**Flow for accreditation**

**From application to decision of accreditation**

STEP-1：Application for the examination

* ( The Applicant ) Apply through JAPhMed Homepage → Pay the first examination fee to JAPhMed

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STEP-2-a：Starting of the application procedures

* Examination of the contents of the application → Starting of the procedures notification (or that JAPhMed will not examine) is sent to the applicant

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STEP-2-b：Schedule arrangement for document examination

* Schedule arrangement for document examination → Notice of the date for implementation → Start the examination

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STEP-3-a：Implementation of document examination

* Implementation of document examination → The contents confirmation through teleconference or additional meeting

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STEP-3-b：Schedule arrangement for performance examination

* Schedule arrangement for performance examination → Decide assessment sheet and interviewer

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STEP-4：Performance examination and drawing up review report

* Implementation of performance examination in the applicant head office → Drawing up review report within two months

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STEP-5：Notification of the result /Review report

* Notify the examination result and submit the review report within two months after the examination was carried out

Classification of the result

1. Accreditation: Internal MSL Certification structure is regarded as appropriate. Issuance of Approval Accreditation
2. Deferring Accreditation: Internal MSL Certification structure is partly regarded as appropriate and it will be accredited if this applicant can catch up on some point to be improved within a fixed time.

The points to be improved and the timeline is sent to the applicant by letter

1. Reject Accreditation: Internal MSL Certification structure is regarded as inappropriate and the improvement will not be within the range of possibility. Rejection with the reason and date to the applicant by letter

 **(Re-examination in the case of deferring accreditation)**

* Pay the re-examination fee in to JAPhMed within two months after receiving the deferring → Implementation of re-examination within two months → Submit the result and review report to the applicant within two months

**Interim monitoring examination**

STEP-1：Starting of the application procedures

* JAPhMed gives notice of the timing of Interim monitoring examination to the accredited company after two years of accreditation → Pay interim monitoring examination fee

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STEP-2：Schedule arrangement for document examination

* Schedule arrangement for document examination → Notice of the date for implementation → Start the examination

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STEP-3-a：Implementation of document examination

* Implementation of document examination → The contents confirmation through teleconference or additional meeting

↓

STEP-3-b：Schedule arrangement for performance examination

* Schedule arrangement for performance examination → Decide assessment sheet and interviewer

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STEP-4：Performance examination and drawing up review report

* Implementation of performance examination in the applicant head office → Drawing up review report within two months

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STEP-5：Notification of the result /Review report

* Notify the examination result and submit the review report within two months after the examination was carried out

No problem → Continuous Accreditation

Problem is screened → In the case that problem such as MSL Certification, the management of the certification structure or others, is screened, JAPhMed indicates the problem and gives advice for improvement. The Applicant has to take measures to improve within the given timeline, then apply for taking confirming examination with the fee.