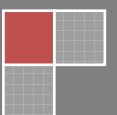


2013

# SADCA MEMBERSHIP ADMISSION PROCEDURE SOUTHERN AFRICAN DEVELOPMENT COMMUNITY COOPERATION IN ACCREDITATION

*This document outlines the admission process for the Ordinary, Associate and Stakeholder Membership categories of the SADCA.*

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This document has been prepared by the SADCA Secretariat.

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## 1. PURPOSE

This document outlines the admission process for the various Membership categories of the Southern African Development Community Cooperation in Accreditation (SADCA) namely Ordinary, Associate and Stakeholder Membership.

## 2. ADMISSION TO ORDINARY MEMBERSHIP

2.1 Applications for Ordinary Membership must declare:

2.1.1 That they are operating in accordance with the requirements of the ISO/IEC Guides and Standards, and the relevant ILAC and IAF documents.

2.1.2 That they are recognised by their government or the governments in all the economies they represent and provide evidence of this.

2.1.3 That they are National Accreditation Focal points (NAFPs) nominated by a Member State's government where National Accreditation Bodies do not exist.

2.1.4 Commitment to the terms of the SADCA Bylaws.

2.2 Applications for Ordinary Members should be made on the application form, which is appended as Appendix A. Completed forms are to be returned to the Secretariat for processing.

2.3 A decision to accept an Ordinary Member is made by a ballot of Arrangement and Ordinary Membership either in session or by post. The rules on voting specified in Clause 6.5 of the SADCA Bylaws shall apply to this clause.

## 3. ADMISSION TO ASSOCIATE MEMBERSHIP

3.1 Application for Associate Membership must declare:

3.1.1 That they are committed to comply with the requirements of the ISO/IEC Guides and Standards, and the relevant ILAC and IAF documents.

3.1.2 That they are practitioners in any field(s) of Conformity Assessment Body (CAB) accreditation;

3.1.3 Provide evidence that they are recognised by their government or the governments in all of the economies they represent and provide evidence of this.

3.1.4 Commitment to the terms of the SADCA Bylaws.

3.2 Applications for Associate Membership should be made on the application form, which is appended as Appendix B. Completed forms are to be returned to the Secretariat for processing.

3.3 An application for Associate Membership will first be considered by the Executive Committee which will make a preliminary evaluation of compliance prior to being submitted to a ballot by all Arrangement and Ordinary Members.

3.4 A decision to accept an Associate Member is made by a ballot of Arrangement and Ordinary Members either in session or by a postal vote. The rules on voting specified in Clause 6.5 of the SADCA Bylaws shall apply to this clause.

## 4. ADMISSION TO STAKEHOLDER MEMBERSHIP

- 4.1 Applications for Stakeholder Membership should be made on the application form, which is appended as Appendix C. Completed forms are to be returned to the Secretariat for processing.
- 4.2 A decision to accept a Stakeholder Member is made by a ballot of Arrangement and Ordinary Members either in session or by postal vote. The rules on voting specified in Clause 6.5 of the SADCA Bylaws shall apply to this clause.
- 4.3 In order to satisfy the condition of being a Stakeholder, the applicant shall provide documentary evidence as the extent of its recognition. This includes addressing each of the following points:
  - 4.3.1 Substantial market penetration of laboratories and/or inspection bodies and organisations performing related activities, operating within one or more industry sectors;
  - 4.3.2 Evidence of recognition by specifiers and purchasing bodies;
  - 4.3.3 Evidence of any formal appraisal by external body;
  - 4.3.4 Other evidence as the applicant may deem relevant.

## **5. GENERAL ADMISSION PROCEDURES**

- 5.1 SADCA will accept a self-declaration from applicant bodies of compliance with membership requirements. SADCA reserves the right to require an applicant body to provide more supporting documentation.
- 5.2 An application for Membership shall be made by completing the relevant SADCA application forms for Membership and forward this to the Secretariat who will advise the Chair and Executive Committee of the application. The Membership application forms for each Membership category are appended in this document.
- 5.3 Any negative vote shall include reasons why SADCA should not accept the application.
- 5.4 In the event that a negative vote may result in any administrative action, it shall be referred to the Executive Committee for discussion, with further referral to the General Assembly where deemed necessary.
- 5.5 A decision to accept a new member may be made by postal vote of Arrangement and Ordinary Members.
- 5.6 A new Member will be admitted to the relevant Membership category if two-thirds majority of the votes returned are affirmative, following the voting procedure defined in Clause 6.5 of SADCA Bylaws.
- 5.7 A two-thirds majority of the Arrangement and Ordinary Members must cast votes for the ballot to be valid. If less than two-thirds majority of the Arrangement and Ordinary Members vote, a second ballot will be circulated, with warning to Accreditation Bodies to meet their voting obligations.
- 5.8 For a postal ballot a period of one calendar month from the date of posting shall be allowed for the return of votes. An applicant, unsuccessful in the postal ballot, has the right of appeal to the next ordinary session of the General Assembly. The relevant procedure on Appeals and Complaints may also be consulted for appeal procedures.

