details user need to fill **Type of Test / Properties Measured / Range of Measurement** and **Standard Test Methods / Equipment / Techniques** using CK Editor.
  - If user want to use special character. Use can click  and system will show special character to be choose.

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	38



MICROBIOLOGICAL

Field: MICROBIOLOGICAL

Sub Field: PHARMACEUTICAL AND COSMETICS



Materials/Product Tested/Instrument Calibrated/Measurement Parameter

Detail

Update





Appendix Name: --Please Select--

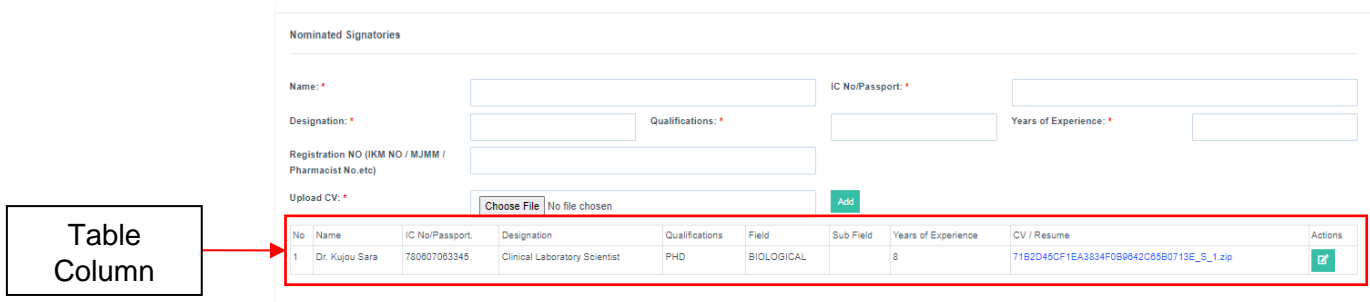
Add Reset

Type of Test / Properties Measured / Range of Measurement	Standard Test Methods / Equipment / Techniques	Action
Total Aerobic Microbial Count	British Pharmacopoeia 2014 Appendix XVI B	 
Total Yeast & Mould Count	Pour Plate Technique	
Salmonella		
Pseudomonas aeruginosa		

Close

Diagram 41: Scope Details

- iv. Appendix Name – User can choose appendix name from dropdown if applicable (**User need to fill in the appendix details first. Refer step on b.)**)
- v. On table column, user click  for edit and click  to delete details.
- vi. For Nominated Signatories, user can fill the information given and click  button to add. The system will show the information that have been filled on table column.
- vii. If there is name on the list of signatories. User click . System will show Nominated signatories update page. User can update
  - I. User need to fill up information for the signatories.
    - o Field
    - o Sub field
  - II. User click 'Save' and system will update the information.



Nominated Signatories

Name: \*

IC No/Passport: \*

Designation: \*

Qualifications: \*

Years of Experience: \*

Registration NO (JKM NO / MJMM / Pharmacist No.etc)

Upload CV: \*

Choose File | No file chosen | Add






No	Name	IC No/Passport	Designation	Qualifications	Field	Sub Field	Years of Experience	CV / Resume	Actions
1	Dr. Kujou Sara	780607063345	Clinical Laboratory Scientist	PHD	BIOLOGICAL		8	71B2D45CF1EA3834F0B9842C66B0713E_S_1.zip	

Diagram 42: Nominated Signatories



	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	40

15. Click  Button. System will show **'PT Activities' Section**. On this section, user can fill details of PT Activities.

16. Click  button and the system
- System will show error message if user does not fill in mandatory fill.
  - System will show successful message if all mandatory fill is key in.
  - In table column, user click  for edit and click  to delete details.

Record On Laboratory's Participation In Proficiency Testing Activities

Details

CAB \*

Type of Programme \*

Title of Programme \*

Organiser \*

Start Date \*

End Date \*

Programme / Category \*

Field \*

Sub Field

Materials / Products / Instruments

Type of Test / Properties Measured / Range of Measured

Result \*

Corrective Action Taken

Upload Result

Category

Field

Sub Field

**Table Column**




cts / Instruments	Type of Tests / Properties Measured / Range of Measurement	Result	Result File	Corrective Action Taken	Verified / Approve By	Status	Action
		Satisfactory		Yes			 

Diagram 45: PT Activities

## Info

Please fill in the mandatory field

Diagram 46: Error Message

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	41

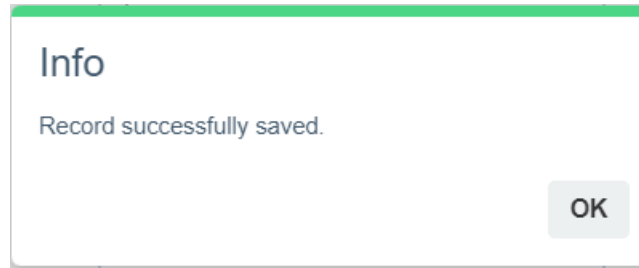





Diagram 47: Successful Message

17. Click  Button. System will show **'PT Plan' Section**. On this section user can edit details in PT Plan by click on  button.

Proficiency Testing (PT) Participation Plan

Central CAB

Show 5 entries Search:

CAB	Field	Type Of Product Or Material Or Tested / Instrument Calibrated	PT Activities					Remarks	Action
			Year 1	Year 2	Year 3	Year 4	Year 5		
GENSHIN IMPACT SDN BHD	MICROBIOLOGICAL PHARMACEUTICAL AND COSMETICS	Total Aerobic Microbial Count Total Yeast & Mould Count Salmonella Pseudomonas aeruginosa							

Showing 1 to 1 of 1 entries Previous 1 Next

Branch

Show 5 entries Search:

CAB	Field	Type Of Product Or Material Or Tested / Instrument Calibrated	PT Activities					Remarks	Action
			Year 1	Year 2	Year 3	Year 4	Year 5		
No data available in table									

Showing 0 to 0 of 0 entries Previous Next



Site


Show 5 entries Search:

CAB	Field	Type Of Product Or Material Or Tested / Instrument Calibrated	PT Activities					Remarks	Action
			Year 1	Year 2	Year 3	Year 4	Year 5		
No data available in table									

Showing 0 to 0 of 0 entries Previous Next

Diagram 48: PT Plan

- i. User click  button and the system will display list of year PT Activities for each year.
  - PT Programmes
  - Formal ILC
  - Less Formal ILC
- ii. Click  button to save and the system will display on table column.

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	42

Year 1  
PT Activities

---

Year 2  
PT Activities

---

Year 3  
PT Activities

---

Year 4  
PT Activities

---

Year 5  
PT Activities

---

Remarks


Diagram 49: PT Plan

18. Click Next button. System will show **Standard Requirement Checklist Section**. On this section user need to fill CAB Documents column.

