



## Corporate Brochure

## About SADCAS

### Profile

The Southern African Development Community Accreditation Services (SADCAS) is a multi-economy accreditation body established in terms of Article 15 B of the Technical Barriers to Trade (TBT) Annex to the SADC Protocol on Trade with the primary purpose of ensuring that conformity assessment service providers (calibration/testing/medical laboratories, certification and inspection bodies) operating in those SADC Member States which do not have national accreditation bodies are subject to an oversight by an authoritative body. Within the SADC region only South Africa and Mauritius have national accreditation bodies. The remaining countries namely: Angola; Botswana; Comoros; Democratic Republic of Congo (DRC); Lesotho; Madagascar; Malawi; Mozambique; Namibia; Seychelles; Swaziland; Tanzania; Zambia; and Zimbabwe do not have national accreditation bodies hence serviced by SADCAS. By assuring technical competence through accreditation, SADCAS plays a key role towards the achievement of SADC goals in trade facilitation and in the protection of health, safety and the environment.

SADCAS was registered in 2005 as a not for profit company limited by guarantee under the Botswana Companies Act, 2003 (Act No. 32 of 2004). SADCAS was approved by the SADC Council of Ministers in August 2007 as a Subsidiarity Institution of SADC. The relationship between SADCAS and SADC is formalized through a Memorandum of Understanding (MoU) on General Cooperation. SADCAS Headquarters are situated in Gaborone, Botswana.

### Governance

SADCAS is governed by a General Assembly which comprises of: Subscribers to the Memorandum and Articles of Association; Members of the Board of Directors; Appointed representatives of National Accreditation Focal Points (NAFPs) in each SADC Member State using the service of SADCAS; and Individuals or organizations who apply for admission as members of SADCAS. Drawn out of the General Assembly is the Board

of Directors which oversees the running of SADCAS and fulfils any function that the SADCAS General Assembly may delegate to it. The SADCAS Chief Executive Officer (CEO) who reports to the Board of Directors leads the company and is responsible for the day-to-day operation of SADCAS.

## Organization

SADCAS is composed of three functional units. **The technical unit** which is headed by the Technical Manager (TM) is responsible for technical aspects of accreditation including the management of assessors. **The accreditation administration unit** is responsible for ensuring that all administration needed to effect the assessment processes are effectively managed.. **The financial administration unit** is responsible for financial management, human resources management and general administration of the company. The **corporate services unit** provides support services to internal and external business interests and is responsible for ICT, marketing and public relations, business development and administration of training services. National Accreditation Focal Points (NAFPs) established in SADC Member States using the services of SADCAS serve as the administrative link between SADCAS and clients/potential clients in Member States.

Accreditation assessments are undertaken, on behalf of SADCAS, by a pool of SADCAS registered assessors who make recommendations for accreditation by the SADCAS Accreditation Approvals Committee (AAC). Advisory Committees (AC) advise SADCAS on technical matters.

## Services

SADCAS provides accreditation services and training in accreditation associated activities.

## Accreditation services

SADCAS offers accreditation schemes for:

- Calibration laboratories in accordance with ISO/IEC 17025;
- Testing laboratories in accordance with ISO/IEC 17025;
- Medical laboratories in accordance with ISO 15189;
- Management systems certification bodies in accordance with ISO/IEC 17021;
- Inspection bodies in accordance with ISO/IEC 17020;
- Product certification bodies in accordance with ISO/IEC 17065; and
- Personnel certification bodies in accordance with ISO/IEC 17024.

SADCAS will broaden its scope of accreditation as needs arise. All SADCAS accreditation schemes are operated in accordance with ISO/IEC 17011 and the applicable ILAC and IAF Mandatory Documents.

SADCAS is signatory to the International Laboratory Accreditation Cooperation (ILAC) and the African Accreditation Cooperation's (AFRAC) Mutual Recognition Arrangements (MRAs) for Testing (ISO/IEC 17025) and Calibration (ISO/IEC 17025), Inspection (ISO/IEC 17020) and Medical (ISO 15189). SADCAS is also signatory to IAF MLA for Main Scope Management Systems (ISO/IEC 17021-1) and Sub-scope (ISO/IEC 17021-3) QMS.

## Training services

SADCAS offers training on accreditation related courses. Training courses can be conducted in-house or as open courses.

SADCAS offers the following training courses:

- One day awareness training courses on the various key accreditation standards. The objective of the one day awareness training courses is to

create awareness on the benefits and importance of accreditation and the requirements of the respective accreditation standards.

- Five days' requirements, implementation and internal auditing courses on the various key accreditation standards and whose objective is to provide an insight into the respective system standards requirements, implementation as well as to guide conformity assessment bodies' (CABs) personnel on how to prepare and carry out an internal audit so as to monitor compliance with the system standard.
- Three days' internal auditing courses whose objective is to impart internal auditing knowledge and skills so that conformity assessment bodies are able to monitor compliance with the respective key accreditation standards.
- Five days' intensive course on Method Validation and Measurement Uncertainty (MV & MU) covers statistical fundamentals and advanced concepts of statistical techniques that are used in both method validation/verification and in calculating measurement uncertainty of test results.

Besides the above courses, SADCAS can also offer other accreditation related courses depending on needs. The training courses are conducted on behalf of SADCAS by a pool of qualified and registered trainers who have hands on and up to date experience on accreditation matters. The training courses are designed to create awareness on the benefits and importance of accreditation and to promote an understanding of the requirements of the key accreditation standards. In order not to compromise its impartiality principles and status in training service delivery, SADCAS does not give specific advice for the development of an organization's operations. Furthermore the trainings delivered or facilitated by SADCAS are not a pre-condition of accreditation neither do they guarantee accreditation by SADCAS.

