

## PROCEDURE FOR THE DEVELOPMENT /EXTENDING AND DISCONTINUATION OF ACCREDITATION SCHEMES

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## 1. PURPOSE AND SCOPE

The purpose of this document is to describe the process to be followed by SADCAS when developing a new accreditation scheme or extending an existing scheme and when discontinuing an accreditation scheme.

The document is applicable to all areas within SADCAS.

## 2. REQUEST FOR A NEW ACCREDITATION SCHEME OR EXTENSION OF THE SCOPE

2.1 Development of a new accreditation scheme or the extension of scope for an existing accreditation scheme may be initiated by SADCAS or any of its stakeholders in SADC Member States that are serviced by SADCAS such as:

- a) Governments
- b) Regulators
- c) Existing SADCAS Advisory Committees
- d) Industries

2.2 A request for accreditation scheme development shall be proposed to SADCAS by the initiating stakeholder. Upon receipt of such a request the Chief Executive Officer shall assign the Technical Manager to initiate a project for the development of such a scheme and subsequently manage the implementation of the scheme.

## 3. FEASIBILITY STUDY

*This aspect may not apply to the extension of scope for existing schemes.*

The Technical Manager with the assistance of the National Accreditation Focal Point (NAFP) in the SADC Member States shall conduct a feasibility study for the project addressing *inter alia* the following:

### 3.1 Problem Statement

This involves stating the reasons and the need for accreditation and an investigation and identification of an economic or market failure that needs to be addressed by the scheme. Information should be provided on the nature and magnitude of the problem.

### 3.2 Statement of the Desired Objectives

The objective of the new accreditation scheme should be specified. The objective should not be specified so as to align with (and thus pre-justify) the particular effects of the proposed scheme. Rather, it should be specified in relation to the underlying problem.

### 3.3 Analysis of the Regulatory Environment

This section should identify the pre-existing policy and policy authority (if any) for a possible regulatory initiative. Industry stakeholders including government and regulatory institutions involved in the industry should be identified.

### 3.4 Industry Analysis

This section should present all the industry known dynamics that could influence or affect the new accreditation scheme. These could include the size of the industry, the structure, geographic spread and availability of required skills.

### 3.5 Resources Requirements

- a) Determine the required accreditation scheme (i.e. accreditation of product certification bodies in line with ISO/IEC 17065, etc.)
- b) Determine the availability of required documents such as national/ regional/ international standards, requirements of the regulator.
- c) Determine the availability of technical experts for the development and implementation of the scheme and also determine the number of assessors required for servicing the industry.
- d) Determine the need to conduct a benchmarking exercise in SADC Member States where such an accreditation scheme is already being implemented.
- e) Determine financial requirements to set up the scheme. This includes the cost of the research, workshops, benchmarking exercises, meetings, training of assessors and other set up costs. Over and above, an indication of the projected implementation cost should be provided for industry to be prepared.
- f) The financial requirements should be included in the SADCAS's budget for the subsequent financial year if it is not already covered in the current budget.

## 4. APPROVAL OF THE FEASIBILITY STUDY

- 4.1 The Chief Executive Officer and the Technical Manager will consider the feasibility study for approval.
- 4.2 The team may decide to approve or reject the recommendations presented in the feasibility study.
- 4.3 If the project is approved, the team will consider the timelines for its realization.

## 5. SIGNING OF A MEMORANDUM OF UNDERSTANDING (MOU)

*This may not apply to all projects.*

5.1 After the approval of the project, SADCAS and the relevant Regulator or Government may enter into a MoU clearly outlining how the scheme would be implemented and the roles and responsibilities of each role player.

5.2 An MoU may not be necessary if the regulations are clear regarding the roles of all stakeholders.

## 6. ESTABLISHMENT OF AN ADVISORY COMMITTEE (AC)

*This step may not apply to extension of scope for existing scheme.*

6.1 The consultations with the industry and all related stakeholders should be arranged so as to inform the broader stakeholders of the intention and the need to develop an accreditation scheme for a particular industry.

6.2 Suitable technical experts should be identified to form an Advisory Committee (AC) or working group (WG) with fair representation of all stakeholders in line with the SADCAS AP 11.

