



2009 SANAS ASSESSOR CONCLAVE
KOPANONG HOTEL AND CONFERENCE CENTRE, SOUTH AFRICA
13 to 14 MARCH 2009

| TIME | | AGENDA | PERSONS |
|--|-----|--|----------------|
| DAY 1 (Friday, 13 March 2009) | | | |
| 8:30 - 9:30 | | Registration | |
| 9:30 – 9:45 | 1. | Welcome | Mike |
| | 2. | Introduction & house rules | Mike |
| 9:45 – 10:05 | 3. | Accreditation ACT and implications thereof | Mpho/Neville |
| 10:05 – 10:25 | 4. | Feedback on 2008 discussions <ul style="list-style-type: none"> • Root cause analysis • Assessor Feedback | Mandla John |
| 10:25 – 10:50 | | | |
| 10:50 – 11:15 | | TEA BREAK | |
| 11:15 – 11:25 | 5. | Completion on new Assessment documentation | Martin |
| 11:25 – 11:55 | 6. | Time Management tips/recommendations for Assessors | Neville |
| 11:55 – 12:15 | 7. | Aborting of Assessments - Changing Initial assessment to pre-assessment | Eben |
| 12:15 – 12:50 | 8. | Training for Lead Assessors <ul style="list-style-type: none"> • Completion of documentation • Classification of non-conformances • Q&A | John |
| 12:50 – 13:00 | | | |
| 13:00 – 14:00 | | LUNCH | |
| 14:00 – 15:00 | 9. | Breakaway discussion sessions Programme specific | FM's/Assessors |
| 15:00 - 15:30 | | TEA BREAK | |
| 15:30 – 17:00 | 10. | Breakaway discussion sessions Programme specific (continued) | FM's/Assessors |
| 17:00 – 17:30 | 11. | Prepare of feedback | FM's/Assessors |
| DAY 2 (Saturday, 14 March 2009) | | | |
| 09:00 - 10:30 | 12. | Feedback from Programme Specific Sessions | FM's/Delegates |
| 10:30 - 10:50 | | TEA BREAK | |
| 10:50 – 11:00 | 13. | 2009 Assessor Rates | Mpho |
| 11:00 - 11:30 | 14. | AC process | John |
| | | Impact of collation of information | John |
| 11:30 – 11:50 | 15. | 2009 SANAS Objectives | Ron |
| 11:50 - 12:05 | 16. | SANAS Structure | Christinah |
| 12:05 – 12:30 | 17. | Certificates handout | FM's |
| 12:30 | | LUNCH | |