

TPAJ 01-05

GUIDELINES FOR SADCAS/SANAS JOINT ASSESSMENTS UNDER THE TWINNING PARTNERSHIP ARRANGEMENT

Approved By:	Acting Chief Executive Officer - SANAS: Mpho Phaloane Chief Executive Officer - SADCAS: Maureen Mutasa
Revised By:	SADCA Technical Manager: Jeanne Ranorovelo SANAS Quality Manager: Yolanda Vinnicombe
Date of Approval:	2020-07-07
Date of Implementation:	2020-07-14

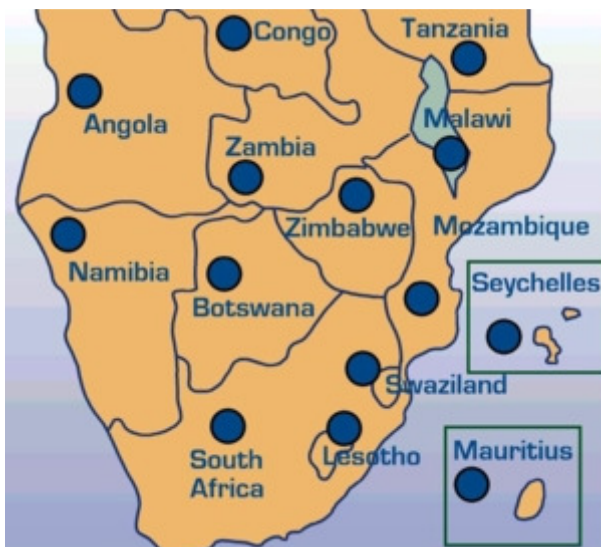
CONTENT:

1.	Purpose and Scope	3
2.	Definitions and References.....	4
3.	SADCAS/SANAS TPA Joint Accreditation Process	4
	Diagram 1: The Joint SADCAS/SANAS Accreditation Process.....	5
	Diagram 2: Transfer of SANAS Accreditation to the joint SADCAS/SANAS Accreditation Process	7
	Diagram 3: Financial arrangements for the joint SADCAS/SANAS Accreditation Process	8
	ADDENDUM 1: Amendment Record	9

1. Purpose and Scope

This document sets out guidelines for the process of accreditation of conformity assessment bodies (CABs) under the SADCAS/SANAS Twinning Partnership Arrangement (TPA).

The member countries of SADC:



- Angola
- Botswana
- Comoros
- DRC
- Eswatini
- Lesotho
- Madagascar
- Malawi
- Mauritius
- Mozambique
- Namibia
- Seychelles
- South Africa
- Tanzania
- Zambia
- Zimbabwe

The Southern African Development Community Accreditation Service (SADCAS), a developing accreditation body, signed a Twinning Partnership Arrangement (TPA) with SANAS on 3 December 2009. The objective of the TPA is to ensure that SADCAS has established the necessary infrastructure for the handling of accreditation applications, assessment of CABs and periodic on-site assessment of accredited bodies by implementing a quality management system in line with ISO/IEC 17011 requirements. The ultimate goal of the TPA is to ensure that SADCAS becomes signatory to the African Accreditation Cooperation (AFRAC), ILAC Mutual Recognition Arrangement (MRA) and the IAF Multilateral Arrangement (MLA) for all accreditation schemes in which it provides a service.

SADCAS is the third accreditation body in the SADC region. The objective of SADCAS is to accredit facilities within SADC Member States that do not have national accreditation bodies or where national accreditation bodies offer limited scope.

SADCAS and SANAS will conduct joint assessments for all those accreditation schemes not yet included in SADCAS's scope of recognition. Once accredited, separate accreditation certificates shall be issued by SADCAS and SANAS. The accredited facility shall be listed on both the SADCAS and SANAS directories of accredited facilities.

Where SADCAS does not have the required number of qualified assessors or the specific technical expertise, it will request SANAS to assist with the entire assessment team, or part of an assessment team. In either case, SADCAS shall be in charge of the accreditation process.

Where required, and on SADCAS' request, SANAS will also assist SADCAS with the mentoring / monitoring of assessors.

Note: Applications for accreditation received by SANAS from facilities in countries who are NOT part of the SADC are handled as usual by SANAS. Refer to P26 "Cross Frontier Accreditation".

Applications for accreditation received by SADCAS from facilities in countries that ARE part of SADC are handled through the SADCAS/SANAS TPA.

