UM 7
Issue 1, 17 July 2018

USER MANUAL FOR
CONFORMITY ASSESSMENT BODY (CAB)
(LAEP)

Reviewed by:
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Date: 9 July 2018

Approved by:
Director of Accreditation
Name: SHAHARUL SADRI BIN ALWI
Date: 17 July 2018
Amendment Record

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A) ACKNOWLEDGMENT BY CAB/LABORATORY

1. Login as CAB / Laboratory (Lab)
2. Go to My Task, click SAMM CT ASSESSMENT to view task list.

3. Click PENDING ACCEPT LAEP PANEL MEMBER BY CAB to proceed.

4. CAB/Lab will receive Suggested ARP Panel Member from Accreditation Officer to review.
5. Enter comment or remarks in Comment text area.
6. Click **NOT ACCEPTED** button if CAB/Lab want to reject any of the LAEP panel team members. CAB/Lab is required to give a valid reason. Fill in CAB/Lab reason in **Comment** text area and submit to the Accreditation Officer.

7. Click **ACCEPTED** button if CAB/Lab accept the LAEP Panel team member and submit to the Accreditation Officer.

![Confirmation Message for Submission](image)

**Figure 4 : Confirmation Message for Submission**

8. Click **OK** to confirm submission or click **Cancel** to cancel submission.

9. Notification message will display for the next process.

![Notification Message for next task](image)

**Figure 0 : Notification Message for next task**
B) INQUIRY LAEP FEEDBACK RESPONSE FROM CAB/LABORATORY

1. Login as CAB / Laboratory (Lab)
2. Go to My Task, click **SAMM CT ASSESSMENT** to view task list.

![Figure 6: CAB / Laboratory Menu](image)

![Figure 7: List of Task (Lab)](image)

3. Click **PENDING RESPONSE BY CAB (LAEP)** to proceed.

![Figure 8: LAEP Meeting Report](image)

4. Click **Feedback** button to open LAEP feedback/enquiry form.
Figure 9 : LAEP Feedback

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<tr>
<th>Name of Laboratory</th>
<th>INHIAL FORENSIC INSTITUTE Sdn Bhd</th>
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<tbody>
<tr>
<td>Programme</td>
<td>Crime Laboratory</td>
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<tr>
<td>Site Ref No</td>
<td>J8469-7060X3994526</td>
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LAEP Chairman should complete this form.
This feedback form should be submitted to HOI who will discuss the issue with the Scheme Manager and the LAEP Chairman.
Where appropriate, LAEP may delegate a mentor to review and close out the feedback.
In case of issues, consult the Scheme Manager or the Director of Accreditation.

Response by Laboratory

5. Fill in Lab response in Response text area.
6. Click **Choose File** button to upload any attachment if required.
7. Click **Save** button to save the information.
8. Back to LAEP Meeting report; click **Submit to AO** to submit LAEP feedback response to Accreditation Officer.

![Successfully sent to AO](image)

*Figure 11: Notification for next task*

9. Task will send to AO to verify CAB response, after verify AO can submit feedback response to LAEP Chairman by selecting **RESPOND TO CHAIRMAN.** Refer Chapter 5.6 *Response LAEP Feedback by Accreditation Officer* for details instructions.