

## TAPA Certification On-line Tool

Instructions on How to Apply for and Complete Self-Certification Programme

Applicable for TSR 3 2014 or FSR C 2014 Self-Certifications

### Starting Point

To start your TAPA EMEA Self Certification, please visit the TAPA EMEA website <http://www.tapaemea.org/industry-standards/self-certification-programme.html> and complete the submission form. Shortly afterwards you will receive an invitation email from the new TAPA Certification On-line reporting tool with the 'Create Your Account' and 'Answer Assessment' link

### Create an account

To create your account, simply click on the Create Account link provided in the email invitation – your account will simply be your email address as the username and then your custom password. You only have to create your account the first time you log into the TAPA Certification On-line Tool.

### Log on

If you have created an account, you can log into the TAPA Certification On-line Tool at any time. Just enter your account details - email address and password.

### Accessing your Self-Certification assessment

Once you are ready to begin your self-certification assessment, log on to the TAPA Certification On-line Tool. You will find a Pending Activities grid - select the assessment you would like to complete and click 'Complete Assessment' link.

### Additional Locations – Complete Assessment

If you need to complete self-certifications for multiple locations within your company, you will have one login account assigned for all locations. To switch between location access rights, you will need to click your email address in the top right corner of the webpage. Then click Member Company. You will see a list of all locations you have access to on this page. Accounts with "active" activities, will be indicated by a 'Yes' in the Actions Required column. Click on the Location Name to begin active activities/self-certification assessments for that account. Activities will include completing the initial Self-Certification assessment, reconfirming the Self-Certification assessment annually or completing CAPAs.

### Completing your Self-Certification assessment

You will be asked to fill out Company Information and Business Profile Information, before being taken to the Assessment. Answer all the questions by either saying Yes, No or Not Applicable. Please qualify your answer by adding the appropriate text comments in the box provided. However, if you answer No to any question, you must include text comments and attach a waiver form using the 'Select Attachment' function. At the end of each page of questions, click 'Next' to access the next category of questions. Once you have completed all categories and all questions, click 'Submit.'

### Waiver form

You can download the waiver form by clicking on the link which can be found on each question. Once completed save on your desk top for uploading

### Submitting a Waiver

For questions you mark a "No" answer, a waiver form is required. You can upload a waiver form by clicking 'Select Attachment' link at the end of each question.

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### **Part Completed Submission**

You can log out and then log back into the TAPA Certification On-line tool to complete your assessment at any time. Please note the question number you have completed to assist you when you return.

### **Missed Questions**

When you click the submit button, you will be notified if you have missed any uncompleted questions, additional information or attachments. Just enter your answer and press Submit again

### **Corrective and Preventative Actions (CAPA)**

If the TAPA team needs to contact you after the submission process, to seek additional information or clarification, they will contact you by a request through the CAPA function within the TAPA Certification On-line Tool. All you need to do is log on, and in the Pending Activities grid, click on the 'Complete CAPA' link to proceed.

### **Complete your Corrective and Preventative Action (CAPA) request**

Log on to your account, click on the 'Complete CAPA' link in your Pending Activities grid, enter your comments or supporting documents/waiver forms, re-answer the question by either re-affirming your original answer or adjusting your answer accordingly. Press Submit at the end of the CAPA page and the submission will be re-reviewed by our TAPA Secretariat.

### **Contact Us**

If you have any questions, please contact us by sending an e-mail to [info@tapaemea.org](mailto:info@tapaemea.org) or telephone +44 (0) 1633 251325