

**2021**

# **SADCA SECRETARIAT PROCEDURE**

**SOUTHERN AFRICAN DEVELOPMENT  
COMMUNITY COOPERATION IN  
ACCREDITATION**

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## 1. PURPOSE

The purpose of this document is to describe the SADCA Secretariat's responsibilities.

## 2. SECRETARIAT GENERAL RESPONSIBILITIES

The Secretariat, headed by the Regional Coordinator, shall be responsible for managing the day-to-day business of SADCA, including, but not limited to:

- 2.1. Clearly corresponding with SADCA applicants, members and evaluators, and with any external organisation regarding matters related to the business of SADCA.
- 2.2. Periodic circulation of a list of SADCA meetings to SADCA representatives and/or members as necessary.
- 2.3. Ensuring successful meetings of SADCA General Assembly, Executive Committee, MRA Council and the various Committees, including any ad-hoc meetings and workshops, etc. which includes:
  - 2.3.1. Arranging the meeting logistics.
  - 2.3.2. Sending out invitations at least two months in advance as far as possible.
  - 2.3.3. Preparation and circulation of draft meeting agendas for approval by the relevant meeting delegates, as appropriate, at least three (3) weeks in advance of the meetings.
  - 2.3.4. Circulation of the approved agenda and documents to be discussed at the relevant meetings, to the delegates as appropriate at least two (2) weeks in advance of the meetings.
  - 2.3.5. Consulting with and assisting the Chair(s) of the relevant meetings prior to, during and after meetings, as needed.
  - 2.3.6. Drafting the meeting minutes and resolutions and distributing to the meeting delegates within one (1) month of the meeting, allowing a 30-day comment period on the draft minutes.
  - 2.3.7. Distributing final meeting minutes within three (3) months of the meeting.
  - 2.3.8. Managing the timeous handling of any meeting actions and resolutions as necessary.
- 2.4. Ensure that ballots are carried out timeously and appropriately in accordance with the SADCA Bylaws and informing members of the outcome of ballots. This includes voting on SADCA office bearers, documents, membership applications and MRA signatory status.
- 2.5. Submitting annual reports to ILAC, IAF and other regional accreditation cooperations as required.
- 2.6. Notification of any changes regarding SADCA signatory members to ILAC and IAF as necessary.
- 2.7. Handle complaints and appeals in accordance with SADCA P002 "Appeals and Complaints procedure".
- 2.8. Reporting to the SADCA Executive Committee and any other SADCA authority as required, on the performance of SADCA, which includes the preparation of information for the annual Management Review of SADCA.



### **3. DOCUMENT CONTROL AND RECORDS MANAGEMENT**

- 3.1. The SADCA Secretariat is the custodian of the SADCA Management System documentation and is responsible for the control and maintenance of all SADCA documents.
- 3.2. The Secretariat shall ensure that all SADCA documents are drafted, reviewed, formatted, classified, approved, controlled and distributed in accordance with the requirements set out in SADCA P003 "Document Control Procedure".
- 3.3. The Secretariat shall ensure that the SADCA Documents Master List (F016) is kept up to date.
- 3.4. The Secretariat is responsible for the custody, identification, storage, protection, retrieval, retention, disposal and confidentiality of all SADCA records in accordance with the requirements of SADCA P012 "Records Management Procedure".

### **4. MEMBERSHIP**

The Secretariat is responsible to:

- 4.1. Manage membership applications in accordance with the SADCA P001 "SADCA membership admission procedure".
- 4.2. Maintain and update the SADCA membership directory, including the approved scope of recognition of each Signatory.
- 4.3. Ensure that SADCA MRA Certificates are generated, signed, updated and issued as required.

### **5. PEER EVALUATION PROCESSES**

The Secretariat shall, in collaboration with the MRA Committee Chair, ensure that:

- 5.1 SADCA Peer Evaluations are appropriately and timeously scheduled and the AB informed of the proposed dates and team members in order to give the AB the opportunity to object to the appointment of any of the team members or propose new dates.
- 5.2 Evaluators are formally appointed using the SADCA F021.
- 5.3 Signed F006 "Confidentiality and Impartiality agreements" are obtained from Evaluation team members and Task Force Groups (TFG) prior to releasing any AB documentation to them.
- 5.4 Evaluators are provided with the AB's and evaluation documentation at least ninety (90) days prior to an evaluation.
- 5.5 Pre-and post-evaluation processes are monitored to ensure processes are not unnecessarily delayed, this includes the document review process, handling of any peer evaluation findings by the AB, responses by the evaluation team, the submission of the final evaluation reports by the Team Leader and evaluation of final evaluation reports by TFG members.