2. Definitions and References

SANAS PM	SANAS Policy Manual
SANAS A01	References, Acronyms and Definitions
SANAS P 26	Cross Frontier Accreditation
SADCAS AP 19	Cross Frontier Accreditation
SADCAS PM 01	SADCAS Policy Manual

Other SADCAS accreditation documents are available on the SADCAS website:
www.sadcas.org

3. SADCAS/SANAS TPA Joint Accreditation Process

- 3.1 Applicants for accreditation from within SADC Member States must submit their application to SADCAS. In the case that SANAS receives the application, SANAS shall inform the applicant that they are to apply for accreditation through SADCAS.
- 3.2 **Diagram 1** describes the accreditation process where SANAS receives an application for accreditation from a SADC member client. Deviation from the process must be motivated and agreed on by both parties.
- 3.3 **Diagram 2** outlines the surveillance assessment process and responsibilities under the SADCAS/SANAS joint accreditation process
- 3.4 **Diagram 3** describes the accreditation process where an organisation has already been accredited by SANAS and wishes to transfer over to the SADCAS/SANAS joint accreditation process.
- 3.5 Where a facility has branches in SADC countries, but the Head Office remains in South Africa, SANAS may request SADCAS to conduct the assessments of the branch facilities in the SADC member states on SANAS' behalf. These assessments will be conducted in accordance with SANAS procedure P26 "Cross Frontier Accreditation".
- 3.6 **Diagram 4** details the financial arrangements between SANAS and SADCAS for the joint assessment process.