(Note: the postal vote includes the use of mail, facsimile and electronic communication such as email. For the electronic transmittal of ballot papers, Members shall be asked to confirm receipt).
- 5.9 A body not able to satisfy one or more of the above stipulated conditions may not be eligible for the Membership category applied for, but may be considered eligible for another Membership category, if it meets the appropriate requirements.



- 5.10 An organisation accepted as an SADCA Member shall pay the annual Membership fee (on a pro-rata basis to the end of the current financial year) before being listed as an SADCA Member.



APPENDIX A – page 1/4

**SOUTHERN AFRICAN DEVELOPMENT COMMUNITY COOPERATION IN ACCREDITATION  
APPLICATION FOR ORDINARY MEMBERSHIP STATUS**  
*(Please type or write clearly in block letters)*

To be completed by applicants seeking SADCA Ordinary Membership Status

**1. CONTACT DETAILS**

<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Facsimile</b>	
<b>Email</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Position within organisation</b>	

**2. SIGNATORY STATUS**

<b>Are you a Signatory to an ILAC and IAF recognised region? (tick appropriate box)</b>	<b>YES</b>		<b>NO</b>	
<b>If not, do you have a bi-lateral arrangement?</b>	<b>YES</b>		<b>NO</b>	
<b>If yes, please provide details.</b>				



## APPENDIX A – page 2/4

### 3. SCOPE OF ORGANISATION'S ACCEPTANCE TO ARRANGEMENTS

Please provide the scope of your organisation's acceptance to these Arrangements (eg. testing, calibration, certification, etc.).

*Please attach details separately.*

### 4. ACCREDITATION SERVICES

Please provide details of the accreditation services your organisation provides?

*(Please complete the table found on page 3 of this application form)*

### 5. ORGANISATION

Are your accreditation activities part of a larger organisation? <i>(tick appropriate box)</i>	YES		NO	
--	-----	--	----	--

Please provide an organisational chart to illustrate your accreditation activities.

*(Attach separately).*





**APPENDIX A – page 3/4**

**From Question 4, please complete the table below with details of the accreditation services provided by your organisation.**

AREA	DISCIPLINE(S) PROGRAM(S)	YES (x)	NO (x)	STANDARDS APPLIED	NO. OF ACCREDITED ORGANISATIONS
<b>Testing</b>					
<b>Calibration</b>					
<b>Inspection</b>					
<b>Others</b>					

**APPENDIX A – page 4/4**

**6. DECLARATION**

**I hereby declare that the above information is correct. We agree that in the event that our application is accepted by SADCA then we shall be bound by and at all times abide by the SADCA Bylaws. Without limiting the generality of the foregoing we shall, in particular, uphold and fulfil the following obligations:**

- to abide by the SADCA Bylaws A001, and support the aims and objectives of SADCA, including the recognition and promotion of the SADCA Mutual Recognition Arrangement (the Arrangement);
- to operate accreditation program(s) in compliance with the requirements set out in relevant standards established by appropriate international standards writing bodies such as the International Organisation for Standardisation (ISO) and the International Electro-technical Commission (IEC), ILAC and IAF application documents;
- to return ballots within prescribed timeframes;
- to offer representatives, whenever appropriate or feasible, to attend and support SADCA meetings and work groups;
- to contribute to the efficient resolution of any complaints received by SADCA in circumstances where the member is involved;
- to uphold copyright on all SADCA documents and security arrangements for internal/committee documents;
- to work actively to ensure there is no market confusion between our accreditation activities and activities of any related bodies; and to clearly distinguish accreditation from certification by avoiding any impression that our organisation is working at the certification level; and
- to comply with all other obligations of the SADCA Arrangement;

**I agree to provide SADCA at any time information on the measures taken to fulfil the above obligations. I further understand that failure to uphold or fulfil the above obligations and any other requirements that may be established by SADCA for Ordinary Member status may result in termination of such status in accordance with the SADCA Bylaws Clause 13.**

<b>Name</b>	
<b>Organisation and position</b>	
<b>Signature</b>	
<b>Date</b>	



**APPENDIX B – page 1/4**

**SOUTHERN AFRICAN DEVELOPMENT COMMUNITY COOPERATION IN ACCREDITATION  
APPLICATION FOR ASSOCIATE MEMBERSHIP STATUS**  
*(Please type or write clearly in block letters)*

**To be completed by applicants seeking SADCA Stakeholder Membership Status**

**1. CONTACT DETAILS**

<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Facsimile</b>	
<b>Email</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Position within organisation</b>	

**2. PLEASE TICK THE APPROPRIATE TYPE OF RECOGNITION WITHIN YOUR COUNTRY OR SUB-REGIONAL BLOCK:**

i.	Formal recognition by government as an accreditation body.	
ii.	Formal recognition by sub-regional block as an accreditation body.	
iii.	Formal endorsement by government or sub-regional block of participation in another recognition mechanism such as a national coordination body.	
iv.	Substantial industry recognition either across industry or within a significant industry sector.	

