

Практические аспекты ведения

аккредитованными субъектами

международной базы данных IAF CertSearch

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#### Активация аккаунта на сайте IAF CertSearch

roundcube 🍣		Ŧ		⇔		<b>~</b>
назад Написать с 22. Ответи	222 - СТ СТ, СТ СТ, СТ СТ, СТ СТ, СТ СТ, СТ СТ, СТ,					
Входящие           У         Черновики           Отправленные         Отправленные	Activation - IAF		C	ообщени	е 1 из 3	
СПАМ С Корзина Архив	PGAEDITATION FORM					Â
	Hi Certification Body,					
	Welcome to IAF CertSearch. IAF CertSearch is the global certification database, it enables the validation of certifications issued by certification bodies, who are accredited by an IAF MLA signatory member accreditation body under main scope ISO/IEC 17021-1.					
	This account has been customised for your certification body, it includes the accreditation information uploaded by your Accreditation Body: <b>Belarusian State Centre for Accreditation</b>					
	To activate the Certification Body account, click the button below Activate Account					•

#### Активация аккаунта на сайте IAF CertSearch



#### Создание аккаунта органа по сертификации



#### Заполнение формы

Log In



#### Завершение регистрации





Company Name 🔻

Search companies by name



Q

#### One more step

We sent a verification email to the address below. Click the link inside the email to get started.

Email	g.rubis@bsca.by

Email didn't arrive?

#### Подтверждение регистрации

roundcube 🍣		💌 💵 🖨 🙂 🌈
назад Написать с 22	222 С СТ С	
Входящие           Исрновики           Отправленные	Please confirm your e-mail address - IAF         От       IAFCertSearch L+         Кому       g.rubis@bsca.by L+         Дата       Сегодня 13:29	Сообщение 1 из 38 ()
СПАМ         СПАМ         Корзина         Архив	ROAEDITATION FORUM	
	Hi Ivan Ivanov, Welcome to iafcertsearch.org! In order to get started, you need to confirm your email address. Confirm Email	
	Thanks, The IAF Cert Search Team	
	If you have any questions, please email us at info@iafcertsearch.org	

## Подтверждение регистрации

			About Us Contact Log In Sign Up
	Success Your email address has been co	nfirmed.	
	ОК		
Home IAF CertSearch International Accreditation Forum	Accreditation Bodies List Certification Bodies List QualityTrade	Contact	
Copyright © 2020 IAF CertSearch. All Right Reserved	IAP CertSearch Mark	Terms and Conditions Privad	cy Policy 👔 🕥 in

#### Вход в личный аккаунт на сайте iafcertsearch.org



#### Информационная панель личного аккаунта

	Company Name   Se	earch companies by name		Q		4 <b>(</b>
shboard	Dashboard					
rtified Entities	► IAF CertSearch Gen	eral Guide				
rtifications						
ndards	<ul> <li>Statistical overview</li> </ul>	updates every 24 hours				
ta Management	Total Certified Ent	ities	Total Certifications		Standards	
nuirios	0		0		0	
counts	Active	0	Active	0		
counts	Pending	0	Inactive	0		
ers	Inactive	0	Draft	0		
	Suspended	0	Cancelled	0		
tification Body Profile	Withdrawn	0	Suspended	0		
ings	View Certi	fied Entities	Withdrawn View Certifi	0 ications		

#### Внесение информации о сертифицированной организации



#### Внесение информации о сертифицированной организации



# Внесение информации о сертификате

(LAF)	Company Name Search companies by name     Company Name     Company Email     info@certificationbody.by     Company Website     Nagement     Certification Information      **To create a certified entity account, one certification of the certified entity must be included to proceed.   Certificate Status   Active   Certification Number   1234567   Certification Type   Management System   Accreditation Body   Belarusian State Centre for Accreditation				4 <b>•</b>
Dashboard	Company Email		info@certificationbody.by	ertified entity must be included to proceed.  ertified entity must be included to proceed.  em  t t t t t t t t t t t t t t t t t	
Certified Entities	Key Contact Nar	ne	Petr Petrov		
Certifications	Company Webs	ite	https://certificationbody.by		
Standards					
Data Management	Certification	n Information	>		
	**To create a cer	tified entity accoun	t, one certification of the certified entity must be included	I to proceed.	
Accounts	Certificate Statu	s	Active	\$	
Users	Certification Nu	mber	1234567		
	Certification Typ	e	Management System	\$	
Certification Body Profile	Accreditation Bo	ody	Belarusian State Centre for Accreditation	×	
Settings	Standards		ISO 9001:2015	× û	]
			+ Add Standards		
User Guide	Scope Descriptio	on	Описание области		1
IAF CertSearch Mark			'		