Diagram 1: The Joint SADCAS/SANAS Accreditation Process

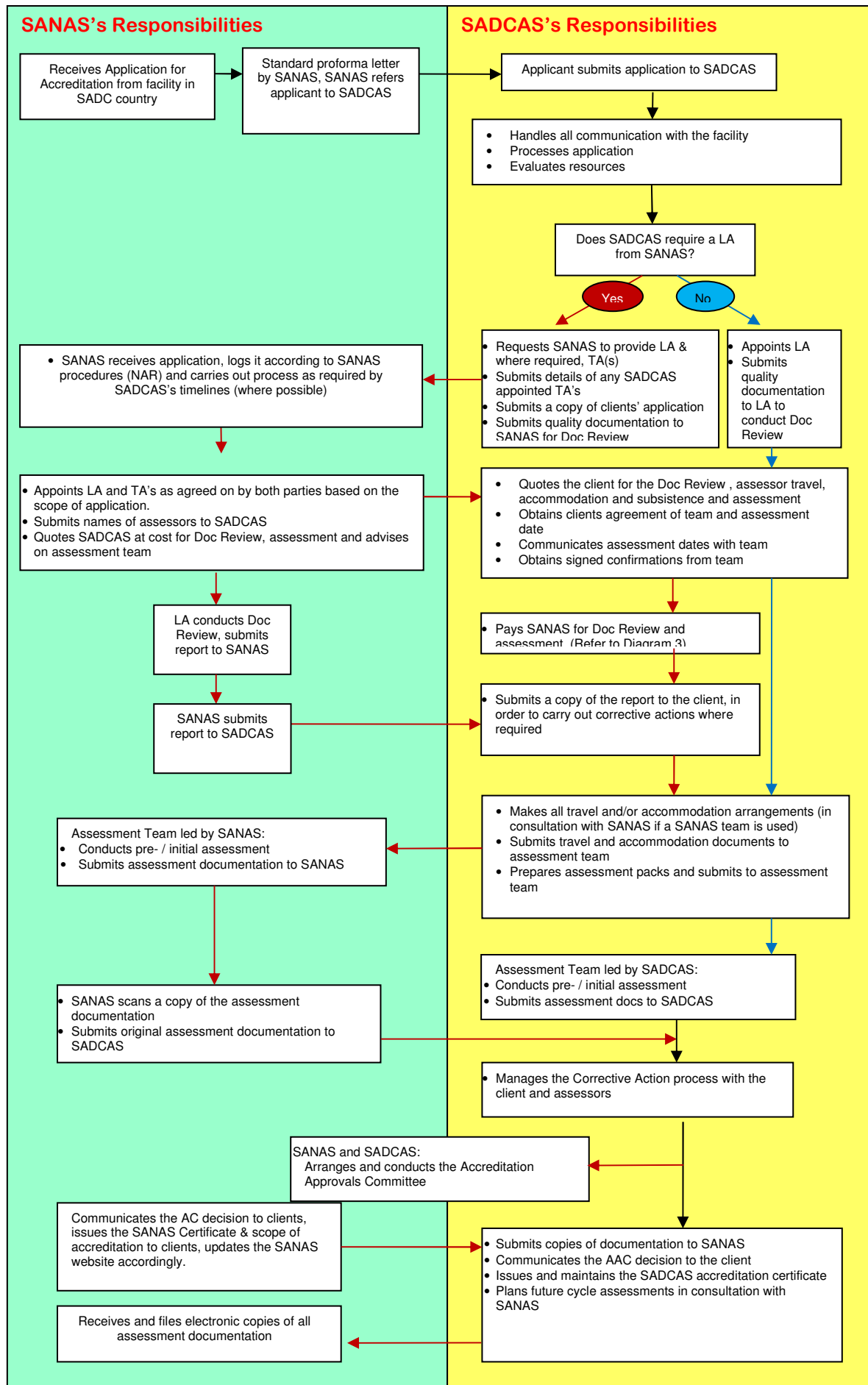


Diagram 2: Responsibilities in the Surveillance Assessment Process

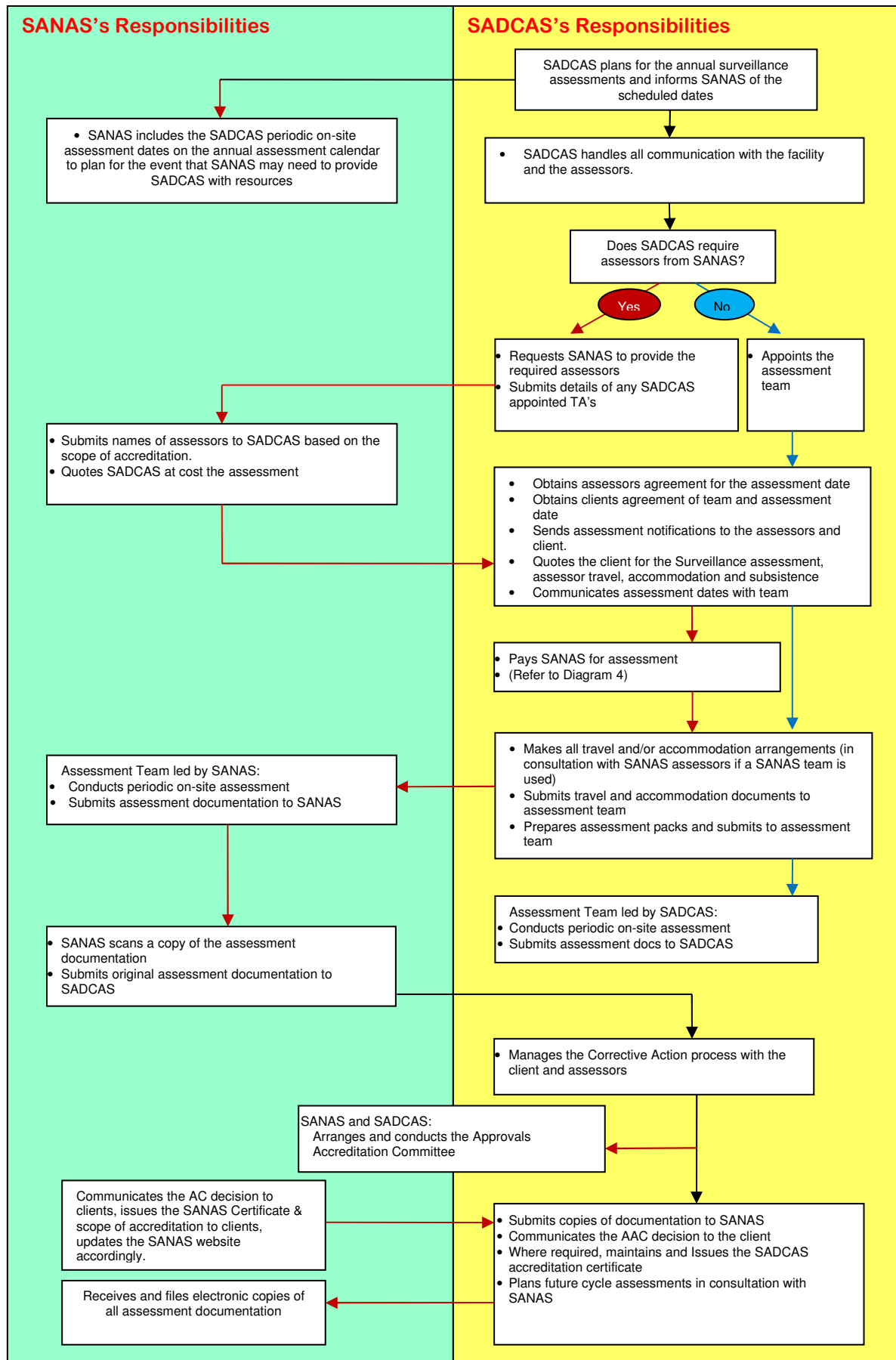


Diagram 3: Transfer of SANAS Accreditation to the joint SADCAS/SANAS Accreditation Process

SANAS accredited facilities in the SADC region are urged to change over to SADCAS accreditation preferable for their next scheduled assessment. The most cost-effective stage for change over will be before the next re-assessment.

