FLOWCHART FOR APPLICATION PROCEDURE

Responsible party

Responsible party	Flowchart
Owner / management of premises/building	**Engage a CIB**
CIB accompanied by owner / management of premises/building	**Walkthrough inspection** → **Mould assessment**
Owner / management of premises/building	**Mitigation** ← **Problems identified?** (Yes → Mitigation; No ↓)
CIB	**IAQ measurements**
Owner / management of premises/building	**Remedial actions on non-compliance areas** (both sides)
CIB	**Comply with IAQ Objectives and certification requirements?** (No ← / No →; Yes ↓)
CIB	**Issue certificate and certification report**
Owner / management of premises/building	**Submit registration application to IAQ Information Centre** ← **Provide the required information**
IAQ Information Centre	**Complete information?** (No → **Issue a letter to request supplementary information**; Yes ↓)
IAQ Information Centre	**Assign registration no. and upload information about the IAQ certificate to the IAQ Information Centre**
IAQ Information Centre	**Return the certificate and provide labels and e-logo to the applicant**
Owner / management of premises/building	**Display the certificate/labels Manage post-certification IAQ**
Owner / management of premises/building	**Initiate annual certificate renewal**