

**STREAMLINING COMMUNICATION: ADMINISTRATION DEPARTMENT**

Programme	Administrator(s) / Senior Administrator	Contact Details	Services Offered by Administration to Client and Assessors
<b>Administration Feedback on Services Listed Below</b> (Concerns, Suggestions or Compliments) <b>Cleon Andrews</b> <a href="mailto:cleona@sanas.co.za">cleona@sanas.co.za</a> Tel: 012 394 3770			
<b>Programme 1</b> a) Blood Transfusion services b) Veterinary Labs c) Pharmaceutical Labs d) GLP Facilities	Nonceba Sawa	<a href="mailto:noncebas@sanas.co.za">noncebas@sanas.co.za</a> Tel: 012 394 3767	<b>Assessors</b> <ul style="list-style-type: none"> <li>• Assessment Documentation</li> <li>• Travel Itineraries</li> <li>• Return of Assessment Packs</li> <li>• Communication w.r.t Corrective Actions</li> </ul> <b>Clients - Accredited Facilities</b> <ul style="list-style-type: none"> <li>• Communication w.r.t Corrective Actions</li> <li>• Certificates and Schedules of Accreditation</li> <li>• Contact details management</li> <li>• Website directory / details maintenance</li> </ul>
<b>Programme 2</b> Calibration Laboratories	Sarah Ravhudzulo	<a href="mailto:sahr@sanas.co.za">sahr@sanas.co.za</a> Tel: 012 394 3763	
<b>Programme 3</b> Certification Bodies	Linda Bam	<a href="mailto:lindab@sanas.co.za">lindab@sanas.co.za</a> Tel: 012 394 3778	
<b>Programme 4</b> Inspection Bodies	Mabatho Malepe	<a href="mailto:mabathom@sanas.co.za">mabathom@sanas.co.za</a> Tel: 012 394 3785	
<b>Programme 5</b> Medical Laboratories	Shiela Moeketsi	<a href="mailto:shielam@sanas.co.za">shielam@sanas.co.za</a> Tel: 012 394 3849	
<b>Programme 6</b> Testing Laboratories	a) Nyiko Nkhwashu b) Rami Maake	a) <a href="mailto:nyikon@sanas.co.za">nyikon@sanas.co.za</a> Tel: 012 394 3766 b) <a href="mailto:ramim@sanas.co.za">ramim@sanas.co.za</a> Tel: 012 394 3768	
<b>Programme 7</b> Verification Laboratories Testing Labs: Mechanical	Emelda Udensi	<a href="mailto:emeldau@sanas.co.za">emeldau@sanas.co.za</a> Tel: 012 394 3791	
<b>Programme 8</b> B BBEE Facilities	Linda Bam	<a href="mailto:lindab@sanas.co.za">lindab@sanas.co.za</a> Tel: 012 394 3778	

The communication lines as indicated above will be effective as of **1 April 2009**.

**The following processes must still be communicated via the relevant Field Manager:**

- Assessment scheduling, confirmations, changes, assessors
- Extension to scope and personnel applications
- Suspensions and withdrawals of accreditation
- Quotations and payment confirmations
- Re-instatement visits

For further information on the above, please contact Sumé Murray via e-mail at [sumem@sanas.co.za](mailto:sumem@sanas.co.za) or telephonically on 012 394 3781.