

CRITERIA FOR EXTRAORDINARY ASSESSMENTS

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1. PURPOSE AND SCOPE

The purpose of this document is to define the requirements under which extraordinary assessments and/or unscheduled visits to accredited facilities may be conducted and the responsibilities of the accredited facilities during such assessments/visits.

2. ACCREDITATION BODIES REQUIREMENTS

- 2.1 SADCAS plans and schedules assessment activities to monitor the continued fulfillment of requirements for accreditation by conformity assessment bodies (CABs). The CAB shall be informed of the date and assessment team members well in advance to allow the CAB an opportunity to accept/object to the appointed team members.
- 2.2 SADCAS may also conduct extraordinary assessments or unscheduled visits as may be reasonably required to confirm ongoing compliance with accreditation requirements over and above the scheduled assessments.
- 2.3 All unscheduled visits shall be conducted by an assessor appointed by the Scheme Coordinator (SC).
- 2.4 All unscheduled visits shall normally be scheduled during the normal working hours of the CAB at any of the registered addresses of the CAB, including any satellite facility or branch office.
- 2.5 The SADCAS SC shall inform the organization's management at least 2 days prior to the extraordinary assessment/unscheduled visit.
- 2.6 Upon arrival at the organization, the appointed assessor shall identify him or herself using a SADCAS introduction letter.
- 2.7 Extraordinary assessments or unscheduled visits need only be as extensive as necessary to confirm a particular aspect of the accreditation requirements, for example, compliance with a particular SADCAS technical requirement, to follow up on the investigation and resolution of a complaint against the CAB or to follow up on significant changes relevant to the CAB.

3. CONFORMITY ASSESSMENT BODIES REQUIREMENTS

- 3.1 The CAB shall provide SADCAS with reasonable access and cooperation during any scheduled or extraordinary assessment to any of the CAB.

- 3.2 The CAB shall provide SADCAS with reasonable access to all relevant information related to their accredited activities. This may include but is not necessarily limited to, certificates, reports, raw data, records (technical, complaints, environment, internal audits, management reviews, contract reviews, personnel, method validation, proficiency testing results and equipment), uncertainty of measurements estimations, quotations, invoices, etc. during any scheduled or extraordinary assessments.

4. REFERENCES

- SADCAS PM 01 – SADCAS Policy Manual
- SADCAS AP 17 – Clearance of On-site Findings Visits
- SADCAS TG 01 – Information to Organizations Applying for Accreditation
- SADCAS F 57 – Feedback from Assessment
- SADCAS F 61 (c) – Assessment Recommendation Report

APPENDIX - AMENDMENT RECORD

Revision Status	Change			Approved by	Effective Date
	Page	Clause/ Subclause	Description of Change		
Issue 1	-	-	-	CEO	2013-04-24
Issue 1	3	2.3 and 2.5	“Technical Manager” deleted and substituted with “Scheme Coordinator”	CEO	2018-11-20
	4	4	Deleted “ SADCAS TR 02 – Accreditation requirements		