Standard Requirement Checklist			
PART A: Procedures required			
No	Clause	PART A: Procedures required	CAB Documents
1	6.2.5	The laboratory shall have procedure(s) and retain records for: a) determining the competence requirements; (see 6.2.2) b) selection of personnel; c) training of personnel; d) supervision of personnel; e) authorization of personnel; f) monitoring competence of personnel.	IMS 817: 1989 Clause 27
1	6.4.3	The laboratory shall have a procedure for handling, transport, storage, use and planned maintenance of equipment.	IMS 817: 1989 Clause 27
2	6.4.10	When intermediate checks are necessary to maintain confidence in the performance of the equipment, these checks shall be carried out according to a procedure. (See 7.7.1 e)	IMS 817: 1989 Clause 27
1	6.6.2	The laboratory shall have a procedure and retain records for: a) defining, reviewing and approving the laboratory's requirements for externally provided products and services; b) defining the criteria for evaluation, selection, monitoring of performance and re-evaluation of the external providers; c) ensuring that externally provided products and services conform to the laboratory's established requirements, or when applicable, to the relevant requirements of this document, before they are used or directly provided to the customer; d) taking any actions arising from evaluations, monitoring of performance and re-evaluations of the external providers.	IMS 817: 1989 Clause 27
1	7.1.1	The laboratory shall have a procedure for the review of requests, tenders and contracts. The procedure shall ensure that: a) the requirements are adequately defined, documented and understood; b) the laboratory has the capability and resources to meet the requirements; c) where external providers are used, the requirements of 6.6 are applied and the laboratory advises the customer of the specific laboratory activities to be performed by the external provider and gains the customer's approval; the appropriate methods or procedures are selected and	IMS 817: 1989 Clause 27

Diagram 50: Standard Requirement Checklist

19. Click Next button. System will show **Declaration Section**. On this section user can view Declaration and click  checkbox to clarify.

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	43

**Declaration**

2.1 **DISCLAIMER**

- JSM reserves the right to exempt Documentation Review if the application forms for several branches are sent at the same time; using the same common CAB document.
- JSM reserves the right to exempt Pre-Assessment if the CAB complies with the exemption criteria as set out by JSM.
- Should the organisation fail to submit corrective actions for compliance assessment within 6 months from the date of compliance assessment, the assessment team may conduct a verification assessment.

2.2 **UNDERTAKING**

The Organisation hereby undertakes:

- to comply with the relevant Accreditation Standard(s) and the relevant accreditation criteria and requirements;
- to enter into an agreement with JSM to abide to the rules and regulations as set out in the accreditation scheme;
- to pay all fees and costs connected with the accreditation process irrespective of the eventual granting of accreditation;
- to provide access to CAB personnel, locations, equipment, information, documents and records as necessary to verify the fulfilment of requirements for accreditation;
- to provide access to those documents that provide insight into the level of independence and impartiality of the CAB from its related bodies, where applicable;
- shall arrange the witnessing of conformity assessment activities when requested;
- not to indulge in any form of bribery, corruption and abuse of position/office either directly or indirectly, with any party dealing with Department of Standards Malaysia.

2.3 **SUBMISSION OF DOCUMENTS**

- We enclosed herewith a copy of each documents as per the Application Checklist for your review.

Note:  
The organisation will be invoiced upon acceptance of application. Application will be considered lapsed if the organisation fails to obtain accreditation within 2 years from the date of application acceptance.

JSM reserves the right to exempt Documentation Review if the application forms for several branches are sent at the same time; using the same common CAB document.  
JSM reserves the right to exempt Pre-Assessment if the CAB complies with the exemption criteria as set out by JSM.  
Should the organisation fail to submit corrective actions for compliance assessment within 6 months from the date of compliance assessment, the assessment team may conduct a verification assessment.

On behalf of the organisation, I hereby:

Click Here

i. Declare that all the information submitted and enclosed are correct at the time of submission.  
ii. Agree that JSM reserves the right to terminate my application immediately, if there is evidence of fraudulent behaviour committed by my organisation

Name: RAIDENA AMELIA  
CAB Name: GENSHIN IMPACT SDN BHD  
Date: 13 / 08 / 2024

Diagram 51: Declaration

20. Click **Next** button. System will show **Closure Section**. On this section the system will show

a. Letter – System will show letter after application completed.

**Closure**

**Letter**

#	Letter Name	Date/Time	Action

Diagram 52: Closure Section – Letter

b. Agreement – System will show agreement that user upload.

**Agreement**


Document Name	Action	Upload	View
LOA - Provide Accreditation Services by JSM.docx	<a href="#">Download Document</a>	<input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>

Diagram 53: Closure Section – Agreement

c. CAB Action – User can view the status and progress of application.

i. Click **Save Draft** button to save the progress of the application.

ii. Click **Submit** button to submit the application to JSM.

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	44

iii. Click [Back to List](#) button and it will return to list of application.

CAB Action

Status: Draf

Action By: RAIDENAAMELIA (CAB)

Action: -

Remarks: -

Date / Time: 11/08/2024 09:30:33

---


CAB Action

Current Status: Draf


Remarks:

Back to List
Save Draft
Submit

Diagram 54: Closure Section – CAB

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	45

### 3.1.2 Draft (Query)

1. Click icon  on the list with the status Draft (Query). System will display application form that has been Query by JSM.

New Application











ACCREDITATION / GLP CP APPLICATION NEW APPLICATION

**LIST OF NEW APPLICATIONS**

CAB Name: -- Please Select -- Scheme: SAMM CT - CALIBRATION & TESTI... Field: -- Please Select --

Status: DRAF Application Officer: -- Please Select --


Show 10 entries Search:


No	Scheme	CAB Name	File Number	Field	Application Status	Application Date	Application Accepted Date	Action
1	Calibration & Testing Laboratories - SAMM CT	QUALITY MANAGEMENT AND RESEARCH CENTRE DEPARTMENT OF CHEMISTRY MALAYSIA	-	HEAT & TEMPERATURE, BIOLOGICAL	Draf	-	-	
2	Calibration & Testing Laboratories - SAMM CT	ZANKO SDN BHD	-	CHEMICAL DENSITY	Draf	-	-	
3	Calibration & Testing Laboratories - SAMM CT	ROGLAN HYPER SDN BHD	-	-	Draf	-	-	
4	Calibration & Testing Laboratories - SAMM CT	AFICAL SCIENTIFIC SDN BHD	-	NUCLEIC ACID	Draf	-	-	
5	Calibration & Testing Laboratories - SAMM CT	JABATAN PERHILITAN SELANGOR	-	CHEMICAL, MICROBIOLOGICAL	Draf <span style="color: red;">Query</span>	-	-	
6	Calibration & Testing Laboratories - SAMM CT	Jabatan Patologi, Hospital Taping	-	-	Draf	28 Jan 2024	-	
7	Calibration & Testing Laboratories - SAMM CT	FH Systems Sdn. Bhd.	-	-	Draf	26 Jan 2024	-	
8	Calibration & Testing Laboratories - SAMM CT	Zanko Sdn Bhd SAMM CT LAB	-	CHEMICAL, BIOLOGICAL, HEAT & TEMPERATURE, ELECTRICAL, HEAT & TEMPERATURE, RADIATION	Draf	25 Jan 2024	-	
9	Calibration & Testing Laboratories - SAMM CT	-	-	-	Draf	25 Jan 2024	-	
10	Calibration & Testing Laboratories - SAMM CT	ABC SDN BHD	-	CHEMICAL, MICROBIOLOGICAL	Draf <span style="color: red;">Query</span>	-	-	

Showing 1 to 10 of 38 entries

Previous 1 2 3 4 Next

Diagram 55: Draft Query

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	46

2. Click  icon and click 'Closure' menu.

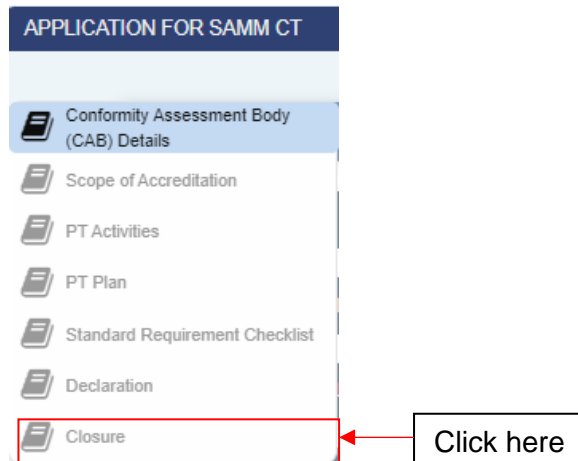


Diagram 56: Application form- section

3. System will display closure section once user click 'Closure' menu.
  - i. User can click on the section name at the query details. System will show the section that user need to take action.
  - ii. If user want return to dashboard of application, click [Back to List](#) button.

