



## **Schedules of Accreditation**

**Mr M Pillay**

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## Legal document

The 'Accreditation Act', Act 19 of 2006 states  
that the Certificate and Schedule of Accreditation  
is a  
legal document  
and is  
the property of SANAS.



# The Accreditation Schedule & Certificate

The aim of the schedule of accreditation  
is to reflect  
the activities a facility is accredited for  
as concisely and unambiguously as possible.



# Contents of an Accreditation Schedule

## Eg. Testing Laboratory

- The schedule of accreditation for testing laboratories indicates the field/s of testing,
- the material, object or product (matrix) on or in which the tests are carried out,
- the type of tests, including the quantities or properties being measured the methods used the technical signatories for the tests
- the locations where testing activities are carried out and where relevant; where results are reviewed and test reports are approved.



## Contents of an Accreditation Schedule

### Eg. Testing Laboratory

- Where applicable, measurement ranges and related uncertainties will also be included
- The original date (day, month, year) of accreditation, the date of issue (day, month, year), the expiry date (day, month, year), the issue number, the accreditation number and the Nominated Representative will be reflected on the schedule of accreditation.
- The certificate of accreditation shall contain the details of the legal entity, the accreditation number, the relevant dates and the field/s of accreditation.



## Classification system SANAS P30

### Eg. Testing Laboratory

- Field – Chemical analysis
- Class – Food and Food Products
- Sub-class – Meat and meat products
- Descriptors - % salt content by autotitration



# Ensuring accuracy of Schedules

## Before the Assessment

- The LA clarifies any issues with the Certificate & Schedule of Accreditation with the Field Manger using the relevant P document e.g. SANAS P30 for Testing Labs
- The LA communicates with assessment team & facility regarding any changes or issues



# Ensuring accuracy of Schedules

## At the Assessment

- The TA makes time to discuss the contents of the Schedule of Accreditation with technical staff of the facility
- The LA finalises the Accreditation Schedule and the facility signs acceptance



# Ensuring accuracy of Schedules

## After the Assessment

- The LA communicates to the Field Manager if there are changes that needs to made immediately to the Schedule of Accreditation Eg. Suspension of a method or part thereof
- The Approvals Committee checks whether they agree with the wording on the Accreditation Schedule





**Please share your ideas on improving this process  
with us**

**Thank You**