#### Внесение информации о дате выдачи сертификата

	Company Name   Search comp	anies by name Q		Ŵ			
Dashboard	Standards	ISO 9001:2015	×				
Certified Entities		+ Add Standards					
Certifications	Scope Description	Описание области					
Standards							
Data Management							
	Issued Date, Expiry Date and O	riginal Issued Date will be private.					
Enquiries	Issued Date	2020-07-24					
Users	Expiry Date	2023-07-24	2023-07-24				
	Original Issued Date	2020-07-24					
Certification Body Profile							
Settings		Submit					
Usér Guide							
	Dashboard	Accreditation Bodies List	Contact				
IAE CertSearch Mark	IAF CertSearch	Certification Bodies List					

#### Информация о выданных сертификатах

IAF	Company Name 🔻	Search companies by nam	ne		Q				Ą (		
Dashboard	Certification	S   1									
Certified Entities	The Certifications area	tions area provides the ability to view all certifications uploaded. You can refine the list of certifications by Status, Filtering by Certification Body, Searching by Certified Entity Name or Searching by									
Certifications	Certificate Number. M	by Status, Filtering by Certification Body, Searching by Certified Entity Name or Searching by Jumber. More Detail									
	How to add sites	How to edit certif	fication details								
Data Management	Filter by Status	→ Filter by	AB	F	ilter by CE	V Sea	arch Cert No.	Q			
	Certificate Statu	s Certificate Number	Standard	Expiry Date	Accreditation Body	Certified Entity	Updated at	Created at	Actions		
	Active	1234567	ISO	2023-07-	Belarusian State	Орган по	2020-07-	2020-07-	View		
			9001:2015 - Quality Management	24	Centre for (BSCA)	сертификации	24	24			
			System Scheme								
	4								•		

#### Редактирование реквизитов сертифицированной организации

	Company Name 🔻	Search companies by	name	Q	4 <b>•</b>
Dashboard	Company l	_ocation			Edit
Certified Entities	Economy/Count	try	Belarus	~	
Certifications	Address		Minsk, 6 Velozavodskaya street		
Standards					
Data Management	Company I	nformation			Edit
Enquiries	Company Name	e	Орган по сертификации		
Accounts	Company Tradi	ng Name	Орган по сертификации		
Users	Company Engli	sh Name	Certification body		
Certification Body Profile Settings	A Private	Information			Edit
	Unique ID		123456789 УНП		
User Guide	Company Email	I	info@certificationbody.by		
IAE CostCoards Made	Economy/Country Belarus   Address Minsk, 6 Velozavodskaya street     Company Information   Company Name   Oprati no ceprixdpi/sauju/i   Company Trading Name   Oprati no ceprixdpi/sauju/i   Company English Name   Certification body   Unique ID   123456789 YHIT   Company Engli   Info@certificationbody.by   Key Contact Name   Petr Petrov				
TAF CertSearch Mark	Company Web	site	https://certificationbody.by		-

#### Обновлённые реквизиты сертифицированной организации

	Company Name 🔻	Search companies	s by name	Q	Ĺ
Dashboard	<ul> <li>Company L</li> </ul>	ocation			Ed
Certified Entities	Economy/Count	ry	Belarus		,
	Address		Minsk, 6 Velozavodskaya street		
Data Management	Company l	nformation			E
Fnauiries	Company Name		Сертифицированная организация		
	Company Tradir	ng Name	Сертифицированная организация		
	Company Englis	h Name	Certified Entity		
					_
Certification body Profile	🔒 Private	Information			E
	Unique ID		123456789 УНП		
	Company Email		info@certifiedentity.by		
	Key Contact Na	me	Petr Petrov		
	Company Webs	ite	https://certifiedentity.by		