Application Officer Action

**Status:** AO Application Review

**Action By:** Pentadbir Super (Application Officer)

**Action:** Query

**Remarks:** test

**Date / Time:** 08/07/2024 01:30:31

**Query Details**


Section	Comments
<a href="#">Scope of Accreditation</a>	please check your spelling

CAB Action


**Current Status:** Draf

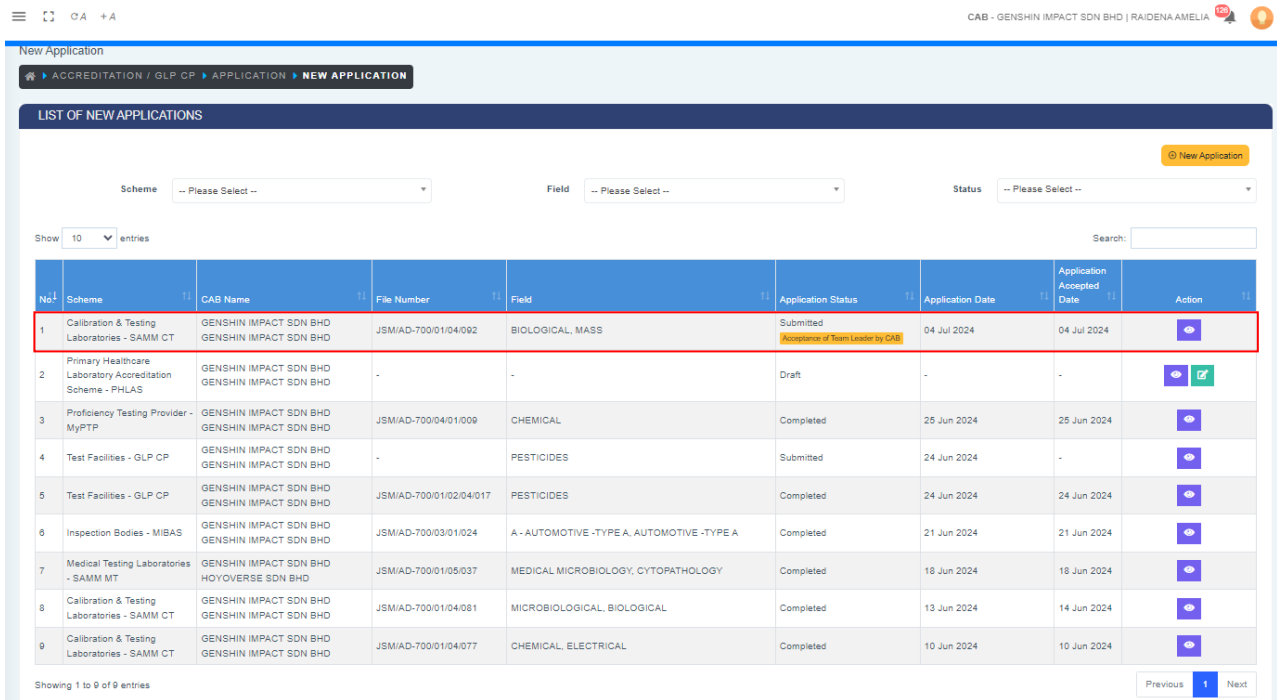
[Back to List](#)
[Print Application Form](#)

Diagram 57: Query Details

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	47

### 3.1.3 Acceptance of Team Leader (CAB)

1. Click icon  on the list with the status Submitted (Acceptance of Team Leader by CAB). System will display application form that has been approved by JSM.



The screenshot shows a web application interface for 'New Application'. At the top, there are navigation tabs: 'ACCREDITATION / GLP CP / APPLICATION / NEW APPLICATION'. Below this is a 'LIST OF NEW APPLICATIONS' section with filters for Scheme, Field, and Status. A table lists 9 applications. The first application is highlighted with a red border:












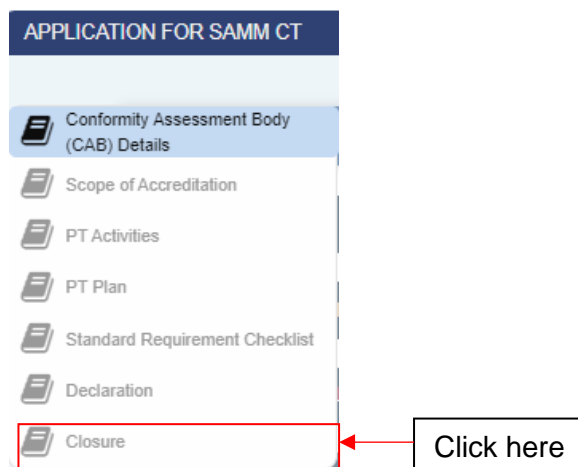
No.	Scheme	CAB Name	File Number	Field	Application Status	Application Date	Application Accepted Date	Action
1	Calibration & Testing Laboratories - SAMM CT	GENSHIN IMPACT SDN BHD GENSHIN IMPACT SDN BHD	JSM/AD-700/01/04/092	BIOLOGICAL, MASS	Submitted Acceptance of Team Leader by CAB	04 Jul 2024	04 Jul 2024	
2	Primary Healthcare Laboratory Accreditation Scheme - PHLAS	GENSHIN IMPACT SDN BHD GENSHIN IMPACT SDN BHD	-	-	Draft	-	-	 
3	Proficiency Testing Provider - MyPTP	GENSHIN IMPACT SDN BHD GENSHIN IMPACT SDN BHD	JSM/AD-700/04/01/009	CHEMICAL	Completed	25 Jun 2024	25 Jun 2024	
4	Test Facilities - GLP CP	GENSHIN IMPACT SDN BHD GENSHIN IMPACT SDN BHD	-	PESTICIDES	Submitted	24 Jun 2024	-	
5	Test Facilities - GLP CP	GENSHIN IMPACT SDN BHD GENSHIN IMPACT SDN BHD	JSM/AD-700/01/02/04/017	PESTICIDES	Completed	24 Jun 2024	24 Jun 2024	
6	Inspection Bodies - MIBAS	GENSHIN IMPACT SDN BHD GENSHIN IMPACT SDN BHD	JSM/AD-700/03/01/024	A - AUTOMOTIVE -TYPE A, AUTOMOTIVE -TYPE A	Completed	21 Jun 2024	21 Jun 2024	
7	Medical Testing Laboratories - SAMM MT	GENSHIN IMPACT SDN BHD HOYOVERSE SDN BHD	JSM/AD-700/01/05/037	MEDICAL MICROBIOLOGY, CYTOPATHOLOGY	Completed	18 Jun 2024	18 Jun 2024	
8	Calibration & Testing Laboratories - SAMM CT	GENSHIN IMPACT SDN BHD GENSHIN IMPACT SDN BHD	JSM/AD-700/01/04/081	MICROBIOLOGICAL, BIOLOGICAL	Completed	13 Jun 2024	14 Jun 2024	
9	Calibration & Testing Laboratories - SAMM CT	GENSHIN IMPACT SDN BHD GENSHIN IMPACT SDN BHD	JSM/AD-700/01/04/077	CHEMICAL, ELECTRICAL	Completed	10 Jun 2024	10 Jun 2024	

Diagram 58: List of applications

2. Click  icon and click 'Closure' menu.





The screenshot shows the 'APPLICATION FOR SAMM CT' form. The sections listed are:

- Conformity Assessment Body (CAB) Details
- Scope of Accreditation
- PT Activities
- PT Plan
- Standard Requirement Checklist
- Declaration
- Closure

The 'Closure' section is highlighted with a red box, and a callout box with an arrow points to it with the text 'Click here'.