6.3 If the scheme is requested by the Government or a Regulator, the scheme sponsor will nominate a representative to the AC or WG and all other committees established for the scheme. This is to allow effective information exchange between all the role players.

6.4 Knowledge transfer, preferably the accreditation specialist shall be included onto the AC or WG to research and gather background information for the development of the technical assessor course.

6.5 The primary responsibility of the AC or WG shall be to advise SADCAS regarding the new scheme and related technical requirements.

6.6 The AC or WG *inter alia* shall also be responsible to advise SADCAS on the interpretation of the relevant standards and may develop interpretation documents. This may also include a benchmarking exercise which could be done by determining whether any other accreditation body has developed a similar scheme and examining their criteria in order to adapt it for SADCAS use if appropriate.

## 7. ESTABLISHMENT OF A WORKING GROUP FOR AN EXTENSION OF SCOPE

*This step may not apply to extension of scope for existing schemes*

7.1 The consultations with the relevant AC industry and all related stakeholders should be arranged to inform the broader stakeholders of the intention and the need to develop an accreditation scheme for a particular industry.

7.2 Suitable new scheme experts should be identified to form a WG that will provide input to the AC.

7.3 The primary responsibility of the WG shall be to provide input to the relevant AC regarding the new scheme and related technical requirements.

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## 8. SOURCING AND TRAINING OF ASSESSORS

- 8.1 SADCAS may source the initial group of assessors from the WG or the AC or any source identified by the AC.
- 8.2 SADCAS may also request relevant Government or Regulator to identify potential assessors.
- 8.3 The initial group of assessors shall be trained and qualified in line with SADCAS AP 01 “Nomination, Selection and Training of SADCAS Assessors; Selection of SADCAS Assessment Members; and Monitoring of SADCAS Assessors’ Performance” and the cost thereof shall be factored in the scheme development cost.
- 8.4 SADCAS may select a Team Leader from the list of the Approved Team Leaders in existing scheme.

## 9. DEVELOPMENT AND APPROVAL OF THE TECHNICAL REQUIREMENTS DOCUMENTS

- 9.1 Based on the advice of the WG and AC, the Technical Manager will develop and submit for approval by the Chief Executive Officer an accreditation scheme detailing all requirements for accreditation.

## 10. NEW ACCREDITATION SCHEME IMPLEMENTATION

- 10.1 SADCAS and the scheme sponsor will embark on a series of promotional programmes informing industry in the relevant SADC Member State(s) about the new scheme and invite applications for accreditation.
- 10.2 After the first assessment is conducted, the AC would evaluate all post assessment reports including the feedback from the assessed facility to determine the adequacy of the scheme and recommend adjustments to the scheme or improvements to the interpretation documents if necessary.
- 10.3 The Technical Manager shall ensure that the program criteria used for the new scheme does not contravene any international requirements in terms of Mutual Recognition Agreements (MRA’s).
- 10.4 When at least one facility or body has been accredited, the new scheme shall be handed to the relevant Scheme Coordinator for implementation.

## 11. PROCESS TO FOLLOW WHEN A MS CERTIFICATION SUB-SCOPE (LEVEL 4 & 5) IS INTRODUCED

- 11.1 Review the composition of the SADCAS CBAS Advisory Committee(AC).
- 11.2 Confirm whether or not there is adequate representation of interested parties for the new sub scopes.
- 11.3 Confirm whether or not the committee has adequate competencies at level 4 and level 5 of the sub scope to be introduced.
- 11.4 If the representation and the competence is inadequate, initiate the process of SADCAS AP 11 to seek, identify, evaluate and register additional members for the SADCAS CBAS AC.

