

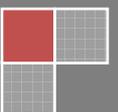
2012

SADCA DOCUMENT CONTROL PROCEDURE

**SOUTHERN AFRICAN DEVELOPMENT
COMMUNITY COOPERATION IN
ACCREDITATION**

This document outlines how SADCA documents are controlled.

Publication reference: P003-01





Authorship

This document has been prepared by the SADCA Secretariat.

Classification

This document is classified as an SADCA Procedural Document.

Authorisation

Issue Number: 01
Prepared by: SADCA Secretariat
Date: 12 February 2013
Approved by: Executive Committee
Issue and application date: 25 April 2013

Official language

The text may be translated into other languages as required. The English language version remains the definitive version.

Copyright

The copyright of this text is held by SADCA and the text may not be copied for resale.

Further information

For further information about this publication, contact the SADCA Secretariat on:

SADCA Secretariat
Private Bag X23
Sunnyside
Pretoria
0132
South Africa
Tel: +27 12 394 3788
Fax: +27 12 394 4788
Email: nonhlanhlah@sanas.co.za



CONTENTS

- 1. PURPOSE**
- 2. CONTROLLED DOCUMENTS**
- 3. LANGUAGE, TRANSLATIONS AND FORMAT**
- 4. COPYRIGHT**
- 5. DOCUMENT PREPARATION AND APPROVAL PROCESS**
- 6. RULES FOR VOTING**
- 7. REVISION OF SADCA DOCUMENTS**
- 8. DISTRIBUTION OF DOCUMENTS**
- 9. DISTRIBUTION LISTS**
- 10. FILING AND ARCHIVING**
- 11. CONTROL OF SADCA DOCUMENTS**
- 12. CLASSIFICATION OF SADCA DOCUMENTS AND AUTHORITY TO ISSUE**
- 13. SADCA DOCUMENT FORMATTING**
- 14. SADCA LOGO AND DOCUMENT COVER PAGE**
- 15. DOCUMENT NUMBERING**
- 16. ENQUIRIES**



1. PURPOSE

- 1.1 This document provides guidance on all documents to be published as SADCA documents, which shall be drafted, reviewed, submitted, formatted, classified, approved, controlled and distributed in accordance with the guidelines set out in this document.

2. CONTROLLED DOCUMENTS

- 2.1 The controlled SADCA documents are listed in the SADCA Documents Master List, which will be posted on the SADCA website.
- 2.2 An out-dated version of a document will be considered obsolete and no longer applicable once a new version is available.

3. LANGUAGE, TRANSLATIONS AND FORMAT

- 3.1 All SADCA documents are published in English.
- 3.2 SADCA Members whose official language is not English have the right to translate SADCA documents into their own language of operation. A copy of each translated document shall be provided to the Secretariat to be posted on the SADCA website.
- 3.3 The cover page of all SADCA documents shall state what language(s) the document is available in: English, and/or Portuguese, and/or French.
- 3.4 All SADCA documents, shall contain the information and format as stipulated in **Clause 14** of this Procedure.

4. COPYRIGHT

- 4.1 The copyright of all SADCA documents is held by SADCA unless otherwise stipulated.
- 4.2 SADCA documents may be used as a reference by SADCA Members.
- 4.3 SADCA documents may be photocopied or electronically reproduced by SADCA Members.

5. DOCUMENT PREPARATION AND APPROVAL PROCESS

- 5.1 The steps below shall be followed for the development of all SADCA documents, in accordance with their appropriate classification, and made available on the SADCA website.
- 5.2 The Executive Committee (EXCO) shall designate a Committee to prepare a draft document. The Chair of the Committee designated by the EXCO may allocate the work of preparing the draft to a member of the Committee, or a subordinate group (hereinafter referred to as "the authors"). The allocated time for completion of the draft is 60 - 90 days.
- 5.3 The first draft shall be circulated to all Members of the Committee or sub-Committee, with invitations for comments as necessary. The allocated time to send the comments is 60 days.
- 5.4 All comments received shall be referred to the authors, who shall decide on an appropriate response to each comment. The allocated time to send the responses is 60 - 90 days.



