Enhancements to TESSA (September 2024)

Document improvements when applying for product acceptance

Improvements have been made to the document section on the application for product acceptance case form.

The changes make it clearer to the user what documentation should be provided for each product type.

The document list will populate with a list of documents based on the product type and method selected in the application form.

Once the list of documents has populated, you will be able to see the required documents you will need to provide, along with any additional documents you may like to provide.

To upload a new document, select the pencil ✏ icon to the left of the document you would like to add.

When the pencil icon is selected, an edit row pop up window will appear. The document type field will default to the name of the document selected from the document list. To add a document, select the **Upload** button.

The title field will prefill with the name of the document you have uploaded. You can then add a document note if you wish to, this is optional. Once you have finished, select the **Save** button.
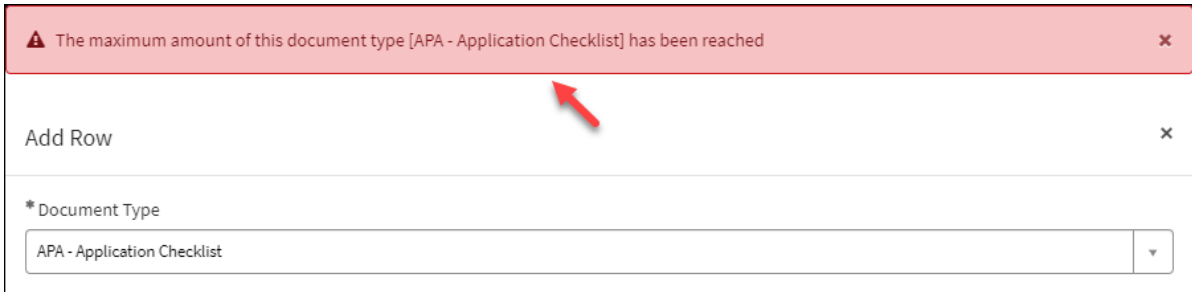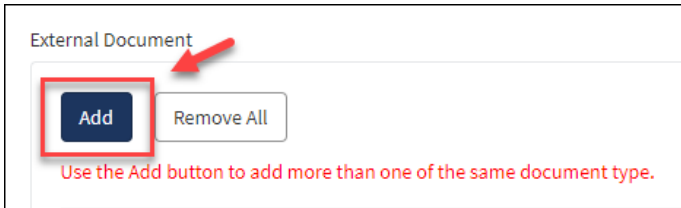
Document limit rules have been applied to some document types. The following table provides an overview of the document limits on each of the document types.

Document name	Document limit
APA - Performance - Specification Sheet	Maximum of eight documents can be provided
APA - Application Checklist	Maximum of one document can be provided
APA - EMC - ACMA Declaration of Conformity	Maximum of eight documents can be provided
Certificate of Suitability, Approval, Conformity	Maximum of eight documents can be provided
HEER Tool	Maximum of one document can be provided
APA - Performance - Laboratory Test report	Maximum of eight documents can be provided
APA - Performance - Laboratory Accreditation	Maximum of eight documents can be provided
Manufacturer Declaration	Maximum of one document can be provided
APA - EMC - Responsible Supplier Evidence	Maximum of one document can be provided
APA - Sponsorship Forms	Maximum of two documents can be provided
APA - Other Documents	Maximum of eight documents can be provided
APA - Performance - Driver Specification Document	Maximum of eight documents can be provided
APA - Performance - Lifetime Document	Maximum of eight documents can be provided
APA - VEU Product Acceptance Evidence	Maximum of eight documents can be provided

If you exceed the document limit for a document type, an error message will present to you on screen, on the edit row pop up window.

The document list will default to one of each document type for the product type and method you have selected. If you need to additional documents for any of the listed document types, the **Add** button can be used to add more documents.

Once the **Add** button has been used to add further documents, any additional documents you have added will appear in the document list.

External Document

Add | Remove All

Use the Add button to add more than one of the same document type.

Actions	Document Type	Required/Optional	Document Attachment	Document Note	Title
✎ ✖	APA - Application Checklist	Required	Test test test test Test test test test.docx		Test test test test Test test test test.docx
✎ ✖	APA - Performance - Specification Sheet	Required	Test test test test Test test test test.docx	document 1	Test test test test Test test test test.docx
✎ ✖	APA - Performance - Specification Sheet	Required	Test test test test Test test test test.docx	document 2	Test test test test Test test test test.docx

If you add a document in error, you can use the ✖ button to remove the document from the document list.

Actions	Document Type	Required/Optional	Document Attachment	Document Note	Title
✎ ✖	APA - Application Checklist	Required	Test test test test Test test test test.docx		Test test test test Test test test test.docx
✎ ✖	APA - Performance - Specification Sheet	Required	Test test test test Test test test test.docx	document 1	Test test test test Test test test test.docx
✎ ✖	APA - Performance - Specification Sheet	Required	Test test test test Test test test test.docx	document 2	Test test test test Test test test test.docx

When you submit your application for product acceptance, the system will check that all required documents have been provided and present an error message if there are documents missing.

⚠ Please check Document Requirement List.
· APA - Performance - Specification Sheet: Required document at least (1)

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* Method(s)

✖ HEER

Activity Definition(s)

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