



17th ANNUAL SADCA MEETING 21 MARCH 2013

RESOLUTIONS

RESOLUTION 1/2013

The Chair noted that sufficient members were in attendance to meet the quorum as defined in Article 6.4 of the SADCA Bylaws.

RESOLUTION 2/2013

SADCA adopted the agenda. Proposed by Mozambique and seconded by Zimbabwe.

RESOLUTION 3/2013

SADCA approved the minutes of the last Annual Meeting held on 22 March 2012 in Lilongwe, Malawi, as presented. Proposed by SADCAS and seconded by Tanzania.

RESOLUTION 4/2013

SADCA approved the Framework for the Support of Conformity Assessment Bodies (CABs) at a National Level, and requested that NAFPs circulate the document to the CABs and assist them to develop projects in their countries.

RESOLUTION 5/2013

SADCA noted the report presented by the Chair, and the significant progress made during the period under review.

RESOLUTION 6/2013

SADCA noted the availability of a Proficiency Testing database which is available on the SADCA website, and requested the Secretariat to forward the link to all SADCA Members, and urged Members to encourage their CABs to make use of it.

RESOLUTION 7/2013

SADCA resolved to pursue a Technical Cooperation Agreement with the African Accreditation Cooperation (AFRAC).

RESOLUTION 8/2013

SADCA approved the 2012/2013 SADCA Annual Report subject to amendments.

RESOLUTION 9/2013

SADCA approved that the SADCA Membership Admission Procedure (P001) be circulated by the Secretariat with a request that Members make use of the application forms contained therein to apply for Membership by 30 September 2013.

RESOLUTION 10/2013

SADCA noted with appreciation the significant achievements made by SADCAS during the financial year 2012/2013 having accredited 16 facilities, and encouraged Member States to promote the use of SADCAS' accreditation services.

RESOLUTION 11/2013

SADCA noted the appointment of the following new NAFPs:

- Mr Silas Makowe – 1st NAFP for Zimbabwe;
- Messrs Dismas Chapula and Moses Ngosa – interim NAFPs for Zambia;
- Ms Sybil Dlamini and Ms Phindile Dlamini – 1st and 2nd NAFPs for Swaziland, respectively.

RESOLUTION 12/2013

SADCA approved the amendment of the Bylaws to incorporate the Technical and MRA Committee Vice-Chairs, and requested the EXCO to investigate any other inconsistencies in the Bylaws, and circulate them for electronic approval by the General Assembly.

RESOLUTION 13/2013

SADCA approved that once the Bylaws have been amended and approved, that the Technical and MRA Committee Vice-Chair election process be conducted via email ballot.

RESOLUTION 14/2013

SADCA requested that more NAFPs participate on the Technical and MRA Committees, as well as other SADCA Stakeholders, and that the Secretariat re-circulates requests for more nominations.

RESOLUTION 15/2013

SADCA approved the following documents:

A007-01 SADCA EXCO Terms of Reference
A009-01 SADCA EXCO 2013/14 Workplan
A010-01 SADCA Technical Committee Terms of Reference
A011-01 SADCA Technical Committee 2013/14 Workplan
A012-01 SADCA MRA Committee Terms of Reference
A013-01 SADCA MRA Committee 2013/14 Workplan
A002-01 SADCA Quality Manual
M001-01 SADCA Procedures for Establishing and Maintaining the SADCA MRA Amongst Accreditation Bodies
M002-01 SADCA Mutual Recognition Arrangement (MRA)
P009-01 SADCA Procedure for Adopting ILAC and IAF Documents
P010-01 SADCA Procedure for Pre-Peer Evaluation Visits
P011-01 SADCA Procedure for the Selection, Training, Qualification and Monitoring the Performance of Peer Evaluators
F006-01 SADCA Declaration of Confidentiality and Impartiality
F007-01 SADCA Mutual Recognition Application Form
F008-01 SADCA Findings, ABs responses and Evaluation Team's Reaction
F010-01 SADCA List of Witnessed Assessments
F012-01 SADCA Team Performance by Evaluated Accreditation Body
F013-01 SADCA Review of Application for a Peer Evaluator
F014-01 SADCA Witness Report
F015-01 SADCA Performance Log of Team Member
F016-01 SADCA Documents Master List
F021-01 SADCA Peer Evaluation Team Appointment and Mandate
F024-01 SADCA Performance Log for Team Leader
F025-01 SADCA Check Report on Application
F026-01 SADCA Checklist for Peer Evaluation
F027-01 SADCA Evaluation Program Template
F028-01 SADCA Peer Evaluators CV Form