- 5.5 Further drafts may be prepared at the discretion of the authors in consultation with the Chair of the relevant Committee. The process should not take longer than two (2) years.
- 5.6 When the Chair of the relevant Committee is satisfied that sufficient consultation has been carried out, he/she shall submit the final draft to the Committee and seek its approval. The allocated time to send the document for approval is 30 – 60 days.
- 5.7 Upon approval, the relevant Committee Chair shall forward the draft document to the Secretariat.
- 5.8 The Secretariat shall submit the draft document to the EXCO or to the General Assembly (GA) for approval, according to the classification of the document.
- 5.9 The Secretariat shall conduct a ballot of the EXCO or GA Members during a meeting according to the voting rules as described below in Section 5.10. When voting on documents out-of-session, see Section 6.
- 5.10 An affirmative vote by two-thirds of the EXCO or GA members shall be required to approve the document.
- 5.11 Upon approval, the Secretariat shall publish the document and make it available to all members by posting it on the SADCA website, with an email notification to members.
- 5.12 If the document is not approved by the EXCO or the GA, the Secretariat shall refer the document back to the Committee for further consideration.

6. RULES FOR VOTING

- 6.1 When a matter requires the approval of the EXCO or General Assembly Members out of session, the matter will be put to the vote via email.
- 6.2 The Secretariat shall forward via email the draft document and any other comments or recommendations from the Committee to the EXCO or General Assembly for voting by Members who are eligible to vote as per the SADCA Bylaws.
- 6.3 The procedure for voting will be in accordance with Clause 6.5 of the SADCA Bylaws.
- 6.4 In order for the document to be approved, two-thirds of the votes cast must be in favour of the document.
- 6.5 The Secretariat shall advise all Members on the outcome of the vote within a week of the close of voting.

7. REVISION OF SADCA DOCUMENTS

- 7.1 The Secretariat, MRA and the Technical Committees shall carry out a review of the applicable documents on the SADCA Documents Master List during its annual meeting and decide whether any documents need revision. This exercise shall be carried out at least every five (5) years, or:
 - 7.1.1 When there are changes in other documents;
 - 7.1.2 When requirements change;
 - 7.1.3 When there are findings from internal audits and peer evaluations.



- 7.2 When it is determined that a document must be revised or updated, the relevant Committee shall carry out this task.
- 7.3 When a SADCA document is revised, the entire document is to be re-issued. If the revision is to the content or substance of the document, a new version number is allocated to the document. If the revision is only for the correction of errors and typos, the same issue number shall be retained, with a new issue date.
- 7.4 The approval for the issue of revisions to SADCA documents shall be 30 days follow the same rules as for the approval of the original document, unless the revision is only for the correction of errors and typos.
- 7.5 After each revision is approved it shall be made available to all SADCA Members by posting it on the SADCA website, with an email notification to Members.

8. DISTRIBUTION OF DOCUMENTS

- 8.1 All documents that are to be approved by the General Assembly or the EXCO may only be circulated by the SADCA Secretariat.
- 8.2 When required, EXCO Members may circulate documents to other SADCA Members, provided that the Secretariat is copied on the email.
- 8.3 The SADCA Technical Committee and sub-Committees are responsible for distributing notices, draft agendas, working documents, draft resolutions, draft meeting reports and other documents to their own Members. The Secretariat may be asked for support when needed.

9. DISTRIBUTION LISTS

- 9.1 Each SADCA Technical Committee and sub-Committee Chair is responsible for keeping an updated list of its Members contact details, which may include: the Member's name, organisation, email and phone number. The SADCA Technical Committee Chair will request the Secretariat to upload a copy of the list to the SADCA website in the Members' Section.

10. FILING AND ARCHIVING

- 10.1 All SADCA documents are to be uploaded onto the SADCA website, and may also be kept on the SADCA Secretariat's computer.
- 10.2 All SADCA General Assembly and EXCO correspondence, resolutions, documents and important information must be filed and archived timeously by the SADCA Secretariat.
- 10.3 Each SADCA Technical Committee and sub-Committee Chair is responsible for maintaining a full record of its activities, particularly, resolutions, minutes, reports and any other information deemed important. The Committee and sub-Committee Chair shall submit copies of its records to the SADCA Secretariat for safekeeping.
- 10.4 All SADCA records shall be kept by the SADCA Secretariat according to the **SADCA Records Management Procedure**.



11. CONTROL OF SADCA DOCUMENTS

11.1 The SADCA Documents Master List shall be prepared, updated and controlled by the SADCA Secretariat and posted on the SADCA website.

