

NHSF PRODUCT ACCREDITATION MECHANISM FLOW		
Phase	Owner	Action
PHASE 0	Applicant	Request email to NHSF Secretary or fill in the on-line request form
	NHSF Secretary	Process Request Send self-declaration, information package, pathway request and draft confidentiality agreement (CDA) (EAB/Applicant)
	Applicant	Finalise and sign CDA Complete pathway request (Fish Oil, Phyto, Probiotics, Multi-brand) Send completed CDA and pathway request to NHSF Secretary.
	NHSF Secretary	Send appropriate pathway checklists to applicant and signed CDA to EAB
PHASE I	Applicant	Complete checklists for Quality & Equivalence and Efficacy, and send to NHSF Secretary.
	NHSF Secretary	Check completion of documentation <u>When complete</u> forward to EAB <u>When incomplete</u> make further request to applicant
	Expert Advisory Board (EAB)	On receipt of complete documentation, select Q&E assessor based on pathway (Fish Oil, Multi-brand, Phyto or probiotics) and forward documentation and assessor CDA
PHASE IIA	Assessor - Quality & Equivalence (Q&E)	Evaluate answers in Quality & Equivalence checklist <u>When complete</u> provide report to EAB <u>When incomplete</u> request further information from applicant When further request not satisfactory, ALTERNATIVE process to be followed
	EAB	On receipt of Q&E Report, select Efficacy assessor based on claim area and forward documentation and assessor CDA

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PHASE IIB	Assessor - Efficacy	Evaluate answers in Efficacy checklist <u>When complete</u> provide report to EAB <u>When incomplete</u> request further information from applicant
	EAB	When further request not satisfactory, ALTERNATIVE process to be followed
PHASE III	EAB	If both reports are positive, inform NHSF/ Applicant of outcome
	NHSF	Applicant provided with licence agreement and other documents
	Applicant	Signs agreement(s) and returns to NHSF
	NHSF	Outcome published on website, entered into educational programme etc.
ALTERNATIVE	EAB	If either report is not positive, select relevant experts to develop and send proposal to applicant on gaps in the application and recommended solutions (coaching session and/or training)
	Applicant	Review proposal <u>When satisfactory</u> - proceed with proposed plan <u>When not satisfactory</u> - process ends