Diagram 59: Application form- section

3. System will display closure section once user click 'Closure' menu.
  - i. If user accept the name of the Team Leader, click  button.

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	48

- ii. If user does not want to accept the name of the Team Leader, click **Not Accept** button.
- iii. If user want return to dashboard of application, click **Back to List** button.

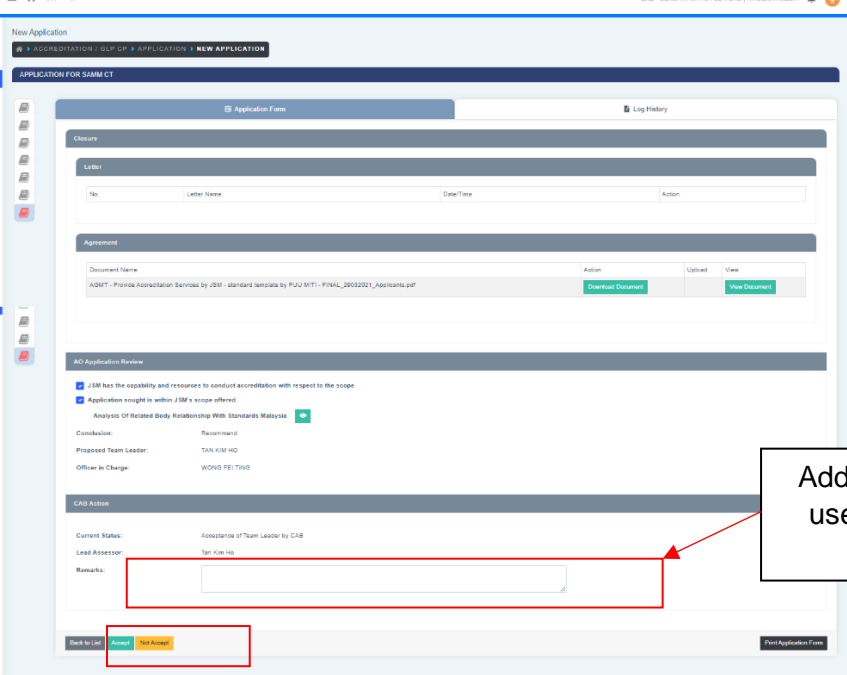



Diagram 60: Team Leader Acceptance


### 3.1.3 New Application – Application Accepted

1. Click icon  on the list with the status Application Accepted. System will display application form that has been approved by JSM.
2. User click Closure Section. System will show closure page. User can view acceptance letter at letter section.

Letter			
#	Letter Name	Date/Time	Action
1	Accepted Letter	23/05/2024 12:05:46	<a href="#">View</a>

Diagram 61: Letter

3. User need to upload agreement at the agreement section.

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	49

- I. Click button [Download Document](#) to download the agreement.
- II. Click button [View Document](#) to upload the agreement. CAB need to send hardcopy to JSM.

Agreement			
Document Name	Action	Upload	View
AGMT - Provide Accreditation Services by JSM - standard template by PUU MITI - FINAL_29032021_Applicants.pdf	<a href="#">Download Document</a>		<a href="#">View Document</a>

Diagram 62: Agreement


### 3.1.5 Log History

1. Click tab [Log History](#). System will show log history for Application.

Application Form		Log History																											
<div style="text-align: right;"><a href="#">View Workflow Progress</a></div>																													
Show <input type="text" value="10"/> entries <span style="float: right;">Search: <input type="text"/></span>	<table border="1"> <thead> <tr> <th>#</th> <th>Action By</th> <th>Status</th> <th>Action</th> <th>Notes</th> <th>Date/Time</th> <th>Process Duration</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>RAIDENA AMELIA CAB</td> <td>Draf</td> <td>Submit</td> <td>-</td> <td>11/06/2024 09:30:33</td> <td>-</td> </tr> </tbody> </table>			#	Action By	Status	Action	Notes	Date/Time	Process Duration	1	RAIDENA AMELIA CAB	Draf	Submit	-	11/06/2024 09:30:33	-												
#	Action By	Status	Action	Notes	Date/Time	Process Duration																							
1	RAIDENA AMELIA CAB	Draf	Submit	-	11/06/2024 09:30:33	-																							
Showing 1 to 1 of 1 entries <span style="float: right;">Previous <b>1</b> Next</span>																													
<table border="1"> <thead> <tr> <th colspan="2">Next Status</th> <th colspan="2">Next Action</th> </tr> </thead> <tbody> <tr> <td colspan="2">AO Application Review (1/4)</td> <td colspan="2">SM Review (2/4)</td> </tr> <tr> <th>Current Status</th> <th>Action By</th> <th>Next Assign Role</th> <th>Next Assign Person</th> </tr> <tr> <td>Draf (0/4)</td> <td>(CAB)</td> <td>-</td> <td>-</td> </tr> <tr> <th>Previous Action</th> <th>Action</th> <th>Date/Time</th> <th>Action By</th> <th>Note</th> </tr> <tr> <td>Draf</td> <td>-</td> <td>2024-06-11 09:30:33</td> <td>RAIDENA AMELIA (CAB)</td> <td>-</td> </tr> </tbody> </table>				Next Status		Next Action		AO Application Review (1/4)		SM Review (2/4)		Current Status	Action By	Next Assign Role	Next Assign Person	Draf (0/4)	(CAB)	-	-	Previous Action	Action	Date/Time	Action By	Note	Draf	-	2024-06-11 09:30:33	RAIDENA AMELIA (CAB)	-
Next Status		Next Action																											
AO Application Review (1/4)		SM Review (2/4)																											
Current Status	Action By	Next Assign Role	Next Assign Person																										
Draf (0/4)	(CAB)	-	-																										
Previous Action	Action	Date/Time	Action By	Note																									
Draf	-	2024-06-11 09:30:33	RAIDENA AMELIA (CAB)	-																									

Diagram 63: Log History

2. Click [View Workflow Progress](#) button. System will show workflow for New Application process.

Projek	Rujukan	Fail	Versi	Tarikh	Halaman
 E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	50

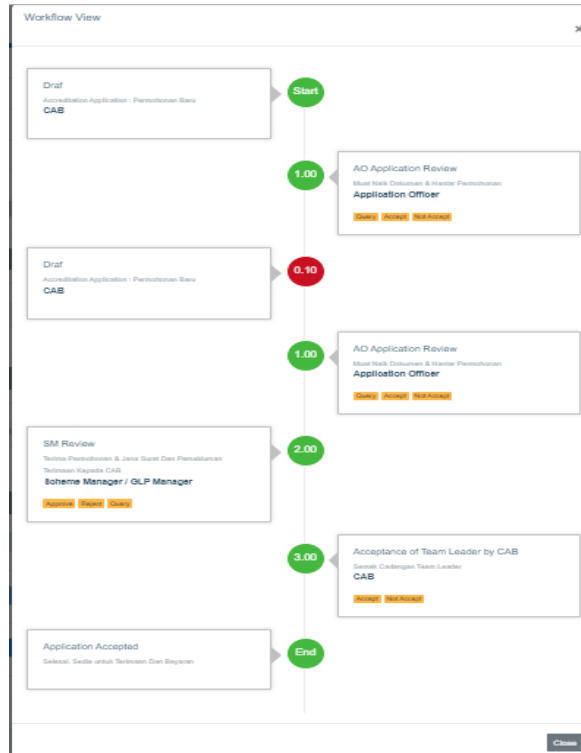


Diagram 64: workflow

Projek	Rujukan	Fail	Versi	Tarikh	Halaman
E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	51