#### Перечень внесённых сертифицированных организаций

Company Name Search companies by name Q A 0   archivard   excluded      archivards   excluded   Counts   Res      excluded      Filter by Location   Image: Search CE Name.      Excluded      Control   Excluded      Excluded           Company Name        Company Name              excluded           Company Name <b>Company Name Certified Entities Filter by Location        <b>Filter by Location    <b>Certified Entity Certified Entity Ce</b></b></b>								
Dashboard	Certified Er	itities   1						
Certified Entities	The Certified Entities	provides the ability to	view all of the Certified Entities v Filtering by Status, Filtering by Lee	hich have been uplo	aded. Within the			
Certifications	Name. More Detail	you can renne the list	Findening by Status, Findening by Edi	ation, Searching by C				
Standards	How to change (	CE details 🔹 💽 Ho	w to add certification to CE					
Data Management	Filter by Status	~	¥	Export CE Activation	Links + 4	Add Certified Ent	ity 🗖 Sen	nd Bulk CE Activatio
	Filter by Location	<b>v</b>						
	Search CE Name	Q						
	Activation Stat	us Unique ID	Certified Entity	Location	Certifications	Updated at	Created at	Actions
	<ul> <li>Inactive</li> </ul>	123456789 УНП	Сертифицированная организация	Belarus	1	2020-07- 27	2020-07-	Actions •
			- Provincial Ann					
	Dashboard		Accreditation Bodie	s List		Contact		
	IAF CertSearch		Certification Bodies	List				
	▼ 1.5		Quelite Trede					

#### Перечень внесённых сертификатов организации

(LAF)	Company Name	earch companies by nam	e		Q			Ĵ				
Dashboard	Certified Entities / Серти	фицированная организа	ация / Certificati	ions								
Certified Entities	rtified Entities Сертифицированная организация											
Certifications	tifications Details Certifications Live Profile											
	ards											
Data Management	Filter by Status	✓ Filter by /	AB	· · ·	Search Cert No.	Q		<ul> <li>Add Certif</li> </ul>	fication			
	Certificate Status	Certificate Number	Standard	Expiry Date	Accreditation Body	Certified Entity	Updated at	Created at	А			
	<ul> <li>Active</li> </ul>	1234567	ISO 9001:2015 -	2023-07- 24	Belarusian State Centre for (BSCA)	Сертифицированная организация	2020-07- 24	2020-07- 24				
			Quality Management System									
			Scheme									
									r			
	Dashboard		Accredita	ation Bodies List	t	Contact						
	IAF CertSearch		Certificat	tion Bodies List								

# Раздел «Управление данными»

		Certification ID ▼ S	earch companies by certification number	Q		4
	Dashboard	Data Manage	ement			
×	Certified Entities	File Upload FTP	Access API Access Data Mapping	Field Mapping Activit	ty	
	Certifications					
	Standards	Ella Unita a				
	Data Management	File Upload	1			
		File Upload is a way certifications. A Cer	to upload data into IAF CertSearch by bulk. An tification Body can upload all Certification and C	Accreditation Body can upload all ertified Entity data. View File Uplo	data required on its certification bodies or even oad Instruction	
- D	Enquiries					
	Accounts	Video Guide				
	Users	How to use Date	:a Management			
		Upload Certification	Data Solve errors	in Data Management	Update/overwrite existing data	
	Certification Body Profile	<ul> <li>How to prepare</li> <li>How to prepare</li> </ul>	Excel data December 400 How to December 400 Ho	use Data Mapping use Field Mapping	How to update data	
	Settings	<ul><li>How to upload</li><li>How to upload</li></ul>	Excel data Difference How to XML data	resolve errors		
	Hara Chida					
		Data Instructi	on			
L pp	IAF CertSearch Mark	How to prepare Cer	tification Data?			
		Excel Data Instruction	on XML Data Instruction			

