Certification procedure 1.4 Completion of certification procedure v1.1

DOCUMENTS IN	FLOW COMPLETION	DOCUMENTS OUT	RESPONSIBILITIES				REMARKS
			applicant / participant	foundation - secretariat	foundation - board	audit organization	**R = responsible** **A = accountable** **S = supportive** **C = consulted** **I = involved**
	start						starts after 1.2 auditing procedure
conclusion / recommendation from AO	positive decision? (no → message to applicant → end; yes ↓)				R		decision of board within 1 month if not accepted, message to applicant
	sending invoice, 2 copies license agreement	invoice fees GSPP foundation 2 copies license agreement		R			within 2 weeks sending of - invoice for fees for the GSPP foundation - 2 xlicense agreement to be signed by applicant
2 copies license agreement	complete? (no → message to applicant; yes ↓)			R		I	2 copies signed? fees GSPP foundation paid? if not OK within 1 month, send message to applicant
	acceptance in the system	1 x license agreement certificate		R			within 2 weeks after completion: - signing license agreement by foundation + sending to applicant - sending of certificate for company / site - username/password for membersite GSPP where e.g. GSPP logo can be downloaded - taking up participant in register + on website
	end						

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