SADCA approved the list of mandatory ILAC/IAF/ISO documents for immediate use:

ILAC/IAF A1:07/2010 Multi-lateral Mutual Recognition Arrangements (Arrangements): Requirements for the Evaluation of a Regional Group
ILAC/IAF A2:01/2013 Multi-lateral Mutual Recognition Arrangements (Arrangements): Requirements for the Evaluation of a Single Accreditation Body
ILAC/IAF A3:01/2013 Multi-lateral Mutual Recognition Arrangements (Arrangements): Narrative Framework for Reporting on the Performance of an Accreditation Body - A Tool for the Evaluation Process
ILAC/IAF A4:2004 Guidance on the application of ISO/IEC 17020
ILAC/IAF A5:07/2012 ILAC/IAF Multi-lateral Mutual Recognition Arrangements (Arrangements) application of ISO/IEC 17011
ISO/IEC 17011 Conformity Assessment - General requirements for accreditation bodies accrediting conformity assessment bodies
ILAC P5 11:2011 ILAC Mutual Recognition Arrangement (Arrangement)
ILAC P6:2003 Application for Full Member Status
ILAC P8:12/2012 ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements and Guidelines for the Use of Accreditation Symbols and Claims of Accreditation Status by Accredited Laboratories
ILAC P9:11/2010 ILAC Policy for Participation in Proficiency Testing Activities
ILAC P10:2002 ILAC Policy on Traceability of Measurement Results
ILAC P12:04/2009 Harmonisation of ILAC Work with the Regions
ILAC P13:10/2010 Application of ISO/IEC 17011 for the Accreditation of Proficiency Testing Providers
ILAC P14:12/2010 ILAC Policy for Uncertainty in Calibration
ILAC R6:07/2012 Structure of the ILAC Mutual Recognition Arrangement and Procedure for Expansion of the Scope of the ILAC Arrangement

RESOLUTION 16/2013

SADCA wishes to express its appreciation to PTB of Germany for their continued support during the year and looks forward to future support.

RESOLUTION 17/2013

SADCA expresses its appreciation to the South African **dti** for their continued support during the year for funding of the SADCA Secretariat and related activities and looks forward to their continued support.

RESOLUTION 18/2013

SADCA expresses its appreciation to IAAC for the report to the SADCA meeting on the accreditation activities in their region, and for the training support provided to the SADCA Secretariat under the Technical Cooperation Agreement signed with IAAC in 2003.

RESOLUTION 19/2013

SADCA expresses its appreciation to APLAC for the report to the SADCA meeting on the accreditation activities in their region and for continued cooperation with SADCA.

RESOLUTION 20/2013

SADCA expresses its appreciation to ILAC for the report to the SADCA meeting on the accreditation activities and for continued cooperation with SADCA.

RESOLUTION 21/2013

SADCA expresses its appreciation to IAF for the report to the SADCA meeting on the accreditation activities and for continued cooperation with SADCA.

RESOLUTION 22/2013

SADCA noted the report from the SADC Secretariat on the activities undertaken in 2012/2013.

RESOLUTION 23/2013

SADCA expresses its appreciation to the panel members who facilitated a discussion on the importance of accreditation in support of the intra-regional trade and facilitation of world trade, namely: Dr Elsie Meintjies, Senior Programme Officer: SADC Secretariat, Mr Petros Ndanga: SADCTRLC Chair, Dr Elsabe Steyn: SADCA Regional Coordinator and Mr Ron Josias: SANAS.

RESOLUTION 24/2013

SADCA elected Mr Robin Gopee of Mauritius as the SADCA Chair for a term in accordance with the SADCA Bylaws.

RESOLUTION 25/2013

SADCA elected Mr Viki Kanama Mbuya of the Democratic Republic of Congo as the SADCA Vice-Chair for a term in accordance with the SADCA Bylaws.

RESOLUTION 26/2013

SADCA elected South Africa as the Secretariat for a term in accordance with the SADCA Bylaws.

RESOLUTION 27/2013

SADCA thanked Mrs Masego Marobela of Botswana, the outgoing Chair for her leadership and dedication which has contributed to SADCA's success.

RESOLUTION 28/2013

SADCA thanked the Instituto Angolano de Normalização e Qualidade (IANORQ) for providing excellent facilities for the meeting and for the wonderful hospitality.