



### Feedback on 2015 discussions



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### FEEDBACK ON THE FOLLOWING ISSUES:



- P41-02 : Sampling for assessment purposes
- Re-application process
- Document changes since last meeting



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### P41-02: SAMPLING FOR ASSESSMENT PURPOSES



- Purpose – define SANAS procedure for sampling of sites, personnel and the scope of accreditation within the accreditation cycle
- Applicable to all programme except Certification (witnessing of scopes) which follows the P05 “Accreditation of Certification Bodies”



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**IMPLEMENTATION ADVANTAGES** 

- Ease of planning for cycle
- Optimal size of team
- Reduction in time for visit
- Coverage of scope
- Coverage of key personnel/ Inspectors/Signatories
- Compliance to 17011 requirements
- Empirical determination of sampling – consistency among programmes



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**RE-APPLICATION PROCESS** 

Challenges encountered by CABs regarding on-line applications

- **Form too long to fill out and thus times out a lot before user finishes typing in**
  - To mitigating against this we increased the time it takes for the form to time out and added a save button on every page of the form so the users can save their data periodically
- **Form not keeping previously entered data**
  - We have added a save button on every page and programmed the next button to automatically save data for the user when they are done with each page.
- **Scopes not complete**
  - A project was launched by Luigi to collect and update all recent scopes on the system
- **Users can't find previously saved form**
  - This was just a training issue as they were looking in the wrong place, the saved applications can be found under "My Dashboard"



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**RE-APPLICATION PROCESS** 


All these problems were a result of creating the forms using Info-path which does not have the flexibility we need for a complex system like this.

In Shanduka V2.0 we will change the form completely and break it down in to smaller parts rather than having one long form with lots of pages.

The advantages of this will include ease of use, the user will be able to retrieve previously saved data faster and easier as everything will be displayed in a "dashboard" format.

The form will be trimmed to a smaller size meaning it will be faster for the user to complete it.

Even if the system times out the user will not lose too much work since it is not one form that will be lost, it will just be hat particular part they were working on.



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### RE-APPLICATION PROCESS



1. CABs must re-apply at end of cycle
  - 6 months before certificate expiry
  - 9 months for Inspection Bodies
2. If we do not receive your application then we assume you no longer want to be accredited
3. Taking too long to clear non-conformances may lead to lapsing of accreditation



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### DOCUMENT REVISIONS



- [http://home.sanas.co.za/?page\\_id=335](http://home.sanas.co.za/?page_id=335)



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