APPENDIX B – page 2/4

3.	<p>For acceptance under 2 (iv) above, please provide documentary evidence as to the extent of its recognition. This should include evidence addressing each of the following points:</p> <ul style="list-style-type: none"> <li>• A significant number of accredited facilities in one or more sectors;</li> <li>• Substantial market penetration of facilities operating within one or more industry sectors;</li> <li>• A history of accreditation and experience with surveillance of accredited facilities;</li> <li>• Evidence of recognition by specifiers and purchasing bodies;</li> <li>• Evidence of any formal appraisal by an external body;</li> <li>• Other evidence as the applicant may deem relevant.</li> </ul>								
4.	<p>Please identify the sectors from where your accredited entities are drawn (ie. government, industry/private, other countries (outside your economy), etc).</p>								
5.	<p>Date of first accreditation granted by your accreditation body?</p>								
6.	<p>Are you aware of any other accreditation bodies operating in your country or sub-regional block and if so what is your relationship with those bodies? <i>Please provide details.</i></p>	YES	NO						
7.	<p>Is it your intention to apply for peer evaluation to become a signatory to the SADCA Mutual Recognition Arrangement (MRA)? <i>Note: If you are an unaffiliated accreditation body from a non-recognised region and wish to be evaluated directly by SADCA, to be part of the SADCA MRA, please contact the SADCA Secretariat.</i></p>	YES	NO						
8.	<p>Please provide details of the accreditation services your organisation provides? <i>Please complete the table found in Question 11 on page 4 of this application form.</i></p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 75%;"><b>For Calibration:</b> Does your economy have access to a system of measurement standards traceable to SI units?</td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 15%; text-align: center;">NO</td> </tr> <tr> <td>Through which institution(s)?</td> <td></td> <td></td> </tr> </table>	<b>For Calibration:</b> Does your economy have access to a system of measurement standards traceable to SI units?	YES	NO	Through which institution(s)?				
<b>For Calibration:</b> Does your economy have access to a system of measurement standards traceable to SI units?	YES	NO							
Through which institution(s)?									
9.	<p>Do you offer your own proficiency testing program?</p> <p style="margin-top: 10px;">If Yes, please provide a list of your proficiency testing programs.</p>	YES	NO						
10.	<p>Has your organisation entered into any recognition agreements (MRA/Bi-laterals) with other accreditation bodies?</p> <p style="margin-top: 10px;">If Yes, please list below.</p>	YES	NO						
11.	<p>Are your accreditation activities part of a larger organisation? <i>(tick appropriate box)</i></p>	YES	NO						

Please provide an organisational chart to illustrate your accreditation activities.  
*(Attach separately).*



**APPENDIX B – page 3/4**

12. From Question 8, please complete the table below with details of the accreditation services provided by your organisation.

AREA	DISCIPLINE(S) PROGRAM(S)	YES (x)	NO (x)	STANDARDS APPLIED	NO. OF ACCREDITED ORGANISATIONS
<b>Testing</b>					
<b>Calibration</b>					
<b>Inspection</b>					
<b>Others</b>					



**APPENDIX B – page 4/4**

**13. Declaration**

I hereby declare that the above information is correct. We agree that in the event that our application is accepted by SADCA then we shall be bound by and at all times abide by the SADCA Bylaws. Without limiting the generality of the foregoing we shall, in particular, uphold and fulfil the following obligations:

- to abide by the SADCA Bylaws A001, and support the aims and objectives of ILAC, including the recognition and promotion of the SADCA MRA (the Arrangement);
- to operate accreditation program(s) in compliance with the requirements set out in relevant standards established by appropriate international standards writing bodies such as the International Organization for Standardization (ISO) and the International Electro-technical Commission (IEC), ILAC and IAF application documents;
- to not represent our self-declaration of compliance with relevant international standards as a recognition by SADCA of any such compliance;
- to return ballots within prescribed timeframes;
- to offer representatives, whenever appropriate or feasible, to attend and support SADCA meetings and work groups;
- to contribute to the efficient resolution of any complaints received by SADCA in circumstances where our organisation is involved;
- to uphold copyright on SADCA publications and security arrangements for internal/committee documents;
- to work actively to ensure there is no market confusion between our accreditation activities and activities of any related bodies; and to clearly distinguish accreditation from certification by avoiding any impression that our organisation is working at the certification level; and
- to not make any references which may be inferred that our organisation has Ordinary SADCA Membership status or is otherwise recognised by SADCA under its Arrangement.