## Шаблоны файлов Excel и XML. Массовая загрузка

	Certification ID 🔻	Search comp	anies by certification I	number	Q		4
Dashboard	<ul> <li>Data Instru</li> </ul>	iction					
Certified Entities	How to prepare Excel Data Inst	e Certification Da ruction XML D	ata? ata Instruction				
	Download	Data Temp	lates				
Data Management	Upload Certific	ation					
	▲ Excel Ten View Samples:	Excel Sample Fil	e, XML Sample File				
		-					
	Upload Da	ta					
	Use the Templa	tes to upload da	ta. And do not use th	e Sample Files to up	load, sample only.		
	🕹 Upload C	ertifications	>				
	File Upload	Activities					
	Status	Activity	File Format	File	Details	Uploaded at	Actions
	Error	File Upload	Excel	Certification	Found 4 errors in 1 sheets	2020-07-27 11-39-22	

#### Описание ошибок в файле загрузки

Activity Detail	s					×
ashboard Activity	File Upload					
ertified Entitie File Type	Excel					
ertifications Uploaded at	2020-07-27 11:39:22					
andards Spread Sheet ata Managem	Field name	Row	Field value	Error	Suggestion	
No. Sheet1	Name Of The Certification Body	0		Field mapping required	Go to Field Mapping and resolve requests.	
No. Sheet1	E-Mail	0		Field mapping required	Go to Field Mapping and resolve requests.	
ccounts No. Sheet1	Contact Person For Communication With Iso	0		Field mapping required	Go to Field Mapping and resolve requests.	
sers No. Sheet1	Name Of The Accreditation Body	0		Field mapping required	Go to Field Mapping and resolve requests.	
ertification Bo					Clos	e
attings						
ser Guide	File Upload Activities					
	Status Activity File Form	ant	File	Details	Liploaded at	Actions

#### Руководство пользователя. Общие и технические инструкции

CLEATION TO	Certification ID  Search companies by certification number Q
Dashboard	User Guide
Certified Entities	Overview Technical Instruction General Instruction Video Guides Marketing & Communication
Certifications	
Data Management	User Guide
Enquiries	The User Guide has been prepared for Certification Bodies eligible participate in IAF CertSearch. It provides guidance and template mate
	to assist the relevant management or technical staff operate IAF CertSearch.
	User Guide Summary
Settings User Guide	IAF CertSearch.org Guid to the IAF CertSearch Download PDF Guide

## Цифровой знак IAF CertSearch

THE ATTOR					
	Company Name   Search	companies by name	Q		Ą
Dashboard	IAF CertSearch	Mark			
Certification Bodies					
Standards					
Data Management			Status: Active		
Enquiries			AFCERTSEARCH.ORG		
Accounts		The IAF CertSearch Mark is a digita IAF Accreditation Body Member.	al badge that demonstrates you	r organisation holds an Active	
Users		Those who click on the IAF CertSea CertSearch Global register where t	arch Mark will be directed to yo hey can view your active certific	ur profile page on the IAF cations. The badge will link to the	
Accreditation Body Profile		status of your certifications. If your	certifications are no longer vali Activate	d the badge will not appear.	
Settings					
User Guide					
	Dashboard	Accreditation	n Bodies List	Contact	
IAF CertSearch Mark	IAF CertSearch	Certification	Bodies List		
	International Accreditation Foru	m QualityTrade			
		IAF CertSear	rch Mark		

# Размещение цифрового знака IAF CertSearch на сайте органа по сертификации

TAF	Company Name   Search companies by name  Q
ashboard	Step-by-Step
ertified Entities	<ol> <li>Open website source code</li> <li>Open the source code of the website page you'd like the IAF CertSearch Mark to appear.</li> </ol>
ertifications	2. Copy and Paste HTML Snippet
andards	Copy the custom HTML snippet below for your organization's mark and paste the HTML snippet into the page.
undulus	3. Mark configuration
ata Management	Modify the attributes to adjust the Mark.
nquiries	Mark Configurator
ccounts	
sers	Status: Active
ertification Body Profile	CERTSEARCHO
ettings	Step 1: Include the JavaScript SDK on your page once, ideally right after the opening <body> tag.</body>
	<pre><script crossorigin="anonymous" defer="" src="//f0.iafcertsearch.org/marks/p/iaf-cs-mark.js?id=77aaf3fa-bfb6-577b-93e5-728efd0f569b"></script></pre>
ser Guide	Step 2: Place this code wherever you want the plugin to appear on your page.
	<div data-mark-height="96" id="iaf-cs-mark"></div>
CertSearch Mark	

# Спасибо за внимание!

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