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- 11.5 Request the AC to
- review the current documentation used by SADCAS CBAS,
  - identify areas that require technical requirements documents to be developed, adopted or adapted
  - pay attention to areas where existing documentation may not adequately cover requirements for the new level 4 and 5 sub scopes. To take into account any IAF MD documents that may be applicable to the new sub scopes, and to be implemented by SADCAS and the accredited CBs.
  - Identify and advise SADCAS of additional resources SADCAS would need for the introduced sub-scopes. Resources could cover personnel involved in all accreditation activities that impact the introduced sub scopes. Particular attention to be given to competence criteria (education, training, or experience), competencies required for levels 4 & 5, e.g., QMS, EMS, OH&SMS and FSMS, competencies in technical areas and technical clusters (IAF codes, Food chain categories sub-categories) as applicable.
  - Create Sub committees or working groups as necessary to give effect to the mandate given to the committee.
- 11.6 SADCAS to review and implement the recommendations of the AC in a timely manner. This includes development, adaptation or adoption of the documents as recommended by the AC.
- 11.7 SADCAS to identify any gaps in the current personnel and implement capacity building and training programmes to address gaps in the competencies of the personnel so the adequately meet the requirements for the introduces sub scopes.
- 11.8 SADCAS to monitor and participate in developments in the sub copes at national, regional and international levels (SADCA, AFRAC and IAF).

## **12. DISCONTINUATION OF AN ACCREDITATION SCHEME**

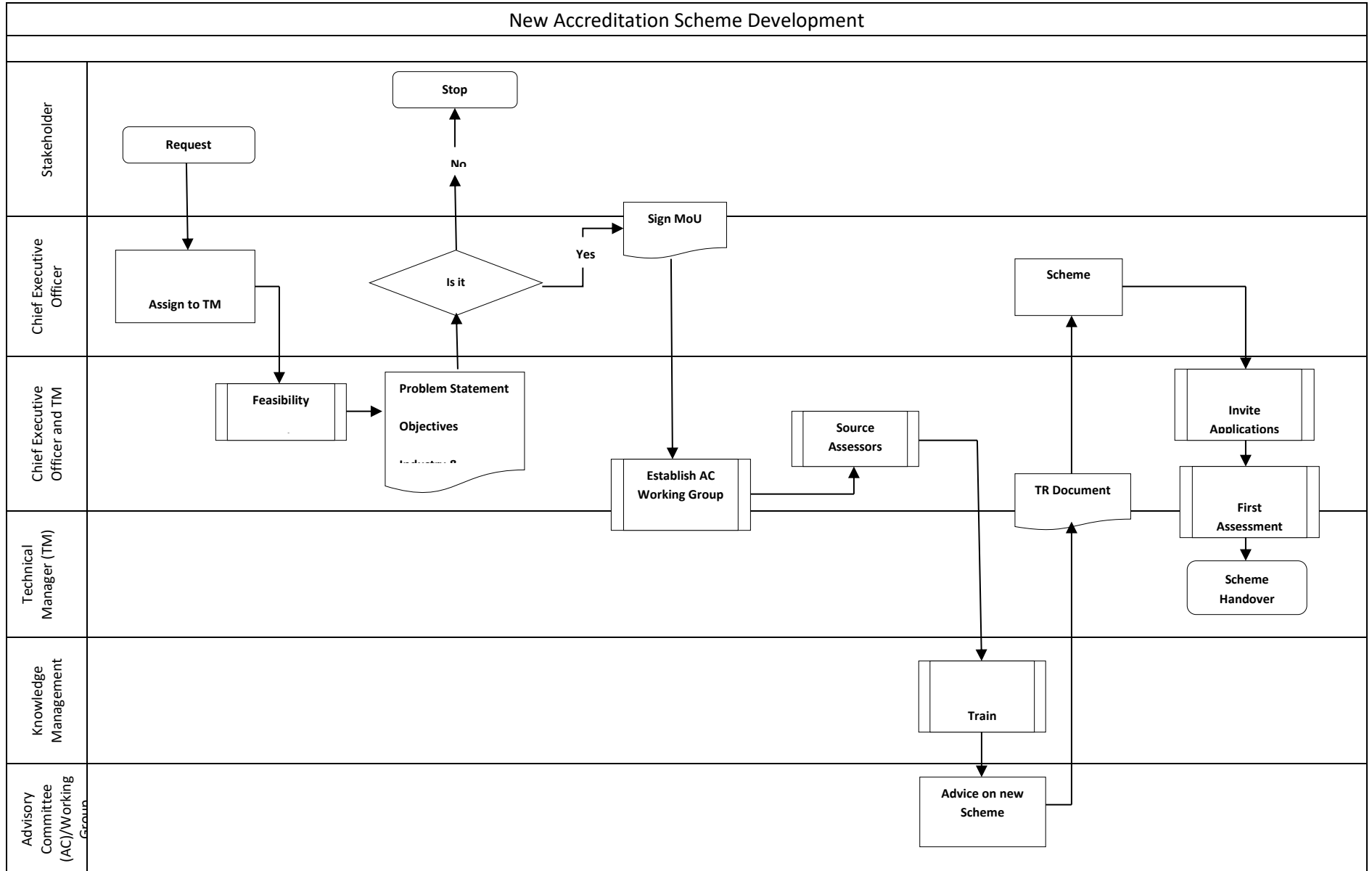
- 12.1. SADCAS may discontinue in part or in full an accreditation scheme where the scheme is deemed to be of no value. Prior to discontinuing accreditation schemes, SADCAS shall:
- 12.1.1. Seek the views of interested parties;
  - 12.1.2. Review any contractual obligations;
  - 12.1.3. Make transitional arrangements for any accredited facilities with other accreditation bodies offering the same scheme.
- 12.2. SADCAS shall also communicate with stakeholders concerning the discontinuation.
- 12.3. SADCAS shall also withdraw any information related to the scheme or part of the scheme as soon as transition is complete

