

## Certification Bodies Accreditation Scheme – Management Systems (CBAS–MS)

### Background

The SADCAS Certification Bodies Accreditation Scheme – Management Systems (CBAS–MS) was established in June 2010. The CBAS–MS is operated in accordance with ISO/IEC 17011: Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies.

### The Need for Accreditation

Certification bodies provide conformity certificates to organizations for their management systems, products as well as personnel. Third party management systems certification is a frequently specified requirement to operate in the global market place. Third party management system certification can demonstrate compliance to a standard, code of practice or regulatory requirements. Management System certification bodies are accredited to the international standard, ISO/IEC 17021: Conformity assessment - Requirements for bodies providing audit and certification of management systems. The standard sets out principles and requirements for the competence, consistency and impartiality of audit and certification of management systems of all types (e.g. quality or environmental management systems) and for bodies providing these activities. Accreditation which is an independent evaluation of management systems certification bodies against ISO/IEC 17021 by an authoritative body, in this case SADCAS, confirms the competence, consistency and impartiality of the certification body.

Throughout the world many countries now rely on accreditation as a means of independently evaluating competence of certification bodies. With the launch of the Southern African Development Community Free Trade Areas in 2008, the Continental Free Trade Area (CFTA) in March 2018 and the Tripartite Free Trade Area in August 2018, accreditation is poised to play a key role in facilitating trade.

### Areas of Management Systems Certification Accredited by SADCAS

SADCAS currently accredits certification bodies that audit and certify the following management systems:

- Quality Management Systems (ISO 9001);
- Environmental Management Systems (ISO 14001);
- HACCP Systems;
- Food Safety Management Systems (ISO 22001); and

- Occupational Health and Safety Management Systems (ISO 45001).

SADCAS will broaden its scope for CBAS–MS as needs arise.

### Why Use an Accredited Management System Certification Body?

There are many reasons why you should use the services of an accredited management system certification body.

- **De-risk your procurement** by taking the guesswork out of choosing a certification body. Accreditation gives you confidence that you will get the service that best meets your requirements.
- **Win new business** particularly since the use of accredited conformity assessment services is increasingly a requirement in both the public and private sector.
- **Control costs** with the help of knowledge transfer since the accredited certification body can be a good source of impartial advice.
- **Demonstrate due diligence** in the event of legal action.
- **Reduce paperwork and increase efficiency** by reducing the necessity to re audit your business.
- **Gain access to international market.** SADCAS CBAS–MS is operated in accordance with ISO/IEC 17011.

### Accreditation Criteria

Management systems certification bodies seeking to be accredited by SADCAS on the CBAS–MS need to comply with ISO/IEC 17021-1: Conformity assessment - Requirements for bodies providing audit and certification of management systems and the relevant IAF MD Series.

### The Accreditation Process

- A management system certification body wishing to be accredited submits directly to SADCAS duly completed SADCAS F 43 (d): Application for accreditation of certification bodies for managements systems together with the certification body's quality manual, duly completed SADCAS F 43 (f): Application for approval of personnel i.e. nominated representative in the case of management systems certification bodies and duly

completed and signed SADCAS F 44: SADCAS accreditation agreement.

- Upon receipt, SADCAS undertakes a **completeness check** of the application documents.
- SADCAS provides the applicant with a detailed quotation based on the scope of application. If acceptable, the applicant signs and returns to SADCAS duly signed quotation.
- SADCAS undertakes a **documentation review** of the applicant's quality manual and provides feedback to the applicant who, if there are nonconformities, institutes corrective action. If the quality manual addresses all the requirements of the standard then the application proceeds to the assessment stage.
- **Pre- assessments** are optional but may be compulsory depending on the regulator's condition for acceptance where required. Pre-assessment is an on-site visit to check the readiness of applicant for accreditation.
- An **initial assessment** of the certification body's competence is undertaken on-site with an opening meeting, an assessment which involves witnessing of certification audits and a closing meeting. Findings from the assessment are recorded as nonconformities where the certification body needs to institute corrective action.

## Assessors

Assessors are experts from the public and private sectors as well as from technical institutions/associations in the SADC region who have been trained, qualified and registered as assessors by SADCAS. Assessors trained and qualified by other accreditation bodies and evaluated for competence can also undertake assessments on behalf of SADCAS. An assessment is undertaken by an assessment team consisting of a Team Leader and at least one Technical Assessor/Technical Expert with expertise in the scope of assessment. The assessment team makes **recommendations for accreditation**.

## Accreditation Certificate

**Accreditation decision** is made by the Accreditation Approvals Committee based mainly on the information gathered during an

assessment. The accreditation certificate is valid for 5 years and renewed subject to terms and conditions of the CBAS–MS.

## Periodic On-site Assessment and Re-assessment

In order to maintain accreditation **periodic assessments** are conducted on-site. The first periodic on-site assessment is undertaken not more than 12 months after accreditation thereafter annually throughout the accreditation cycle of 5 years. The intervals between periodic on-site visits can be extended depending on the risks associated but must not exceed two years.

**Re-assessments** are conducted at least 6 months prior to the end of the accreditation cycle of 5 years.

## Appeals

Appeals from management systems certification bodies on an accreditation decision shall be in writing and shall be forwarded to the Chief Executive Officer within 3 months of the cause of appeal. Appeals are handled in accordance with SADCAS AP 08: Customer feedback handling procedure which maintains independency and impartiality.

## Complaints

Complaints concerning SADCAS services, personnel and assessors/experts can be received by any member of staff who shall complete SADCAS F 85 and direct the complaint to the Quality Manager.

## Accreditation Fees

SADCAS accreditation fees are contained in SADCAS AP 02: SADCAS service fees. The fees contained therein are estimates. Individual quotations are provided based on the scope of application. SADCAS accreditation fees are reviewed annually.

## Accreditation Documents

SADCAS accreditation documents are available from the SADCAS website [www.sadcas.org](http://www.sadcas.org)

## For further information, please contact:

Southern African Development Community Accreditation Service

Plot 50369, Unit 3A, Second Floor, Tholo Office Park, Fairgrounds

Private Bag 00320, Gaborone, Botswana,

Tel: +267 313 2909 / 313 2910 / 318 8644 / 318 8646

Mobile: +267 7125 0042, Fax: +267 313 2922

Email: [info@sadcas.org](mailto:info@sadcas.org)

Website: [www.sadcas.org](http://www.sadcas.org)