At least 9 months before the next scheduled assessment, SANAS shall notify the accredited facility of the need to consider transferring accreditation from SANAS to SADCAS accreditation.

Organisations must notify SANAS of their intent to change over 8 months in advance and apply to SADCAS at least 8 months before the date of the next scheduled assessment, whether at the end of cycle or in-between.

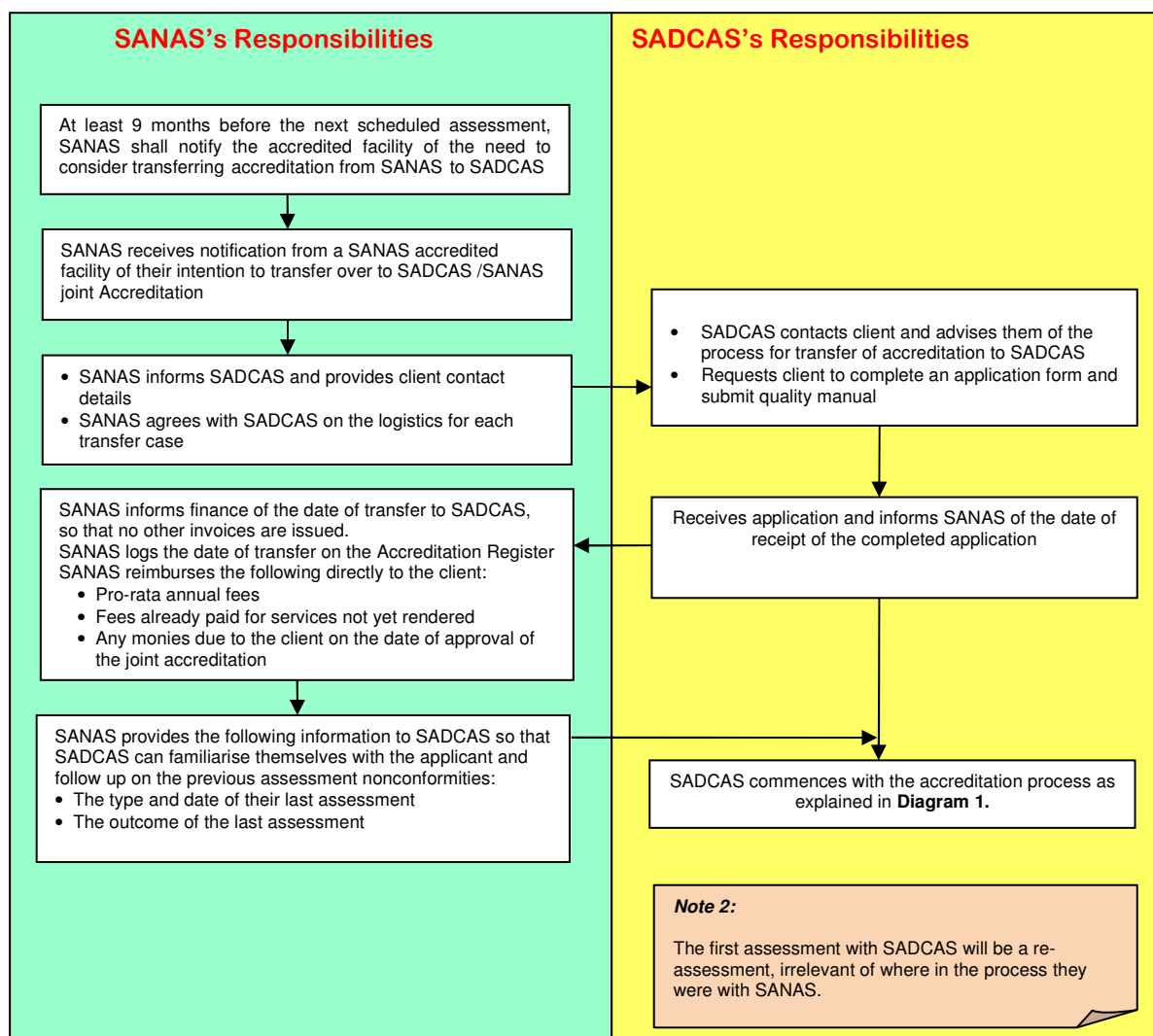
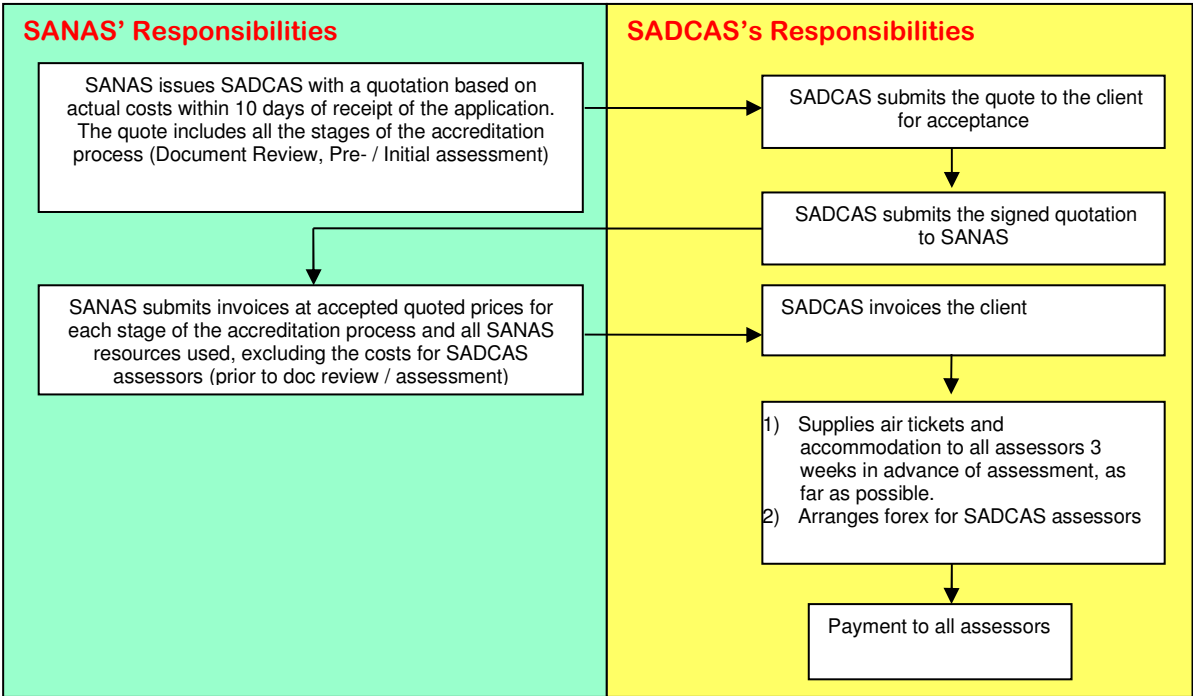


