



# **National Accreditation Focal Point (NAFP) Recognition Awards Brochure**

## 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 Subsidiary 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.

### **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 unit is also responsible for ensuring that training services are effectively and efficiently organized and administered. **The financial administration unit** is responsible for financial management, human resources management and general administration of the company. 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.

### **SADCAS 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.

### **SADCAS Vision**

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

## SADCAS 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 17021-1
- Product certification bodies in accordance with ISO/IEC 17065
- Inspection bodies in accordance with ISO/IEC 17020
- Personnel certification bodies in accordance with ISO/IEC 17024

SADCAS will broaden its scope of accreditation as needs arise.

## Training Services

SADCAS offers training on accreditation related courses. Training 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 standards whose objective is to provide an insight into the respective system standards requirements, implementation as well as to guide conformity assessment bodies' 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 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.

## SADCAS Company Values

In its service delivery, SADCAS upholds the following core values:

- Impartiality
- Transparency
- Non discriminatory
- Integrity
- Innovation
- Diversity

## Value Proposition

- Assuring competency
- Delivering confidence

## 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).

## SADCAS Mandate

The objects, powers and rules for the operation of SADCAS are set out in the Memorandum and Articles of Association lodged with the Registrar of Companies, Botswana. SADCAS is recognized by the SADC Council of Ministers as a subsidiarity organization of SADC. A Memorandum of Understanding (MoU) between SADC and SADCAS serves as the basis for the recognition of SADCAS, by SADC Member States, as a multi economy accreditation body.

## Background To Awards

National Accreditation Focal Points (NAFPs) who are appointed by their respective governments are responsible for the coordination, administration, promotion and marketing of accreditation and SADCAS within their respective countries. NAFPs play the key role of being the administrative link between SADCAS and clients/potential clients in SADC Member States.

SADCAS realizes the important role that NAFPs play in pursuing SADCAS goals. In an effort to show its recognition and appreciation for the hard work and commitment by NAFPs towards SADCAS goals, SADCAS introduced two awards for deserving NAFPs. Two Certificates of Recognition are awarded as follows:

- Most Effective NAFP; and
- Most Improved NAFP.

The NAFP certificates of recognition are presented to the deserving NAFP's annually at a special recognition ceremony normally held in conjunction with the SADCAS Annual General Meeting.

## Eligibility

The awards are open to all NAFPs who have been appointed by their respective government to serve in the NAFP office. The candidate shall have served as an NAFP for at least one (1) year and must regularly and timeously submit quarterly reports on activities undertaken and must have effectively progressed the implementation of their respective country's action plan on accreditation and contributed towards SADCAS accreditation goals.

Criteria	Total Score
Appointed by respective government to serve as NAFP	10
Shall have served as an NAFP for at least one (1) year	5
Regularly and timeously submits quarterly reports on activities to SADCAS	20
Effectively progressed implementation of their respective country's action plan	30
Contributed towards SADCAS goals	35

## Selection Procedure

SADCAS Technical Manager is responsible for nominating NAFPs to be considered for the awards at least one and a half (1.5) months prior to the SADCAS Annual General Meeting. The SADCAS Chief Executive Officer is responsible for checking on the nominations, evaluating and making recommendations to the SADCAS Board of Directors for decision making at least one (1) month prior to the SADCAS Annual General Meeting.

The SADCAS Board is responsible for deciding on the NAFPs to receive the awards.

## Presentation Of The Awards

The Awards are presented by the Chairman of the SADCAS Board of Directors annually at a ceremony held in conjunction with the SADCAS Annual General Meeting.

## The Awards

The deserving NAFPs shall receive a framed SADCAS certificate of recognition and a gift. An NAFP recognition award board listing names and country of yearly winners is displayed at SADCAS Office Reception area.

**For any further information on the SADCAS NAFP Recognition Award please contact:**

Southern African Development Accreditation Service (SADCAS)  
Plot 50369, Unit 3A, Second Floor, Tholo Office Park, Fairgrounds,  
Private Bag 00320  
Gaborone, Botswana  
Tel: +267 3132909/ 3132910/3188644/3188646  
Fax: +267 3132922  
Email: [info@sadcas.org](mailto:info@sadcas.org)

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

*Delivering confidence, Assuring competency*