## Vision, Mission & Core Values

### Vision

SADCAS vision is to be a sustainable accreditation body at the cutting edge of credible accreditation service delivery.

### Mission

SADCAS mission is to provide credible, cost effective, accreditation services for SADC Member States aimed at supporting trade, enhance the protection of consumers and the environment and improve the competitiveness of SADC products and services in both the voluntary and regulatory areas.

### Objectives

SADCAS objectives are to provide:

- Accreditation services to SADC Members States that do not have a national accreditation body for their laboratories, certification and inspection bodies;
- Accreditation services to Member States whose national accreditation body only services a limited scope of accreditation;
- International recognition of conformity assessment results produced by organizations accredited by it;
- Accreditation service that promotes, develops and maintains good regulatory practices;
- An opportunity for SADC Member States to participate in multilateral arrangements for recognition of conformity assessment results;
- A database of organizations accredited by it.
- Accreditation expertise, qualifying, registering and using experts from amongst SADC Member States; and
- To facilitate the functioning of National Accreditation Focal Points (NAFP) established in those SADC Member States using its service.

## SADCAS Core Values

SADCAS in its service provision upholds the following six core values:

<b>Impartiality</b>	We are organized and operate so as to safeguard objectivity and impartiality of our services.
<b>Transparency</b>	We are dedicated to provide complete transparency in our work by communicating effectively with our clients.
<b>Non-discrimination</b>	We treat our clients fairly and in an equitable manner.
<b>Integrity</b>	We act with honesty and integrity.
<b>Innovation</b>	We generate new ideas and utilize creative approaches to problems for continuous improvement.
<b>Diversity</b>	We respect the diversity of our clients and ensure balance of interest in representation.

## Value Proposition

- Delivering confidence
- Assuring competency

*Delivering confidence, Assuring competency*



## SADCAS Regional and International Connections

### SADCAS is

- A full member of the International Laboratory Accreditation Cooperation (ILAC).
- An accreditation body member of the International Accreditation Forum (IAF).
- An arrangement member of the African Accreditation Cooperation (AFRAC).
- An ordinary member of SADC Cooperation in Accreditation (SADCA).
- A member of the International Accreditation Forum (IAF)

## What is accreditation?

Accreditation is the process of providing recognition to an organization for its competence in performing specific tasks. It involves the assessment of technical competence of organizations in providing conformity assessment service(s). Conformity assessment services include testing, certification (management systems/product/personnel) and inspection.

Accreditation also applies to calibration laboratories, proficiency testing and production of certified reference materials.

## Why does Accreditation Matter?

Accreditation is a tool for providing for the acceptance and recognition of conformity assessment results. Accreditation is now increasingly accepted worldwide as the most transparent and non-discriminatory mechanism to assure competency of conformity assessment service providers both in the voluntary and regulatory areas.

- **To industry and trade** accreditation facilitates trade and eliminates the need for repetitive testing, certification and inspection.
- **To regulators** accreditation provides reliable and impartial basis for sound decision-making.
- **To conformity assessment service providers** [testing/calibration laboratories, certification bodies (management systems/product/personnel) and inspection bodies], accreditation is a means of demonstrating your competency to your clients.



- **To users of accredited services and consumers at large**, accreditation is your guarantee for reliable and comparable conformity assessment results. Accreditation increases reliability of products.

## Who Seeks Accreditation?

Accreditation applies to conformity assessment service providers.

- **Testing laboratories** e.g. medical, chemical, microbiology, food and associated products, engineering, textiles etc.
- **Certification bodies** e.g. management systems (quality/environment/occupational health and safety/food management system etc.), product and personnel.
- **Inspection bodies** e.g. import/export, pressure equipment, etc.

Accreditation also applies to

- **Calibration laboratories** e.g. mass, volume, dimension, temperature, pressure, electrical, etc.
- **Proficiency testing.**
- **Production of reference materials.**

## What accreditation schemes does SADCAS offer?

- Calibration laboratories to ISO/IEC 17025.
- Testing laboratories to ISO/IEC 17025.
- Medical laboratories to ISO 15189.
- Management systems certification bodies to ISO/IEC 17021-1.
- Product certification bodies to ISO/IEC 17065.
- Inspection bodies to ISO/IEC 17020.
- Personnel certification bodies to ISO/IEC 17024.

SADCAS will broaden its scope of accreditation as needs arise.

## How is accreditation achieved?

Accreditation is granted to conformity assessment service providers who have demonstrated that they fully meet the requirements of the relevant international standards. Accreditation is achieved through five stages:



## How to contact SADCAS

### For more information on SADCAS contact:

Southern African Development Accreditation Service  
Private Bag 00320, Gaborone, Botswana  
Plot 50369, Unit 3A, Second Floor, Tholo Office Park, Fairgrounds  
Tel: +267 313 2909 / 313 2910 / 318 8644 / 318 8646  
Mobile: +267 7125 0042, Fax +267 313 2922  
Email: [info@sadcas.org](mailto:info@sadcas.org)

Also visit SADCAS website at [www.sadcas.org](http://www.sadcas.org)

### OR

The National Accreditation Focal Point based in the SADCAS Member States serviced by SADCAS. Refer to the SADCAS website [www.sadcas.org](http://www.sadcas.org) for the contact details of National Accreditation Focal Points

*Delivering confidence, Assuring competency*

