

Document Review prior to Re-assessments

During the recent peer evaluation of SANAS it was brought to our attention that we did not comply with clauses 7.5.10, 7.6 and 7.11.1 of ISO/IEC 17011 in that we did not conduct document reviews prior to re-assessments.

SANAS began, with immediate effect, to conduct document reviews prior to re-assessments, to ensure compliance. The relevant programme-specific documents (P04, P05, P15 and P17) are being updated to incorporate this process. Facilities and SANAS assessors must familiarise themselves with the process to ensure effective implementation.

In broad terms, the process is as follows:

- SANAS requires the accredited facility to conduct a document review and complete the relevant SANAS checklists (management and technical) detailing where, in their documents, the requirements are met.

Note: Clause, sub-clause, and procedure numbers **MUST** be captured.

- The completed checklists, quality manual and, where required, procedures must be submitted to SANAS *at least three months prior to the re-assessment*. Should these timeframes not be met, the facility's accreditation will lapse on expiry of the certificate, resulting in the facility having to re-apply for accreditation.
- The information will be submitted to the appointed Lead Assessor who will confirm, from the information submitted, whether the requirements of the relevant standard are substantially addressed in the Quality Manual.
- The facility will receive a document review report within approximately 10 working days of receipt of the completed documentation, which will contain comments on any deficiencies/omissions and a recommendation on the way forward.
- SANAS will not require evidence of corrective actions prior to the re-assessment, as the assessment team will confirm implementation of the standard requirements during the assessment of the facility.

New offices for SANAS in the near future

In the beginning of December tenders closed for the acquisition of new offices for SANAS, which will move out of the dti campus in April 2012. Since SANAS grew substantially over the last couple of years, it is fast outgrowing its office space in the dti campus, often inconveniencing its stakeholders.

"We realise that parking tends to be problem for our stakeholders and therefore we often need to make use of off site facilities for our training courses," says SANAS CFO Christi Warren. "SANAS aims to find offices in close proximity to the dti campus, as this location is convenient to our staff and stakeholders in Pretoria. We hope to lease a building that will make SANAS more accessible to its stakeholders and allow it to grow in line with industry needs," Christi concludes.

According to Christi, the Evaluation Committee will sit in December to review the tenders. The prerequisites for the new SANAS facilities include ample parking, enough space for its 51 staff members, and room for its own training facilities.

Notice of revised documents

The following SANAS documents have been revised. The latest version of these documents can be found on our website www.sanas.co.za.

Document number and version	Title	Date published
TR 25-02	Criteria for Performing Calibration and Intermediate Checks on Equipment used in Accredited Facilities	2011/10/31
P 04-13	Accreditation of Laboratories and Proficiency Testing Schemes	2011/12/01
PM 01-03	SANAS Policy Manual	2011/12/01
TR 46-02	Criteria for Laboratories Accredited to Calibrate Heat Stress (WBGT) Monitors	2011/12/01

Season's greetings

As 2011 draws to a close, many people take to the roads to enjoy a well deserved holiday or spend some time with friends and family. We hope that you travel safely and have a joyous Festive Season. May you return well rested and ready to take on the increasing rigour and responsibility of our national accreditation system in 2012.