### 13. REFERENCES

- SADCAS PM 01 - SADCAS Policy Manual
  
- SADCAS AP 01 - Nomination, Selection and Training of SADCAS Assessors; Selection of SADCAS Assessment Members; and Monitoring of SADCAS Assessors' Performance
  
- SADCAS AP 11 - Terms of Reference, Registration and Responsibilities of Advisory Committees



**APPENDIX A - NEW ACCREDITATION SCHEME DEVELOPMENT PROCESS**



**APPENDIX B - AMENDMENT RECORD**

Revision status	Change			Approved by	Effective Date
	Page No.	Clause	Description of change		
Issue 1	-	-	-	CEO`	2013-04-24
Issue 1	Cover page	Title	Deleted title and substituted with <b>“PROCEDURE FOR THE DEVELOPMENT /EXTENDING AND DISCONTINUATION OF ACCREDITATION SCHEMES”</b>	CEO	2018-10-18
	2-7		Where reference is made to an accreditation programme, deleted the term “programme” and substituted with “accreditation scheme” and sometimes referred to as “scheme” only		
	2	Content	Added <b>“11 DISCONTINUATION OF AN ACCREDITATION SCHEME”</b>		
	3	Scope	Deleted the Scope and substituted with “The purpose of this document is to describe the process to be followed by SADCAS when developing a new accreditation scheme or extending an existing scheme and when discontinuing an accreditation scheme”.		
	3, 4, 6	2.2, 3, 4.1, 9.1	Deleted “relevant” between “The” and “Technical”		
	4	3.5. (c)	Deleted (Lead and Technical)		
	5	6.2	Deleted the title of AP 11 in the text as it is already listed under reference		
	6	8.4	Deleted “Lead Assessor” and substituted with “Team Leader”		
	6	10.4	Deleted “Technical Manager” and substituted with “Scheme Coordinator”		
			Added new sub-clause which reads: <b>11. DISCONTINUATION OF AN ACCREDITATION SCHEME</b>  11.1. SADCAS may discontinue in part or in full an accreditation scheme where the scheme is deemed to be of no value. Prior to discontinuing accreditation schemes, SADCAS shall:  11.1.1. Seek the views of interested parties; 11.1.2. Review any contractual obligations; 11.1.3. Make transitional arrangements for any accredited facilities with other accreditation bodies offering the same scheme.		

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			11.2. SADCAS shall also communicate with stakeholders concerning the discontinuation.  11.3. SADCAS shall also withdraw any information related to the scheme or part of the scheme as soon as transition is complete		
Issue 2	6	11	New Clause added specifying process to be followed when Management System certification sub-scopes(Level 4 and Level 5) are introduced	CEO	2023-09-22