**I agree to provide SADCA at any time information on the measures taken to fulfil the above obligations. I further understand that failure to uphold or fulfil the above obligations and any other requirements that may be established by SADCA for Associate status may result in termination of such status in accordance with the SADCA Bylaws Clause 13.**

<b>Name</b>	
<b>Organisation and position</b>	
<b>Signature</b>	
<b>Date</b>	

APPENDIX C – page 1/3

**SOUTHERN AFRICAN DEVELOPMENT COMMUNITY COOPERATION IN ACCREDITATION**

**APPLICATION FOR STAKEHOLDER MEMBERSHIP STATUS**

*(Please type or write clearly in block letters)*

**To be completed by applicants seeking SADCA Stakeholder Membership Status**

**1. CONTACT DETAILS**

<b>Organisation</b>			
<b>Address</b>			
<b>Telephone</b>			
<b>Facsimile</b>			
<b>Email</b>			
<b>Website</b>			
<b>Contact person</b>			
<b>Position within organisation</b>			
<b>2.</b>	<b>Please state the nature and aims of your organisation and its association to accreditation activities.</b>		
<b>3.</b>	<b>Please describe the legal status/form of incorporation and/or establishment (eg. MOU, legal entity, etc) of your organisation.</b> <i>(Please attach documentary evidence)</i>		
<b>4.</b>	<b>Please tick the appropriate type of recognition within your country or sub-regional block:</b>		
<b>i.</b>	Formal recognition by sub-regional block as an accreditation body.	<b>YES</b>	<b>NO</b>
<b>ii.</b>	In the process of being accredited by a Ordinary or Associate Member.	<b>YES</b>	<b>NO</b>
<b>iii.</b>	Substantial industry recognition either across industry or within a significant industry sector.	<b>YES</b>	<b>NO</b>
<b>5.</b>	<b>For acceptance under 5 (iii) above, please provide documentary evidence as to the extent of its recognition. This should include evidence addressing each of the following points:</b>		
	<ul style="list-style-type: none"> <li>• a significant number of accredited facilities in one or more sectors;</li> <li>• substantial market penetration of facilities operating within one or more industry sectors;</li> <li>• a history of accreditation and experience with surveillance of accredited facilities;</li> <li>• evidence of recognition by specifiers and purchasing bodies;</li> <li>• evidence of any formal appraisal by an external body;</li> <li>• other evidence as the applicant may deem relevant.</li> </ul>		
<b>6.</b>	<b>Please list the identity of the accreditation body members under your purview.</b> <i>Note: A minimum of at least four (4) economies must be represented.</i>		



**APPENDIX C – page 2/3**

<b>7.</b>	<b>Please describe your regional or international activities.</b>
<b>8.</b>	<b>Please list the number/origin of members under your organisation.</b>
<b>9.</b>	<b>Please state the reason(s) for your application.</b>





**APPENDIX C – page 3/3**

**10. Declaration**

**I hereby declare that the above information is correct. We agree that in the event that our application is accepted by SADCA then we shall be bound by and at all times abide by the SADCA Bylaws. Without limiting the generality of the foregoing we shall, in particular, uphold and fulfil the following obligations:**

- to abide by the SADCA Bylaws A001, and support the aims and objectives of SADCA, including the recognition and promotion of the SADCA Mutual Recognition Arrangement (the Arrangement);
- to offer representatives, whenever appropriate or feasible, to attend and support SADCA meetings and work groups;
- to recommend and promote the acceptance of the calibration certificates and test reports from the laboratories accredited by signatories to the SADCA Arrangement;
- to have objectives similar to and compatible with SADCA;
- to contribute to the efficient resolution of any complaints received by SADCA in circumstances where our organisation is involved; and
- to uphold copyright on SADCA documents and security arrangements for internal/committee documents.

**I agree to provide SADCA at any time information on the measures taken to fulfil the above obligations. I further understand that failure to uphold or fulfil the above commitments and any other requirements that may be established by SADCA for Stakeholder status may result in termination of such status in accordance with the SADCA Bylaws Clause 13.**

<b>Name</b>	
<b>Organisation and position</b>	
<b>Signature</b>	
<b>Date</b>	



## ANNEX A: Document Amendment Record

Proposer	Section	Change	Approval date
		•	
		•	
		•	
		•	
		•	