

THE NOMINATED AND TECHNICAL SIGNATORY WORKSHOP

One of the minimum accreditation requirements for a conformity assessment body (CAB) is its ability to have competent personnel. Personnel are central and part of a CAB's competency aspects that enable it to successfully conduct the scope of activities it has been accredited for. In addition to this there is a great need to have a sound management system founded upon the applicable accreditation standard requirements thus ensuring that competency aspects are managed to consistently produce valid and reliable results. A number of management system standards generally require CAB's to have managerial and technical personnel. Within these two categories of personnel SANAS require CAB's as applicable to have competent "Nominated/Management Representatives and Technical/Management Signatories". This condition for accreditation is clearly stipulated and required in the SANAS Nominated representative and signatories responsibilities qualification and approval document (R03). The above mentioned representatives and signatories perform their functions from two fronts to benefit the CAB and the accreditation body. In his/her responsibilities, the Nominated Representative (NR) does not only represent and act in the interest of the CAB, but also represents and acts in the

interest of SANAS by ensuring that accreditation requirements and the management system are looked after in the CAB. Similarly the Technical signatory (TS) does not only authorise results in the interest CAB but also on behalf of SANAS for the scope of activities the CAB has been accredited for. Ideally this should provide peace of mind to both the CAB and SANAS that the risk of producing and reporting invalid results to customers is mitigated throughout the accreditation life time of the CAB.

In 2005 the SANAS Knowledge Transfer department (KTD) designed and begun to present a course focused on the qualifications, requirements and responsibilities of the NR and the TS in the testing laboratories domain. This was in response to enquiries and needs expressed by accreditation applicants and accredited laboratories. The course was also presented as a result of feedback from assessors on the importance of the NR and TS being empowered to fulfil their responsibilities successfully. Since then KT has continually included the NR and TS workshop in the annual course schedule as reflected on the SANAS website under course schedule and list of courses on the home page or the following link: http://home.sanas.co.za/?page_id=244 Although it was

initially intended to be a one day workshop, the scope dictated the need for a two day workshop. To date this workshop has already been presented to a number of water, vehicle testing laboratories and inspection bodies. The attendance of this workshop has been that of current and future Nominated representatives and Technical signatories. The feedback has throughout been positive with a 98% customer satisfaction rating.

Due to organisation specific needs, this course has so far been presented as an in-house course only. This has made it possible to customise the course to address the needs identified. In a quest to continue addressing the needs of our customers, a 360° needs analysis is continually conducted with each course to cover the identified needs, critical areas identified by SANAS Field managers, Lead Assessors and the CAB. This also ensures the alignment and customisation of the workshop to the expectations of the CAB and SANAS. The workshop outline, the course fees and arrangements are available on request. For further enquiries please contact the Knowledge Transfer Coordinator, **Mr Siphamandla Zimema** on e-mail: siphamandlaz@sanas.co.za on telephone (012) 740-8400.



RIGHTS AND OBLIGATIONS OF A SANAS CAB

A Short guide to rights and obligations of a SANAS accredited conformity assessment body (CAB) in terms of the Accreditation for conformity assessment, calibration and good laboratory practice, Act No 19 of 2006, herein referred to as Accreditation Act.

Take note of the following key issues:

1. The Accreditation Act
2. Your rights and obligations as a SANAS accredited CAB
3. The value of a SANAS accreditation certificate
4. Offences as prescribed in the Accreditation Act

1. THE ACCREDITATION ACT

The Accreditation Act recognises the South African National Accreditation System (SANAS) as the only body in South Africa mandated to provide accreditation services to conformity assessment service providers in South Africa.

The Accreditation Act:

- confirms that SANAS's primary role is to serve the national and public interest by facilitating the provision of a reliable internationally recognised accreditation infrastructure to government, industry and the wider community;
- makes SANAS responsible to ensure that the accreditation system of South Africa continues to support the needs

of our manufacturers and exporters competing in a fast-paced global economy; and

- requires SANAS to support public policy objectives in terms of health, safety and the environment.

2. THE SANAS ACCREDITATION ACT CONFIRMS THE RIGHTS AND OBLIGATIONS OF CONFORMITY ASSESSMENT BODIES (CABS)

You have the following rights:

- The right to be evaluated by SANAS for the purpose to be accredited;
- The right to be issued a SANAS accreditation certificate if your body complies with all the requirements, criteria and conditions applicable;
- The right to provide accredited conformity assessment services to your clients;
- The right to the promotion of your accredited services to clients;
- The right to use the accreditation symbol of SANAS on your certificate issued to your clients;
- The right to use the logos such as that of ILAC and IAF where relevant and approved by SANAS; and
- The right to complain if you are not satisfied with SANAS's services.

You have the following obligations

- The obligation to comply

at all times with SANAS accreditation criteria including the specific competencies specified in your accreditation certificate;

- The obligation to prevent the misuse of accreditation, including misrepresentation of data from you as the conformity assessment body;
- The obligation to prevent the misuse of the SANAS accreditation symbol;
- The obligation to prevent the misuse of logos such as that of ILAC and IAF;
- The obligation to return an accreditation certificate when requested by SANAS to do so; and
- The obligation to inform your client if your accreditation is withdrawn, suspended or expires.

3. THE VALUE OF CERTIFICATES ISSUED BY ACCREDITED CONFORMITY ASSESSMENT BODIES - EVIDENCE OF THE FACTS

A certificate issued by an accredited conformity assessment body in terms of their approved accreditation is considered as evidence of the fact in legal proceedings.

4. OFFENCES AS PRESCRIBED IN THE ACT

It is an offence to issue a conformity assessment certificate or report that contains untrue statements.

CONTACT INFORMATION

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