

NOMINATED REPRESENTATIVE AND SIGNATORIES: RESPONSIBILITIES, QUALIFICATION AND APPROVAL

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1. PURPOSE AND SCOPE

This document covers the responsibilities and qualifications of Nominated Representatives of accredited organizations, Technical Signatories of accredited organizations and the procedure for the approval of these persons.

2. GENERAL

2.1 For the application of approval of a person as Nominated Representative (NR) and/or Technical Signatory (TS) and/or Contracted Technical Signatory (CTS), an organization should be aware of the criteria for approval.

2.2 These criteria are based on the desire of SADCAS to:

- a) Provide the NR with the necessary authority within the organization to ensure that accreditation standards are upheld;
- b) Define desirable capabilities and aptitudes, which an NR should have in order to actively promote SADCAS and its declared objectives;
- c) Define requirements to help an accredited organization in selecting/appointing a TS and CTS based on technical competence.

3. NOMINATED REPRESENTATIVE (NR)/ MANAGEMENT REPRESENTATIVE (MR)

(Applicable to all SADCAS Accredited Organizations)

3.1 The NR in some cases referred to as the Management Representative (MR) is the person responsible for SADCAS matters relating to the accreditation/ compliance of the organization at all times.

3.2 The Nominated Representative:

- a) Needs to be familiar with and fully understand the requirements of the relevant standard/ guide applicable to the organization's field of accreditation;
- b) Needs to know what accreditation is and have a positive attitude towards accreditation and the accreditation process;
- c) Must, irrespective of other duties and responsibilities, have defined responsibility and authority for ensuring that the quality system is implemented and followed at all times to

support the current accreditation schedule [in the case of accredited organizations, this includes ensuring results released are authorized by the SADCAS approved Technical Signatory (TS)/ Contracted Technical Signatory (CTS)];

- d) Must have direct access to the highest level of management at which decisions are made on the accredited facility's policy or resources;
- e) Must have in-depth knowledge of all SADCAS accreditation requirements applicable to the organization's field of accreditation (particularly as defined in SADCAS Requirement documents); and
- f) Is responsible to timeously inform SADCAS of changes within the organization which may affect the accreditation status of the organization (this includes changes in key personnel such as the NR, TS or CTS).

4. **SIGNATORIES**

(Not applicable to Medical Laboratories and Certification Bodies)

4.1 **Technical Signatory (TS)**

4.1.1 The TS is a technically competent person approved by SADCAS, whose signature confers validity on the organization's certificates, reports and/or results issued under its SADCAS accreditation. Technical signatories include those individuals authorized by regulations to sign certificates/reports and must also be approved by SADCAS to sign results issued under SADCAS accreditation.

4.1.2 The Technical Signatory:

- a) Accepts responsibility for the contents (i.e. results and/or measurements) of the Certificate/ Report which he/she is signing or authorizing;
- b) Must have sufficient current knowledge of the method used, as well as the objectives of the test/calibration/inspection;
- c) Must be able to assess and interpret the data;
- d) Must be confident when authorizing results or measurements, that all the necessary checks have been completed as required by the quality system to ensure the quality of the results;

- e) Must have comprehensive knowledge of the technical requirements of the relevant international standard/guide covering the accredited organization's scope of accreditation and any SADCAS requirements specific to the responsibilities of signatories and the technical field of operation of the organization; and
- f) Must be conversant with the quality management system implemented within the organization.

4.1.3 In the case of Accredited Calibrated Laboratories, a valid Certificate of Competence from a recognized source will be taken into consideration when determining the level of technical competence within a specific field of metrology.

4.1.4 In the case of Inspection Bodies and Verification Laboratories, operating under a regulation, which requires its signatories to have a certain qualification(s), the signatories must possess the required qualification(s). However, this does not absolve these signatories from also complying with all the requirements listed in 4.1.2 a) to f).

4.2 **Laboratories Contracted Technical Signatory (CTS)**

(Not applicable to Verification Laboratories)

4.2.1 The use of CTS is meant to be an interim arrangement to help an accredited organization which finds itself unexpectedly without a SADCAS Approved Technical Signatory on its own staff.

4.2.2 In addition to the CTS complying with all requirements as defined in 4.1.2 the Accredited Organization intending to make use of a CTS shall:

- a) Inform SADCAS of its intent to obtain approval for a CTS;
- b) Have a formal agreement covering the arrangements, including confidentiality and conflict of interest between the accredited organization and the contracted person/ external body;
- c) Take full responsibility for authorizations made by the CTS on its behalf;
- d) Ensure that the CTS meets all the requirements as defined in 4.1.2;
- e) Have records of the proof of competence of the CTS permanently available at its premises;
- f) Ensure that the CTS has sufficient presence within the accredited organization to be able to demonstrate satisfactory control of his/her function;

- g) Ensure that the CTS repeats or reconstructs a specified number of tests/calibrations for which he/she is signatory where all these are not performed by the CTS; and
- h) Ensure where all work is not performed by the CTS, the CTS is required to review the competence of those performing work in his/her absence prior to implementation of the contract and then on a regular basis thereafter.

