



NEW & REVISED SANAS DOCUMENTS



NEWLY PUBLISHED DOCUMENTS

- ❖ Scopes of Accreditation per program – to standardise schedules of accreditation
- ❖ 10 new program specific documents

OBSOLETE DOCUMENTS

- ❖ F59 Accreditation and Regulatory Requirements
 - Checklist no longer used
 - Availability of documents in the facility not necessary, rather access to SANAS website
 - Awareness & compliance to accreditation and regulatory requirements still verified as part of the assessment



REVISED FORMS

- ❖ Forms changed from electronic format back to word format for ease of use by the assessor
- ❖ 78 of 83 assessment forms converted to word format, 5 still in process
- ❖ Forms that will remain in the electronic format are:
 - F03 “Non-conformance corrective action and clearance report “
 - F04 “Recommendation Report”

Due to the implementation of the SANAS electronic document management system.



F18 Application for the Approval of Personnel

Amendments:

- ❖ Submit a detailed CV **and certified copies of qualifications together** with this completed form
- ❖ Forms are available from **the SANAS website at www.sanas.co.za or from the SANAS office**
- ❖ Type of operation of organisation includes:
 - Producers of Certified Reference Materials
 - Veterinary Lab
 - Pharmaceutical Lab
 - Blood Transfusion Services
 - Forensic Lab
 - B-BBEE
- ❖ Includes an example of a short CV as a guide to assist you in what should be included in your CV



F25 Monitoring of trainee / Lead Assessor

Previous clause	Revised clause
Section 2: Preparation: - collection of pack,	Replaced by: - pack received 1 month in advance
Assessment Planning Schedule: –forwarded to office	Replaced by: - forwarded to client 2 weeks in advance of assessment”
Pre-assessment team briefing –	Included: “instruct team to give detailed instructions in vertical and witnessings”



F25 Monitoring of trainee / Lead Assessor

Previous clause	Revised clause
<p>Opening Meeting:</p> <ul style="list-style-type: none"> • Introductions • Scope and objectives • Functions and responsibilities of team members (as is) • Hot topics (removed) • Company representative • Times - breaks, lunch, final meeting 	<ul style="list-style-type: none"> • Introductions and attendance • Purpose, scope & extent of visit • Confirmation of changes • Methods and procedures to conduct the visit • Review of visit program (areas / documentation / break times / meetings) • Explanation of specific requirements as directed by the FM / SANAS / conclave (Eg. Validation, uncertainty of measurement, root cause analysis) • Company representative and resources
<ul style="list-style-type: none"> • Confidentiality (as is) 	



F25 Monitoring of trainee / Lead Assessor

Previous clause	Revised clause - Includes
<p>Closing Meeting:</p> <ul style="list-style-type: none"> • Agenda items all covered • Rest of closing meeting agenda remains the same 	<ul style="list-style-type: none"> • Thanks. • Waiver. • Re-affirmation of confidentiality. • Reporting sequence. • Presentation of summary. • Presentation of detailed non-conformance(s). • Target date for submission of corrective actions. • Conclusion with respect to effectiveness of organisation's system. • Checking and finalisation of Certificate and Schedule of Accreditation. • Explanation of root cause analysis. • Questions. • Close of meeting



F25 Monitoring of trainee / Lead Assessor

General: Previous attributes remain the same, however, the clause was expanded to align it with ISO 17011 requirements.

Included:

- Considers alternative ideas or points of view
- Ability to perceive situations realistically & understands the role of individual units within an organisation
- Able to distinguish crucial points from less important ones
- Act ethically (fair, truthful, sincere, honest & discreet)
- Diplomatic – deals with team & client tactfully
- Observant – Aware of physical surroundings, activities and habits
- Tenacious – Persistent, focused on achieving objectives
- Decisive – reaches timely conclusions based on logical reasoning and analysis
- Self-reliant - Acts & functions independently while interacting effectively with others



R04: Conditions for use of SANAS Accreditation Symbol or Reference to SANAS Accreditation by SANAS Accredited Organizations

Amendments:

- ❖ 3.5: An organisation accredited by SANAS shall display **on reports or documents containing accredited results**, in addition to all other requirements detailed in this document, the SANAS accreditation number(s) or reference to SANAS accreditation with the relevant SANAS accreditation symbol.
- ❖ 3.6: Where it is not practicable to display the relevant accreditation symbol, the organisation shall without variation use the relevant phrase **with the accreditation number** as follows:
- ❖ 3.6: Prefixes to the examples of all phrases (e.g: PTS) included, as well as: “a SANAS Accredited Proficiency Testing Scheme Provider, No. PTS...”



R04: (cont.)

❖ Added clause 3.7:

The SANAS accreditation symbol can only be used in combination with the accredited organisation's logo, mark and/or name, and without being more prominent than that of the organisation. Use of logos, marks or names of other organisations on the same document shall not be used in combination with the SANAS accreditation symbol or in any other way which might imply that SANAS has accredited these organisations.



R04: (cont.)

- ❖ Previous clause 3.6 (An organisation having several accreditations under its control may display only one accreditation symbol of each type accompanied by one or more of the appropriate accreditation numbers.)

Replaced with:

Clause 3.8:

An organisation accredited in more than one field (e.g. Testing and Calibration) may display the different symbols together, or may display only the appropriate accreditation symbol to the audience targeted, accompanied by one or more of the appropriate accreditation numbers. Examples are included.



R04: (cont.)