- 5.6 Evaluation final reports and TFG reports and recommendations are submitted to the MRA Committee and MRA Council members to ensure decision-making processes are carried out timeously, either via electronic ballots or at the next scheduled meetings.
- 5.7 Evaluators and TFG members confirm that they have destroyed all AB's documentation, after the decision-making process.
- 5.8 Performance logs are obtained from the AB, Team Leader and Team Members within 1 month of the finalisation of the decision-making process.

## **6. PEER EVALUATORS**

The Secretariat is responsible for:

- 6.1. The maintenance of the Peer Evaluator Register in liaison with the AFRAC and ARAC Secretariats.
- 6.2. The maintenance and filing of all records associated with the selection, training, qualification, performance monitoring and any actions or decisions relating to SADCA peer evaluators.
- 6.3. The arrangement of evaluator trainings and workshops as required, including timeous logistical arrangements, taking special needs into consideration, such as dietary and travel requirements, the need for translators, etc.
- 6.4. Ensuring that SADCA Peer Evaluators and/or training certificates are generated, signed and issued as required.
- 6.5. Ensuring evaluators submit an updated CV's at least every 5 years and that these and their performance logs are provided to the MRA Committee's evaluator working group (EWG) for their consideration.
- 6.6. Ensuring that SADCA Peer Evaluators / trainees are provided with feedback on their performance.

## **7. SADCA WEBSITE**

The Secretariat is responsible for the management of the SADCA website, including:

- 7.1. Ensuring that the website is updated with the latest information and SADCA documentation.
- 7.2. Managing any website improvement initiatives.
- 7.3. Publishing promotional material.
- 7.4. Manage all website meeting capabilities i.e., members access to meetings, calendars, RSVPs, documents, commenting and voting, etc.



## **8. INTERNAL AUDIT AND REGIONAL EVALUATIONS OF SADCA**

The Secretariat shall be well prepared for internal audits and peer evaluations of SADCA, and shall liaise appropriately with auditors and regional evaluators to ensure that:

- 8.1. All logistical arrangements, including any meeting, catering and other arrangements are finalised well in advance of the audit / regional evaluation.
- 8.2. SADCA documentation, information, evidences, etc. is provided as and when required, to allow for the auditors / evaluators to conduct a successful audit / regional evaluation of SADCA.
- 8.3. Any findings are addressed by conducting a root cause analysis and implementing appropriate corrective actions within the specified timelines.

## **9. MANAGEMENT REVIEW**

The Secretariat shall ensure that:

- 9.1 All required reports for Management Review discussion items are prepared in advance of the SADCA General Assembly EXCO meeting to ensure a successful Management Review.
- 9.2 A detailed Management Review report is drafted and distributed to the EXCO members for their comment prior to the next EXCO meeting.
- 9.3 The final Management Review report is submitted to the EXCO members for their approval, either via email or at their next meeting, and followed by submission to the GA for their ratification.

## **10. QUALIFICATIONS OF THE SECRETARIAT**

The SADCA Secretariat must:

- 9.1 Possess general knowledge of national or international accreditation systems of conformity assessment bodies.
- 9.2 Possess experience in public or private organisations focused on standards, accreditation, and/or international trade, with a minimum of two years of professional experience.
- 9.3 Have a good knowledge and understanding of the requirements of ISO/IEC 17011; SADCA MRA processes, evaluation processes and SADCA policies and procedures.
- 9.4 Be proficient in English.



## 11. TERM OF OFFICE

The Secretariat is elected in accordance with the SADCA Bylaws by the General Assembly, on recommendation of the Executive Committee. The Secretariat is elected from amongst the Arrangement or Accreditation Body Ordinary members for a period of three years and may be re-elected.





## ANNEX A: AMENDMENT RECORD

Proposed by	Section	Change
SADCA Secretariat	All	Complete re-write of the procedure and alignment with the SADCA Bylaws and other SADCA procedures