4.3 **Inspection Bodies and Gas Test Station Contracted Technical Signatory (CTS)**

4.3.1 In addition to the CTS complying with all requirements as defined in 4.1.2, the accredited organization intending to make use of CTS shall:

- a) Inform SADCAS of its intent to obtain approval for a CTS;
- b) Have a formal agreement covering the arrangements for the period that the inspection body requires them, including confidentiality and conflict of interest between the accredited organization and the contracted person/ external body;
- c) Take full responsibility for authorization made by the CTS on its behalf;
- d) Ensure that the CTS meets all the requirements as defined in 4.1.2;
- e) Have records of the proof of competence of the CTS permanently available at its premises;
- f) Ensure that the CTS has sufficient presence within the accredited organization to be able to demonstrate satisfactory control of his/her function; and
- g) Ensure that where all work is not performed by the CTS (not applicable to Vessels under Pressure), the CTS is required to review the competence of those performing work in his/her absence prior to implementation of the contract and then on a regular basis thereafter.

4.3.2 It is the responsibility of the accredited organization wishing to use CTS to have documented procedures covering the above-mentioned requirements as well as maintaining records to demonstrate full implementation thereof.

4.4 **Management Signatory (MS)**

4.4.1 In the case where laboratories and inspection bodies want to impart official company status on a SADCAS Certificate/Report, some organizations require that a senior representative from management also sign the Certificate/Report. SADCAS recognizes this requirement as a token of the status and significance of SADCAS Certificates/Reports within an organization. This signature alone, however, does not confer validity on a Certificate/Report or results generated under SADCAS accreditation.

4.4.2 In the case of certification bodies there are no requirements for a TS. Senior management responsible for running the certification scheme are required to have knowledge of certification and this is sufficient to allow the Management Signatory's signature to confer validity on the certificate.

5. APPROVAL PROCEDURE

5.1 Applications for approval of MS, MR, TS, CTS and NR must be made on SADCAS F 43 (f).

5.2 Where the personnel evaluation is required to take place during the initial, periodic on-site assessment visit or reassessment, the completed application form must be forwarded to the SADCAS Office prior to the planned visit.

5.3 For an application for a NR of an already accredited organization, the relevant SADCAS Scheme Coordinator would, based on the information supplied, either arrange to assess the applicant by interview or approve the application, deferring the interview to the next planned visit to the organization. For a new application this interview will take place at the initial assessment.

5.4 For an application for a MS of an already accredited certification body, SADCAS Scheme Coordinator would, based on the information supplied, either arrange to assess the applicant by interview or approve the application, deferring the interview to the next planned visit to the organization. For a new application this interview will take place at the initial assessment.

5.5 For an application for a MS of a laboratory or inspection body no evaluation and approval by SADCAS is required as these signatories do not have any bearing on the accreditation status of the organization.

5.6 Based on the information supplied for an application for a TS or a CTS, SADCAS Scheme Coordinator would normally appoint an Assessor(s) to assess the applicant. This may be done by interview, witnessing, evaluation of relevant competency records generated by the applicant, or a combination of these. The applicant may be requested to attend an Accreditation Approvals Committee meeting for the purpose of providing additional information. Should an additional visit to the organization be required, this will be for the organization's account.

Note 1: It is advisable that the accredited organization forwards applications for approval of Contracted Technical Signatories to SADCAS prior to entering into a contract with the CTS.

6. REFERENCES

- SADCAS F 43 (f) - Application for Approval of Personnel

APPENDIX - AMENDMENT RECORD

Revision Status	Change			Approved by	Effective Date
	Page	Clause/ Sub-clause	Description of Change		
Issue 1	7	5.2	<ul style="list-style-type: none"> Line 1: "Surveillance" deleted and substituted with "periodic on-site" Line 2: "or reassessment" added between "visit" and "the completed application" 	CEO	2018-11-15
		5.3	Line 2: "Technical Manager" deleted and substituted with "Scheme Coordinator"	CEO	2018-11-15
		5.4	Line 2: "Technical Manager" deleted and substituted with "Scheme Coordinator"	CEO	2018-11-15
		5.6	Line 2: "Technical Manager" deleted and substituted with "Scheme Coordinator"	CEO	2018-11-15