❖ Minor editorial and numbering changes made, however the meaning remains the same. E.g:

- Previous clause 5.2 included in 4.1
- Previous clause 5.4 included in 3.8
- Previous clause 5.5 included in 3.5
- Previous clause 5.9.2 included in 5.8
- Previous clause 6.1 included in 3.5

❖ Clause 6.1.3.4 amended:

Where the permanence of calibration (e.g. of volumetric glassware) warrants, the etching or engraving of an approved design on the equipment may be authorised. Full details shall be submitted to the [SANAS Field Manager: Calibration](#) for prior approval.

(Previously submitted to the CEO)



R04: (cont.)

❖ **6.2 Certification - Certificates**

6.2.1 The SANAS accreditation symbol or reference to accreditation shall be displayed on all certificates which have been issued by a SANAS Accredited Certification Body (CB).

❖ Clause 7 added:

▪ Signature Typeface:

Trebuchet MS aAbBcCdD 1234
 sanas

Century Gothic aAbBcCdD 1234
 South African National Accreditation
 System



R04: (cont.)

Appendix 1: **The SANAS Accreditation Symbol**

- ❖ Point 2: Added: “The proportion between the height and the width of the symbol shall be 1:2.9.
- ❖ “Point 3 added “The minimum size of the logo may not be smaller than 20mm wide, and the wording beneath “**sanas**” must remain legible.”
- ❖ Point 4: Added colour specifications for gold and orange (SANAS Corporate Logo only), and Pantone Colours for red and gold.
- ❖ Point 6 deleted: “Signature Symbol clear space: The clear space around the symbol should always be 10mm x 10mm. This is measured from the tips of the (t) and also from the edge of the text (as indicated).”
- ❖ Point 8: Added “The accreditation number shall appear beneath and aligned to the right of the SANAS Symbol, as indicated above.”
..... “The symbol and the accreditation number shall be considered a single entity for purposes of enlargement or reduction.”

R04: (cont.)

Appendix 1: **The SANAS Accreditation Symbol**

- ❖ Examples of accreditation numbers included accreditation numbers beneath the symbol.



- ❖ Included examples of Multiple Accreditation Symbols in 3.8



R77: Use of Combined Marks

Amendments:

- ❖ Section 2 & clause 3.4: Added reference to:
 - SANAS R04 “Conditions for use of Accreditation Symbols or Reference to Accreditation by SANAS Accredited Organisations
 - ILAC R7:09/2009 “Rules for the Use of the ILAC MRA Mark”

- ❖ 4.1, 4.2: Removed reference to ISO Guide 62 and 65
Changed reference to ILAC/IAF and SANAS symbol to **mark**:

- ❖ 4.3: A facility makes a written or verbal request to use the combined logo. The request is addressed to the relevant Field Manager or Quality Manager.



R77: Use of Combined Marks

Amendments:

- ❖ 4.4: The relevant Field **or Quality Manager** will check the current accreditation status and determine if their accredited scope is within the requirements for the use of the combined marks/symbols.

- ❖ 4.5 If the applicant's accreditation is within the requirements, the relevant Field **or Quality Manager** will send the relevant information. (Listed)
Deleted "either ILAC P8 or IAF-ML2 or both depending on the scope of their accreditation."



R77: Use of Combined Marks

Included clauses:

- ❖ 4.9: The Quality Manager will send the accredited facility the relevant combined mark by email.
- ❖ 4.10: The accredited facility shall not use the combined mark without written permission from SANAS to do so.
- ❖ 4.12: The Quality Manager shall ensure that the signed sub-licence agreement, together with a copy of the letter authorizing the use of the combined mark, are filed in the relevant facility's contract file.

- ❖ Deleted 4.13:

The relevant Field Manager shall ensure that the facilities that are granted permission to use the combined mark have this information placed in their next assessment file.



R77: Use of Combined Marks

Appendix 1: Combined Mark Specifications

- ❖ Accredited facilities must receive written permission to use the combined mark from SANAS
- ❖ Combined marks may NOT be used on business cards
- ❖ The minimum size of **EACH** of the ILAC and/or IAF logo, and the SANAS logo is 20mm.
- ❖ The legibility of the wording that forms part of the combined mark shall remain clear.
- ❖ The accreditation number must be included beneath the SANAS symbol.



R77: Use of Combined Marks

Appendix 1: Combined Mark Specifications

Added clauses:

- d) The combined mark may only be used in its normal horizontal position and not be rotated.
- e) The combined mark shall not be used in a “similar” typeface which substitutes the letters of the Mark, as the typeface is custom-designed artwork. Only the original artwork supplied by the Quality Manager may be used to ensure high-quality reproduction.
- g) The combined mark shall appear side-by-side, and in close proximity, as indicated in the examples provided below.
- h) Included pantone and mono colours of the ILAC Mutual Recognition Arrangement Mark
- i) Included specifications of the IAF Mutual Recognition Arrangement Mark



R77: Use of Combined Marks

Appendix 1: Combined Mark Specifications

- k) Combinations allowed are:
- In black on a white background, or in white on a black background.
- Deleted “or on a background of another colour that is clearly contrasted with black”

Added Clauses:

- Examples of permissible use of the Combined Mark are:
Letterheads, fax cover sheets, envelopes, brochures, pop-up banners, posters, newsletters and annual reports, presentations, press releases, advertisements, websites, reports and certificates, quotations, template signature on emails, compliment slips.
- m) The IAF Combined Mark may NOT be used on or in conjunction with products.



R77: Use of Combined Marks

Appendix 1: Combined Mark Specifications

Added Clauses:

- n) Accredited facilities that have been granted permission by SANAS to use the combined mark are not permitted to use the combined mark on business cards, in order to avoid any possible confusion with accredited certification of persons.
- o) SANAS, ILAC and IAF encourage the use of the Combined Mark. Please feel free to contact the relevant Field or Quality Manager at SANAS should you have any queries or need further clarification.





Questions

Thank You

