



**SADCA TECHNICAL COMMITTEE (TC) 2018/19 WORKPLAN**

ACTIVITY		RESPONSIBILITY	BUDGET	DEADLINE
<b>AWARENESS RAISING AND DEVELOPMENT SUPPORT</b>				
1.	Undertake training /awareness and sensitization on revised Conformity assessment standards  - ISO/IEC 17011:2017 - ISO/IEC 17025:2017	TC Secretariat	-	March 2019
2.	ABs to provide information on accreditation standards that are in transition to the Technical Committee	ABs	-	Continuous
<b>PROFICIENCY TESTING PROGRAMS</b>				
3	Updating of the PT list on the SADCA website	TC Members Secretariat	-	Continuous
4	Distribution of PT invitations to Members for distribution to CABs	Secretariat TC Members	-	Continuous
<b>SADCA TECHNICAL COMMITTEE DOCUMENTS</b>				
5	Develop and agree on the draft Terms of Reference of the SADCA TC Sub-Committees	TC Chair		End- March 2018
6	Develop SADCA Certification , Inspection, Calibration and Testing related Publications to support the current SADCA MRA scopes  - Internal Audits for Laboratories and Inspection Bodies  - Interpretation and Guidance on the Estimation of Uncertainty of Measurement in Testing	Mr Viki Kanama Ms Pinkie Malebe  Mr Letoke Mahlase Mr Pilot Masunga	-	First Draft – End-September 2018  Circulation to TC Members- End-September 2018  Members feedback- End-October 2018  Circulation to EXCO- Mid-



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				November 2018
INTERNATIONAL AND REGIONAL ACCREDITATION COOPERATIONS				
7	Review and propose adoption of IAF documents as necessary	TC Chair Secretariat	-	Continuous
8	Provide inputs into the reports submitted to ILAC/IAF for the TC and Sub-Committees	TC Chair Secretariat	-	Continuous
9	To represent SADCA in the regional Technical Committee meetings.	TC Chair	USD 5 000	Continuous
10	To represent SADCA in the ILAC and IAF Technical Committees	TC Chair	USD 10 000	