

SUMMARY

TESTING BREAKAWAY SESSION

25 MARCH 2010

For Assessor conclave minutes -

At the breakaway session on 25 March 2010, the following was discussed with the Testing Assessors:

Clearance of Findings on-site visit and Suspension & Reinstatement visits

1. The assessors agreed on the following for CoF visits:

- Only recommend CoF for issues that require the assessor to see implementation thereof
- The recommendation for CoF on the F04 form must state the findings that need to be assessed, the assessor/s that will do the CoF, that it is at cost to the laboratory.
- Inform the Field Manager telephonically if the assessment team is faced with this issue at an assessment
- Do not recommend the CoF in order to avoid the lab from going into suspension
- LA must go through the F03 processing time period with the Lab's management
- SANAS must fasttrack the processing of CoF and suspensions & reinstatement visits.

2. **The assessors agreed on the following for Suspension**

- To increase communication with the Field Manager, Lab Management when faced with this situation
- Not to offer labs the option of voluntary suspension during a surveillance or reassessment visit
- Collect enough info to support the recommendation for enforced suspension
- The assessors stated that the R51 needs revision to make the process a lot more clearer to assessors
- The F04 recommendation report will state the reasons why the assessors are recommending suspension.

3. **The assessors agreed on the following for PT**

- Use the F176 to record the gaps (SANAS R80)
- Evaluate the PT needs of the lab at the assessment
- Make suggestions to SANAS STC on what can be done & discuss with the FM
- Encourage labs to develop ILC's and PT schemes to close the gap

4. **SANAS R04 Unaccredited or no reference to accreditation test reports**

- The assessors agreed that SANAS needs to change the R04 document to include that labs must send a written letter to SANAS motivating why reports are issued with any accreditation logo.

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