Diagram 4: Financial arrangements for the joint SADCAS/SANAS Accreditation Process



ADDENDUM 1: Amendment Record

Proposed By:	Section	Change
	All	"Approvals Advisory Committee" replaced by "Approvals Accreditation Committee"
SADCAS	1.	<p>Member counties of SADC added "Comoros" "Swaziland" replaced by "Eswatini"</p> <p>Par 1: added "on 3 December 2009" "surveillance" replaced by "periodic on-site" Last line added "African Accreditation Cooperation (AFRAC), ... for all accreditation schemes in which it provides a service."</p> <p>Par 2: "member countries" replaced by "region" Changes from "The objective of its development is to accredit SADC Member countries where there are no national...bodies have a limited scope." to "the objective of SADCAS is to accredit facilities within SADC Member States that do not have national...bodies offer limited scope."</p> <p>Par 3 added "for all those accreditation schemes not yet included in SADCAS's scope of recognition"</p>
SADCAS	Diagram 1	<p>On SANAS' responsibilities box 9 changes from "Prepares the SANAS Certificate & schedule of accreditation. Sends the original to SADCAS..."to "Communicates the AC decision to clients issues the SANAS Certificate & scope of accreditation to clients..."</p> <p>On SADCAS' responsibilities last box deleted "Obtain the SANAS certificate & schedule of accreditation and sends to the client"</p>
SADCAS	Diagram 2	Complete rewrite of section
SADCAS	Diagram 3	"nonconformances" replaced by "nonconformities"
SADCAS	Diagram 4	<p>On SANAS' responsibilities deleted 2 last boxes</p> <p>On SADCAS's responsibilities: diagram 4 changes from "...tickets to SANAS and SADCAS assessors..."to "...tickets ad accommodation to all assessors..."</p>