

Invitation to Inspection/Testing Bodies to Apply for Recognition in the Implementation of SIIR

1. Invitation

BOBS wishes to invite inspection/testing bodies to apply (Form C) for recognition of their compliance certificates and test reports as per regulation 4(2) of the SIIR.

2. Purpose

The purpose of this invitation is to ensure that the competence of all participating inspection/testing bodies is established. The following criteria shall be applied to establish the competence:

2.1 Criteria for recognising inspection/certifying bodies

A recognised body, according to the SIIR, is a body recognised by BOBS as competent for checking and verifying that a commodity conforms to the requirements of the prescribed standard set in relation to that commodity.

In order for an inspection/testing body to be recognised it must be registered with BOBS, and to be registered, the inspecting/testing body must satisfy the following:

- Inspection bodies should be a member of the International Federation of Inspection Agencies (IFIA) for bodies conducting inspections (proof of membership required).
- Inspection bodies that are not members of IFIA must be accredited by a recognised Accreditation Body (proof of accreditation status required)
- The testing body must have accredited facilities in accordance with ISO/IEC 17025 standard.
- If the testing body does not have accredited facilities in any of the SIIR prescribed products, then it must participate in the Proficiency Testing (PT) scheme.
- If the testing body does not have accredited facilities, and does not participate in PT scheme, it must show proof of competence in executing the work by providing reputable referees.

In addition to the above requirements, organisations who wish to register with BOBS must provide the following:

- a. Proof of incorporation as a limited company.
- b. Audited corporate accounts for the past year, demonstrating the capacity of the company to undertake the services.
- c. Government institutions must be identified as such.
- d. Evidence that the company has extensive experience in managing product conformity programmes (PCP) in sub-Saharan Africa, and details of the number of such compliance certificates the company has issued over the last three years.
- e. Evidence of the company's organisation structure and its capacity, through its physical presence, to provide PCP services.
- f. The laboratory/inspection body facilities owned by the company or its parent company, which are needed to confirm the compliance of goods and proof of ownership.

Inspection/testing bodies whose applications do not satisfy all the requirements described above shall not be registered for recognition.

A data base of all registered inspection/testing bodies shall be put on BOBS' website for access by interested individuals and stakeholders.

3. Queries, Clarifications or Enquiries

All correspondence containing queries, requests for clarification and enquiries shall be addressed to:

The Managing Director
Botswana Bureau of
Standards
Plot 55745, Block 8,
Main Airport Road
Private Bag BO 48
Gaborone

Tel: +267 390 3200
Fax: +267 313 3562
Attention:
Alfred Kgotlaetsile
E-mail:
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Revision of SANAS Document TR 49 “SANAS Requirements for Technique Accreditation”

Document TR 49 was revised and re-issued as TR 49-02 on 18 May 2011. Laboratories accredited for Techniques are required to familiarise themselves with the document and specifically with those requirements that were amended and/or added.

Laboratories currently accredited for Techniques will be required to implement the changes to TR 49 by 29 February 2012.

In summary the following new requirements have been added to the document:

1. Technique accreditation is granted for a specific instrument, set of instruments or laboratory apparatus, making use of a specific chemical and/or physical interactive characteristic mechanism, to either qualitatively identify and/or quantitatively determine a physical property of *specific materials*.
2. The laboratory shall validate non-standard methods, laboratory-designed/developed methods and modifications of standard methods to confirm that methods are fit for the intended use. When a method is applied to a different matrix, it should be revalidated for that matrix.
3. Technical signatories shall have thorough knowledge of the statistical techniques that are used to validate the method, assess the validation and calculate the uncertainty of measurement.
4. Six weeks before SANAS' assessment date, the laboratory must submit its register and identify new additions and modifications to the methods in the register. These new additions and modifications to the methods must be accompanied by validation data and a proficiency testing plan.
5. SANAS shall review the validation data at the cost of the laboratory.
6. The Application process
 - 6.1 SANAS receives an F14 application form with a proposed scope of accreditation from the laboratory. This is accompanied by completed:
 - Covering letter that states reason/s why accreditation of specific test methods is not possible or not a viable solution;
 - F48 & F49 checklists that reference the aspects in the laboratory management system updated to include the scope of technique accreditation;
 - F18s for Technical Signatories including training records and competence records. These records must include training of the Technique applied and competence to review the validation data prior to authorising the method before use;
 - Master plan for validation of equipment and validation report/s;
 - Record that Technical Signatories are authorised to perform the role;
 - Procedure on training and competence evaluation;
 - Quality control procedures in place to assure the validity of newly introduced methods;
 - Internal audit programme to include development/review and accepting/authorising methods under technique accreditation;
 - Contract Review requirements that fall under technique accreditation and procedure on reviewing and authorising methods;
 - Structure of reports for Technique accreditation.
 - 6.2 The SANAS Field Manager clarifies the technique applied for where necessary.

