

國際安全社區申請認證系統工作流程

Work Flow of International Safe Community Certification System

2013-11-04

初次使用者註冊 New User Registration

社區 Community	評鑑委員 Certifier	WHOCCCSP
進入線上系統申請使用帳號 Register as new user of ISCCS via <u>ISCCS Enrollment Page</u>	進入線上系統申請使用帳號 Register as new user of ISCCS via <u>ISCCS Enrollment Page</u>	
		由系統管理者頁面接收並核可帳號申請 Receive email notification for new user enrollment request. Approve request via <u>ISCCS Admin. Page</u> if appropriate
接獲 email 通知啟動帳號並設定密碼 Receive Email for account activation. Click the link provided to active account by setting user password	接獲 email 通知啟動帳號並設定密碼 Receive Email for account activation. Click the link provided to active account by setting user password	

申請國際安全社區認證 International Safe Community Certification

社區 Community	評鑑委員 Certifier	WHOCCCSP
		由系統管理者頁面指派評鑑委員 Assign Certifier for a community via <u>ISCCS Admin. Page</u>
	被指派人接獲 email 通知並於 48 小時內回覆是否接受評鑑工作 Certifier receive email notification for certification offer. Reply WHOCCCSP whether accept or reject the offer within 48 hours	

社區 Community	評鑑委員 Certifier	WHOCCCSP
		如果原指定人選拒絕，則重新指派 In case certifier reject the offer, re-select certifier via <u>ISCCS Admin. Page</u>
登入系統，並於線上完成 Form A 的 37 個問題 Login ISCCS and fill in 37 Questions in Form A		
	登入系統，於實地查訪社區前瀏覽社區所提供的認證申請內容 Login <u>ISCCS</u> and browse the information provided by the Community regarding to 37 certification questions (Form A) before site visit	
	實地訪查社區及審查線上申請內容，並給予社區評鑑意見 Access the performance of Community during site visit and answer 37 questions in Form A via <u>ISCCS</u>	
讀取委員的評鑑意見，並研擬社區的改善作為，email 通知 WHOCCCSP 開放更新資料的權利 Browse answer and comment from Certifier via <u>ISCCS</u> and decide improvement actions. <u>Email</u> to WHOCCCSP to request for updating Form A (Action Plan)		

社區 Community	評鑑委員 Certifier	WHOCCCSP
		<p>接受並核可社區更新認證申請資料 Receive request from Community for updating Form A. Release update rights to Community via <u>ISCCS Admin. Page</u> if appropriate</p>
<p>回復評審意見、更新申請內容後，聯繫評鑑員進行複審 Update Form A (Action Plan) in <u>ISCCS</u> and notify Certifier upon completion</p>		
	<p>線上審閱社區修正的內容，如符合準則要求，回復 WHOCCCSP 推薦通過認證 Browse action plan proposed by the Community at <u>ISCCS</u>. Generate report via <u>ISCCS</u> and recommend for certification if appropriate, and inform WHOCCCSP</p>	
		<p>綜整審查意見並做出認證決議 Generate report via <u>ISCCS</u> and make decision for certification</p>