



**2015 ASSESSOR CONCLAVE  
PROGRAMME**

**2015 ASSESSOR CONCLAVE  
GAUTENG – 19 FEBRUARY  
WESTERN CAPE – 26 FEBRUARY  
PROGRAMME**

**MC: Shadrack Phophi**

**Technical Assessor and Expert Information and Guidance Handbook Launch**

ITEM		PRESENTER	DURATION
<b>REGISTRATION</b>		<b>08:00 – 09:00</b>	
1.	Opening and Welcome	Ron Josias	09:00 – 09:10
2.	Assessor Handbook Launch	Shadrack Phophi	09:10 – 09:55
3.	Writing of Non-conformances	Nyiko Bopape	09:55 – 10:15
4.	How to evaluate/assess electronic signatures	Neville Tayler	10:15 – 10:40
<b>TEA BREAK (20 minutes)</b>		<b>10:40 – 11:00</b>	
5.	How to effectively manage assessments	Hanlie Badenhoust	11:00 – 11:20
6.	Guidance on terminating assessments (P37)	Eben Smit and Linda Grundlingh	11:20 – 11:40
7.	<p><b>SANAS Peer Review Issues:</b></p> <ul style="list-style-type: none"> <li>• Recommendations vs Decision Making</li> <li>• TA's involvement in Contract review / document review</li> <li>• Information on recommendation report</li> <li>• Sampling of personnel</li> <li>• Confirming the schedule of accreditation during the assessment</li> </ul> <p><b>SANAS P06 – Preparation of Reports</b></p>	Yolanda Vinnicombe	11:40 – 12:00
8.	Open sessions	Field Managers	12:00 – 13:00
<b>LUNCH</b>		<b>From 13:00</b>	

