Steps to be followed by KS* Manager

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insight quest is our root strength

cmj

Stage	Login Action	Preceding condition
0	Respond to queries by candidate regarding Accreditation via email / phone	Enquiry by candidate regarding accreditation prior to registering
0	Contact Assessors via email / phone to obtain agreement to participate in Accreditation program . Obtain cost proposal for Assessment	Accreditation calendar has been finalized
0	Update ALL masters on the system on a regular basis	Change in status or details of various users of the system - Change in parameters
1	Follow up to ensure timely approval / rejection of new candidate applications pending with regional directors	New candidate has submitted application
2	Allocate Assessor , Auditor and Industry expert along with respective fees .	Candidate's application has been approved by Regional Director.
3	Confirm and record receipt of payment from candidates	Candidate remitted fees and confirmed on line.
4	Allocate brief	The auditor has prepared the draft assessment report .
5	Monitor on time performance of Assessment on the system .Communicate with all users on email or phone and ensure OTIF completion of process . Availability 24/7 for all time zones .	Candidate payment has been received and is going through various stages of accreditation
6	Payment to Assessor	Once the invoice in uploaded by Assessor on the system.
7	Payment to Auditor and Industry Expert	Monthly basis – Once the invoice is uploaded on the system
8	Issuance of Accreditation letter and Certificate	Once clearance is received from Regional Director
9	Download MIS reports monitoring efficiency of Accreditation of program	Monthly basis
10	Download old accreditation reports	When there is a query regarding old accreditation