### 3.2 Application Payment

#### Application Fee Workflow

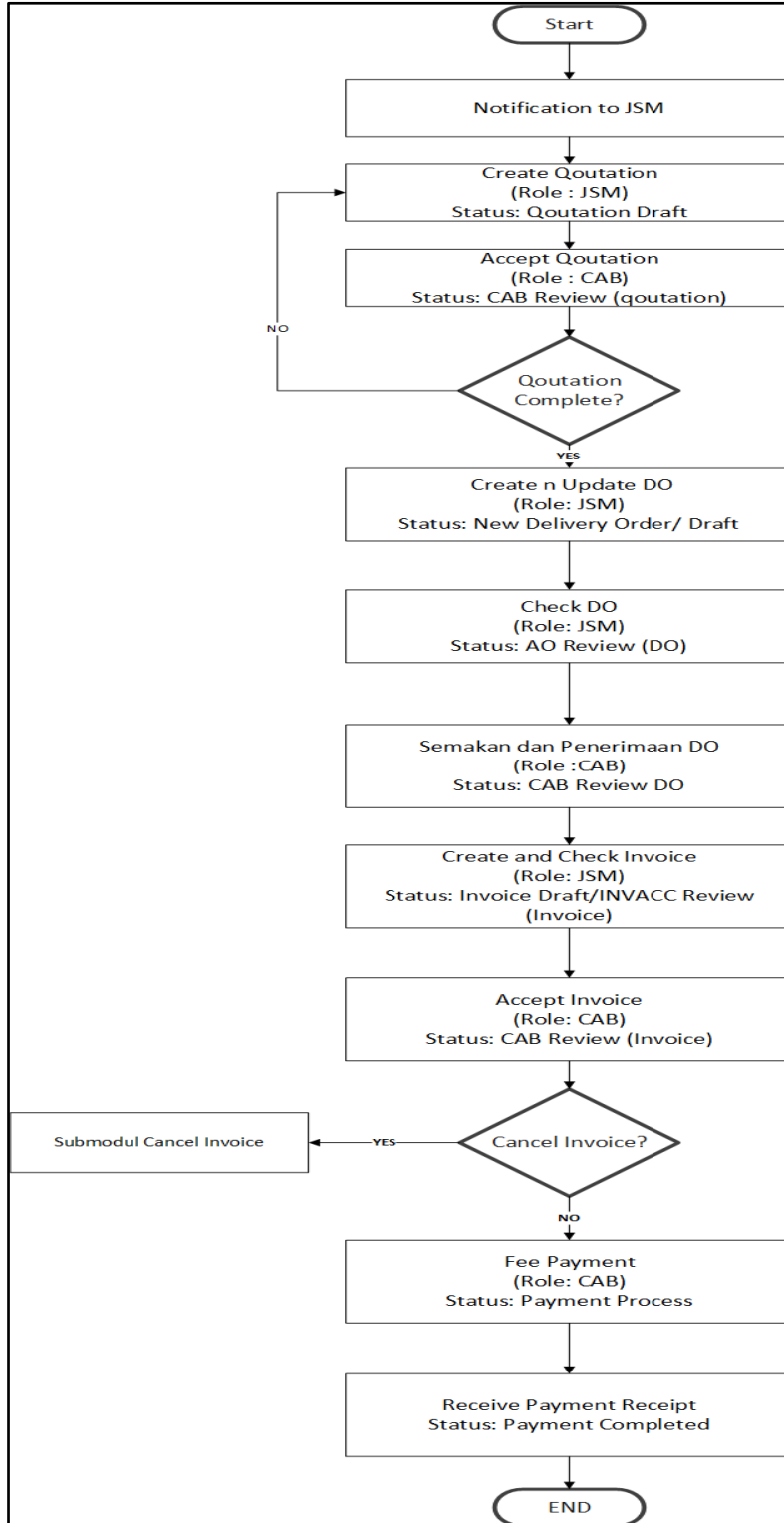



Diagram 65: Application Fee workflow

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	52

### 3.2.1 CAB Review (Quotation)

1. Click menu 'Terimaan'.

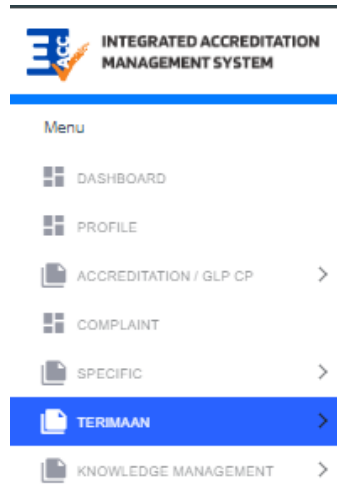


Diagram 66: Terimaan menu

2. System will display submenu of 'Terimaan'. Click submenu 'Application fee'.

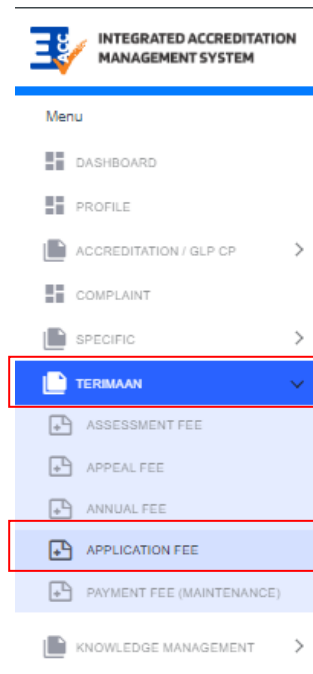

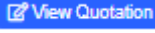


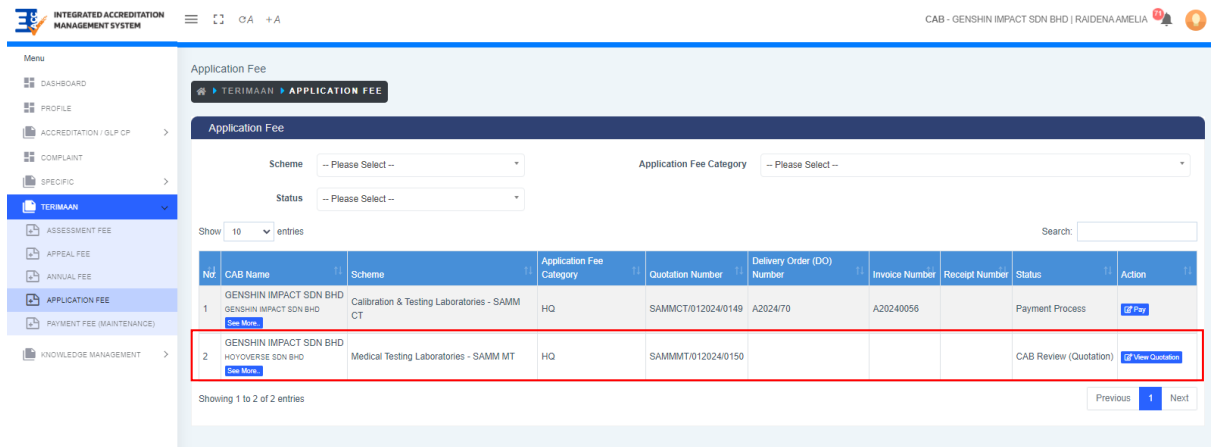
Diagram 67: Terimaan submenu

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	53

3. User can search by

- Scheme
- Application Fee Category
- Status

4. Click the submenu 'Application Fee'. Click  button and the system display quotation of application fee.








The screenshot shows the 'Application Fee' listing interface. It features a sidebar menu on the left with 'TERIMAAN' selected. The main content area has filters for 'Scheme', 'Application Fee Category', and 'Status', all set to '-- Please Select --'. Below the filters is a table with the following data:

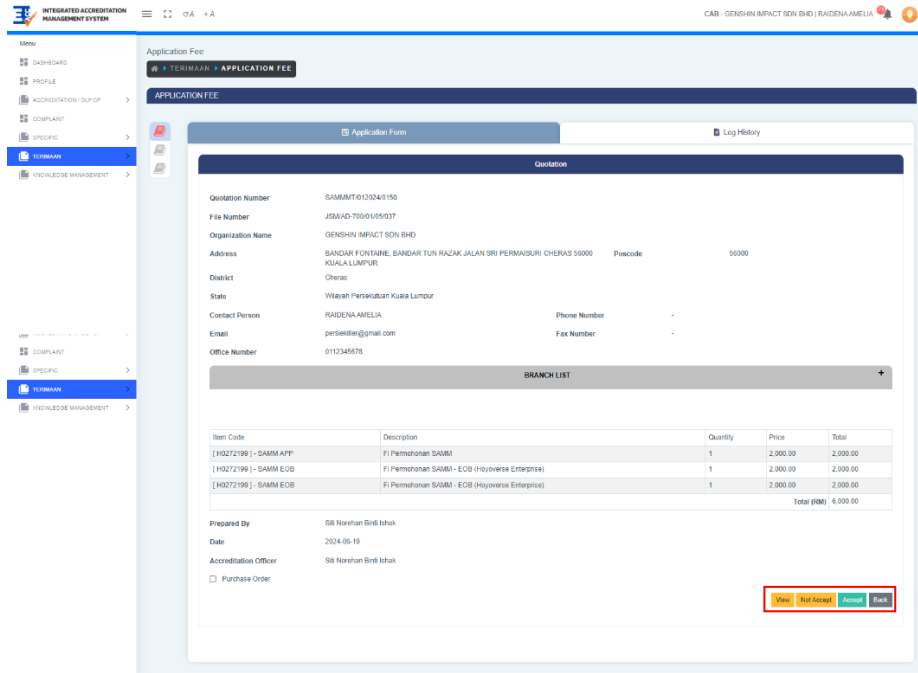
Nr	CAB Name	Scheme	Application Fee Category	Quotation Number	Delivery Order (DO) Number	Invoice Number	Receipt Number	Status	Action
1	GENSHIN IMPACT SDN BHD	Calibration & Testing Laboratories - SAMM CT	HQ	SAMMCT/012024/0149	A2024/70	A20240056		Payment Process	<a href="#">View</a> <a href="#">Pay</a>
2	GENSHIN IMPACT SDN BHD	Medical Testing Laboratories - SAMM MT	HQ	SAMMMT/012024/0150				CAB Review (Quotation)	<a href="#">View</a> <a href="#">View Quotation</a>

The table shows 2 entries. The second entry is highlighted with a red border. The 'View Quotation' button is highlighted in blue.

Diagram 68: Application Fee Listing

- Click  button to view quotation application fee.
- Click  button if user do not agree with quotation application fee.
- Click  button if user agree with quotation application fee.
- Click  button and system will return to list quotation of application fee.
- If user has a Purchase Order, click  to insert PO Number and upload PO as shown in diagram

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	54



**APPLICATION FEE**

**APPLICATION FEE**

**Application Form**

**Quotation**

Quotation Number: SAMM/MT/012024/0150  
File Number: JSM/AD-700/01/05/037  
Organization Name: GENSHIN IMPACT SDN BHD  
Address: BANDAR FONTAINE, BANDAR TUN RAZAK, JALAN SRI PERMASURI, CHERAS 56000, Postcode: 56000  
District: Cheras  
State: Wilayah Persekutuan Kuala Lumpur  
Contact Person: RAIDENA AMELIA, Phone Number: -  
Email: persih@i@gmail.com, Fax Number: -  
Office Number: 0112345678

**BRANCH LIST**

Item Code	Description	Quantity	Price	Total
[H0272199] - SAMM APP	Fi Pemohonan SAMM	1	2,000.00	2,000.00
[H0272199] - SAMM EOB	Fi Pemohonan SAMM - EOB (Hijau/overse Enterprise)	1	2,000.00	2,000.00
[H0272199] - SAMM EOB	Fi Pemohonan SAMM - EOB (Hijau/overse Enterprise)	1	2,000.00	2,000.00
<b>Total (RM):</b>				<b>6,000.00</b>

Prepared By: Slti Norehan Binti Ithak  
Date: 2024-06-19  
Accreditation Officer: Slti Norehan Binti Ithak  
 Purchase Order

**Yes** **Not Accept** **Cancel** **Start**


Diagram 69: Quotation Acceptance

Purchase Order (Please tick this box for Purchase Order)


**Purchase Order**

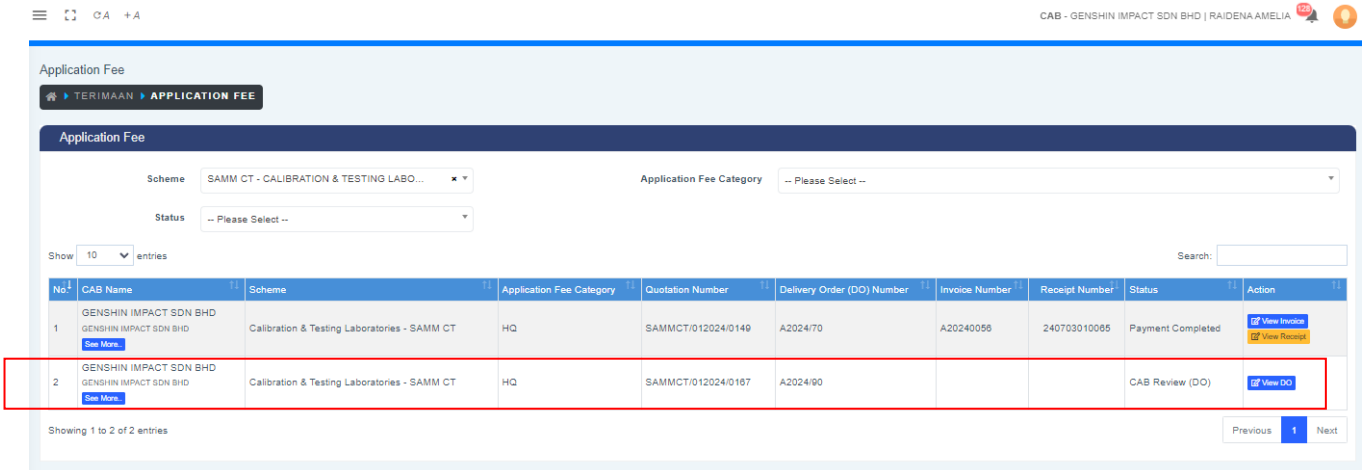
PO Number

Diagram 70: Purchase Order




	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	55

### 3.2.2 CAB Review (Delivery Order)

1. Click icon  on the list with the status CAB Review (DO). System will display DO that has been submitted by JSM.








The screenshot displays the 'Application Fee' management interface. At the top, there are navigation tabs for 'TERIMAAN' and 'APPLICATION FEE'. Below this, there are filter options for 'Scheme' (Samm CT - CALIBRATION & TESTING LABO...), 'Application Fee Category' (Please Select --), and 'Status' (Please Select --). A table lists application fees with the following data:

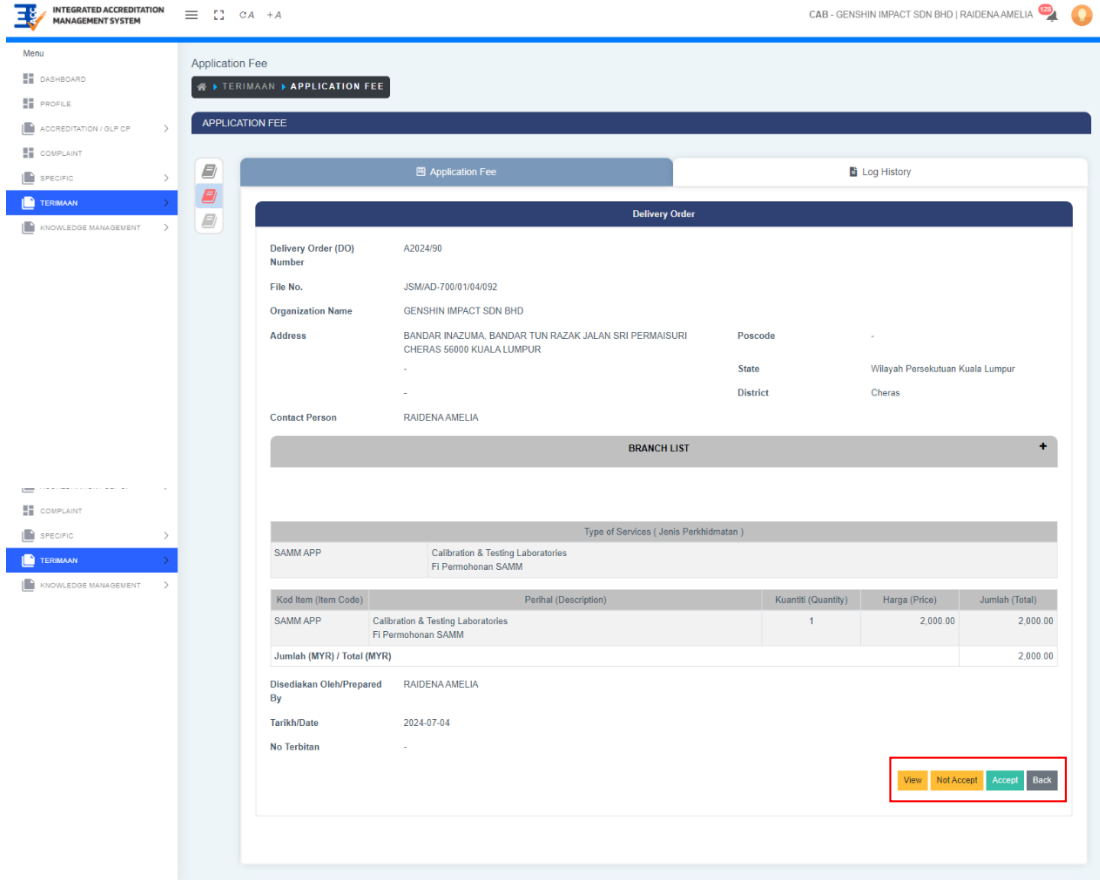
No.	CAB Name	Scheme	Application Fee Category	Quotation Number	Delivery Order (DO) Number	Invoice Number	Receipt Number	Status	Action
1	GENSHIN IMPACT SDN BHD	Calibration & Testing Laboratories - SAMM CT	HQ	SAMMCT/012024/0149	A2024/70	A20240056	240703010065	Payment Completed	 
2	GENSHIN IMPACT SDN BHD	Calibration & Testing Laboratories - SAMM CT	HQ	SAMMCT/012024/0167	A2024/90			CAB Review (DO)	

The second entry is highlighted with a red border. Below the table, it says 'Showing 1 to 2 of 2 entries' and has 'Previous' and 'Next' navigation buttons.

Diagram 71: Application Fee

2. System will display delivery order of application fee page.
  - i. Click  button to view delivery order application fee.
  - ii. Click  button if user do not agree with delivery order application fee.
  - iii. Click  button if user agree with delivery order application fee.
  - iv. Click  button and system will return to list of application fee.

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	56



**Delivery Order**

Delivery Order (DO) Number: A2024/90

File No.: JSM/AD-700/01/04/092

Organization Name: GENSHIN IMPACT SDN BHD

Address: BANDAR INAZUMA, BANDAR TUN RAZAK JALAN SRI PERMAISURI, CHERAS 56000 KUALA LUMPUR

Contact Person: RAIDENA AMELIA

Kod Item (Item Code)	Perihal (Description)	Kuantiti (Quantity)	Harga (Price)	Jumlah (Total)
SMMM APP	Calibration & Testing Laboratories FI Permohonan SMMM	1	2,000.00	2,000.00
Jumlah (MYR) / Total (MYR)				2,000.00

Disediakan Oleh/Prepared By: RAIDENA AMELIA

Tarikh/Date: 2024-07-04

No Terbitan: -

[View](#) [Not Accept](#) [Accept](#) [Back](#)

Diagram 72: Delivery Order Acceptance

### 3.2.3 CAB Review (Invoice)

1. Click icon [View Invoice](#) on the list with the status CAB Review (Invoice). System will display Invoice that has been submitted by JSM for approval

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	57

Application Fee

TERIMAAN APPLICATION FEE

Application Fee

Scheme: SAMM CT - CALIBRATION & T... Application Fee Category: -- Please Select --

Status: -- Please Select --

Show 10 entries Search:


No.	CAB Name	Scheme	Application Fee Category	Quotation Number	Delivery Order (DO) Number	Invoice Number	Receipt Number	Status	Action
1	GENSHIN IMPACT SDN BHD	Calibration & Testing Laboratories - SAMM CT	HQ	SAMMCT/012024/0149	A2024/70	A20240056	240703010065	Payment Completed	<a href="#">View Invoice</a> <a href="#">View Receipt</a>
2	GENSHIN IMPACT SDN BHD	Calibration & Testing Laboratories - SAMM CT	HQ	SAMMCT/012024/0167	A2024/90	A20240075		CAB Review (Invoice)	<a href="#">View Invoice</a>

Showing 1 to 2 of 2 entries

Previous 1 Next

Diagram 73: Application fee listing

2. System will display invoice of application fee page.
  - i. Click **View** button to view invoice application fee.
  - ii. Click **Cancelation** button to cancel invoice.
  - iii. Click **Submit** button to submit invoice.