11.2 The Documents Master List shall identify the following information of each SADCA document:

- 11.2.1 Document number;
- 11.2.2 Title;
- 11.2.3 Version;
- 11.2.4 Preparation by;
- 11.2.5 Preparation date;
- 11.2.6 Date of approval;
- 11.2.7 Approved by;
- 11.2.8 Online availability;
- 11.2.9 Document review year.

11.3 The Documents Master List shall be made available to all SADCA Members after each amendment by posting it on the SADCA website.

11.4 When a new Member from any Membership category is admitted to SADCA, the Secretariat shall inform the new Member that the SADCA documents are available on the SADCA website.

11.5 The SADCA management system documents are in an electronic format and are organised in folders on the SADCA Secretariat's computer. All SADCA documents are kept in the following folders:

- 11.5.1 Administrative Publications;
- 11.5.2 Forms;
- 11.5.3 Guidance Documents;
- 11.5.4 Mandatory Publications;
- 11.5.5 MRA Publications;
- 11.5.6 Procedures;
- 11.5.7 Technical Publications.

12. CLASSIFICATION OF SADCA DOCUMENTS AND AUTHORITY TO ISSUE

12.1 All SADCA documents shall be classified as described below. Documents issued and published under the authority of the General Assembly and the EXCO are specified below.

12.2 **A – Administrative Publications:** define and formalise the rules and commitments for SADCA Membership and the SADCA MRA are issued under the authority of the General Assembly.

SADCA Administrative Publications that are not related to Membership in SADCA or the MRA are issued under the authority of the SADCA EXCO.

12.3 **F – Forms:** Forms and templates are used for keeping records of the implementation of the SADCA Management System and MRA Procedures, and are published under the authority of the EXCO.

12.4 **GD – Guidance Documents:** are documents that provide non-mandatory applications of MRA requirements published under the authority of the EXCO. This category also includes the recommended international documents which are ILAC and IAF non-mandatory documents adopted by SADCA.



12.5 **MP – Mandatory Publications:** are documents that provide MRA requirements and include the international documents mandatory for the MRA which are ILAC and IAF mandatory documents adopted by SADCA published under the authority of the SADCA General Assembly.

12.6 **M – MRA Publications:** are documents that provide MRA requirements and mandatory applications of MRA requirements published under the authority of the General Assembly.

12.7 **P – Procedures:** are documents that lay down the procedures to be followed in implementing the SADCA programs by laying down the procedures and processes that must be followed in order to achieve the SADCA objectives.

SADCA Procedures that are directly related to the MRA process and Membership are issued on the authority of the General Assembly.

All other SADCA Procedures are issued under the authority of the EXCO.

12.8 **TP – Technical Publications:** are documents that are issued in order to implement SADCA's technical objectives. Technical Publications are issued under the authority of the EXCO.

13. SADCA DOCUMENT FORMATTING

13.1 The formatting of documents will be facilitated by a template which is available from the SADCA Secretariat.

14. SADCA LOGO AND DOCUMENT COVER PAGE

14.1 The second page shall contain the logo, publication number and version, year of publication in the header, and the page number in the footer.

14.2 The second page shall also contain the following:

Authorship

This document has been prepared by the (SADCA Secretariat, MRA Committee, Executive Committee, Technical Committee, etc.).

Classification

This document is classified as an SADCA (Administrative Publication, Form, Guidance Document, etc.).

Authorisation

Issue Number:

Prepared by:

Date:

Approved by:

Issue and application date:

Official language

The text may be translated into other languages as required. The English language version remains the definitive version.



Copyright

The copyright of this text is held by SADCA and the text may not be copied for resale.

Further information

For further information about this publication, contact the SADCA Secretariat at:

SADCA Secretariat
Private Bag X23
Sunnyside
Pretoria
0132
South Africa
Tel:
Fax:
Email:

15. DOCUMENT NUMBERING

15.1 For control purposes, all SADCA documents posted on the SADCA website must have a reference number as follows:

SADCA – AA – XXX – VV

“SADCA” shall appear at the beginning of each document.

The letters “AA” shall be replaced by one of the following groups:

A	Administrative Publications
F	Forms
GD	Guidance Documents
MP	Mandatory Publications
M	MRA Publications
P	Procedures
TP	Technical Publications

The letters “XXX” shall be replaced by a sequential number from the Documents Master List supplied by the SADCA Secretariat.

The letters “VV” shall be replaced by the version number.

16. ENQUIRIES

16.1 All enquiries regarding SADCA documents shall be referred to the SADCA Secretariat.