	<b>Projek</b>	<b>Rujukan</b>	<b>Fail</b>	<b>Versi</b>	<b>Tarikh</b>	<b>Halaman</b>
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	58

**INTEGRATED ACCREDITATION MANAGEMENT SYSTEM** CAB - GENSHIN IMPACT SDN BHD | RAIDENA AMELIA

Menu: DASHBOARD, PROFILE, ACCREDITATION / GLP CP, COMPLAINT, SPECIFIC, **TERIMAAN**, KNOWLEDGE MANAGEMENT

Application Fee

TERIMAAN > APPLICATION FEE

APPLICATION FEE

Application Fee | Log History

**Invoice**

Invoice Number: A20240075  
File No.: JSM/AD-700/01/04/092  
Organization Name: GENSHIN IMPACT SDN BHD  
Address: BANDAR INAZUMA, BANDAR TUN RAZAK JALAN SRI PERMAISURI CHERAS 56000 KUALA LUMPUR  
Poscode: 56000  
State: Wilayah Persekutuan Kuala Lumpur  
District: Cheras  
Contact Person: RAIDENA AMELIA

**BRANCH LIST**

Type of Services ( Jenis Perkhidmatan )


SAMM APP	Calibration & Testing Laboratories Fi Permohonan SAMM
----------	--

Kod Item (Item Code)	Perihal (Description)	Kuantiti (Quantity)	Harga (Price)	Jumlah (Total)
SAMM APP	Calibration & Testing Laboratories Fi Permohonan SAMM	1	2,000.00	2,000.00
<b>Jumlah (MYR) / Total (MYR)</b>				<b>2,000.00</b>



Disediakan Oleh/Prepared By: Pentadbir Super  
Tarikh/Date: 2024-07-04

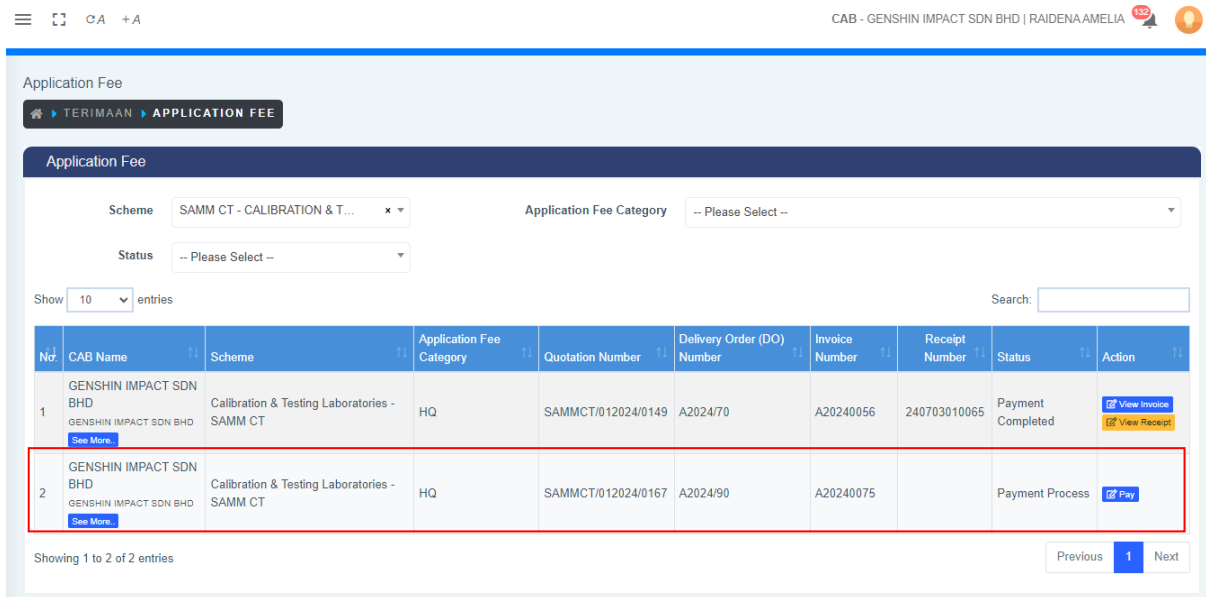
View | Cancellation | Submit

Diagram 74: Invoice acceptance

	Projek	Rujukan	Fail	Versi	Tarikh	Halaman
	E - ACC	ZANKO/E-ACC/UM/V0.1	User Manual Document	0.1	25/05/24	59

### 3.2.4 Payment

1. Click icon  on the list with the status Payment Process. System will display payment page for user to pay.
  - i. User can select which invoice that user want to make payment by click  checkbox to select.
  - ii. Click  button to proceed the payment once user select the invoice



Application Fee

TERIMAAN APPLICATION FEE

Scheme: SAMM CT - CALIBRATION & T... Application Fee Category: -- Please Select --

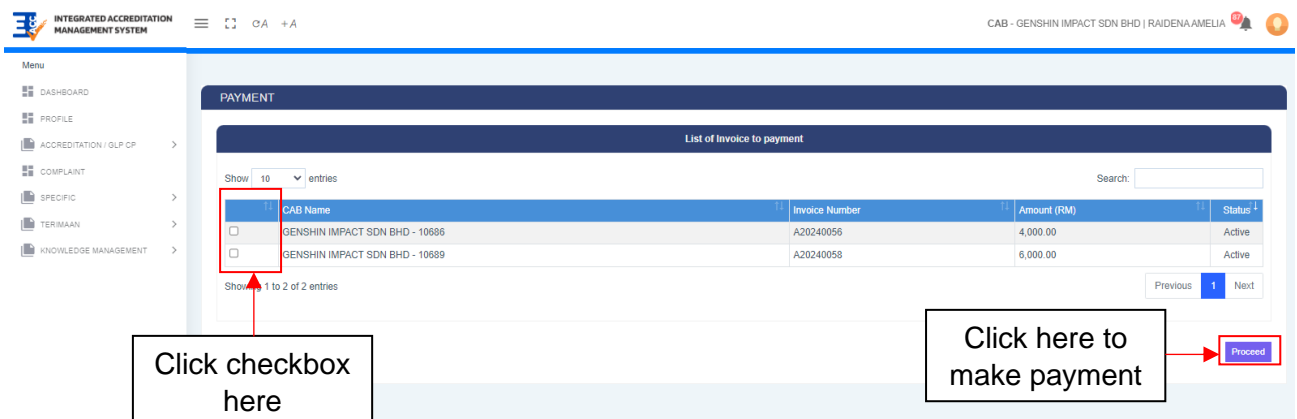
Status: -- Please Select --

Show 10 entries

No.	CAB Name	Scheme	Application Fee Category	Quotation Number	Delivery Order (DO) Number	Invoice Number	Receipt Number	Status	Action
1	GENSHIN IMPACT SDN BHD	Calibration & Testing Laboratories - SAMM CT	HQ	SAMMCT/012024/0149	A2024/70	A20240056	240703010065	Payment Completed	<a href="#">View Invoice</a> <a href="#">View Receipt</a>
2	GENSHIN IMPACT SDN BHD	Calibration & Testing Laboratories - SAMM CT	HQ	SAMMCT/012024/0167	A2024/90	A20240075		Payment Process	<a href="#">Pay</a>

Showing 1 to 2 of 2 entries

Diagram 75: Application fee listing



INTEGRATED ACCREDITATION MANAGEMENT SYSTEM

CAB - GENSHIN IMPACT SDN BHD | RAIDENA AMELIA

Menu: DASHBOARD, PROFILE, ACCREDITATION / OLP / CP, COMPLAINT, SPECIFIC, TERIMAAN, KNOWLEDGE MANAGEMENT

PAYMENT

List of Invoice to payment

Show 10 entries

CAB Name	Invoice Number	Amount (RM)	Status
<input type="checkbox"/> GENSHIN IMPACT SDN BHD - 10686	A20240056	4,000.00	Active
<input type="checkbox"/> GENSHIN IMPACT SDN BHD - 10689	A20240058	6,000.00	Active

Show 1 to 2 of 2 entries

Click checkbox here

Click here to make payment

Proceed

Diagram 76: Payment Process