

2019

SADCA DOCUMENT CONTROL PROCEDURE

**SOUTHERN AFRICAN DEVELOPMENT
COMMUNITY COOPERATION IN
ACCREDITATION**

This document outlines how SADCA documents are controlled.

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Authorship

This document has been prepared by the SADCA Secretariat.

Classification

This document is classified as an SADCA Procedural Document.

Authorisation

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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.

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CONTENTS

1. PURPOSE3

2. CONTROLLED DOCUMENTS.....3

3. LANGUAGE, TRANSLATIONS AND FORMAT3

4. COPYRIGHT.....3

5. DOCUMENT PREPARATION AND APPROVAL PROCESS3

6. RULES FOR VOTING.....4

7. REVISION OF SADCA DOCUMENTS4

8. DISTRIBUTION OF DOCUMENTS5

9. DISTRIBUTION LISTS.....5

10. FILING AND ARCHIVING5

11. CONTROL OF SADCA DOCUMENTS.....6

13. SADCA DOCUMENT FORMATTING.....7

14. SADCA LOGO AND DOCUMENT COVER PAGE7

15. DOCUMENT NUMBERING.....8

16. ENQUIRIES9

ANNEX 1: AMENDMENT RECORD.....10



1. PURPOSE

- 1.1 This document outlines the procedure for all documents to be published as SADCA documents, which shall be drafted, formatted, classified, approved, controlled, distributed and reviewed in accordance with the procedures set out in this document. It also describes procedures for the translation and adoption of international documents by SADCA.

2. CONTROLLED DOCUMENTS

- 2.1 The controlled SADCA documents are listed in the SADCA Documents Master List (F016), which is available from the SADCA Secretariat..
- 2.2 An out-dated version of a document will be considered obsolete and no longer applicable once a new version is available.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, which is the official language of SADCA.
- 3.2 SADCA Members whose official language is not English have the right to translate SADCA documents into their own language of operation, however the English version will remain the definitive version..
- 3.3 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 Committee or Working Group responsible for drafting a new document shall prepare the draft document which will be circulated by the Secretariat to the Committee or Working Group for a 30-day comment period. Comments shall be submitted on the F002 "SADCA Document Comments Form"
- 5.2 In the case of revision of existing documents, the steps described in Clause 7 are applicable.
- 5.3 All comments received shall be collated by the Secretariat and referred to the Committee Member(s) who drafted the document, who shall review and respond to each comment, as appropriate, within 10 days.



- 5.4 The Chair of the Committee or Working Group responsible for drafting the document shall forward the final draft to the Secretariat to proof-read and ensure that the document has been correctly formatted and allocated the appropriate publication identification number.
- 5.5 The Secretariat shall distribute the final draft document to the relevant Committee or the General Assembly, depending on the classification of the document, for approval.
- 5.6 An affirmative vote by simple majority of the voting members of the relevant Committee or General Assembly shall be required to approve the document.
- 5.7 Upon approval, the Secretariat shall enter the approval and application date on the second page of the document, convert it to PDF and post it on the SADCA website.
- 5.8 The Secretariat shall send an email notifying all SADCA Members that the document has been published.
- 5.9 If the document was not approved, the Secretariat shall refer it back to the relevant Committee Chair for further consideration and action.

6. RULES FOR VOTING

- 6.1 When a document requires the approval of the relevant Committee or General Assembly Members out of session, the matter will be put to vote via a 30-day email ballot period.
- 6.2 The Secretariat shall forward via email the draft document and any other comments or recommendations to the relevant Committee 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 13 of the SADCA Bylaws.
- 6.4 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, relevant Committee or General Assembly, as appropriate, shall carry out a review of the applicable documents at least every five (5) years, or sooner under the following circumstances:
 - 7.1.1 When the document needs to be aligned to changes in other documents;
 - 7.1.2 When requirements change; or
 - 7.1.3 When there are nonconformities from internal audits or peer evaluations requiring an amendment / change to the document.
- 7.2 When a SADCA document is revised, the entire document will 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 application date.



- 7.3 If the revision is to the content or substance of the document, a 30-day comment period will apply as per Clause 5.
- 7.4 The approval for the issue of revisions to SADCA documents shall 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 Members, provided that the Secretariat is copied on the email.
- 8.3 The SADCA 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 contacted for support as and when needed.

9. DISTRIBUTION LISTS

The SADCA Secretariat is responsible for maintaining an up-to-date list of each SADCA Committee and Sub-committee Members contact details, which shall include: The Member's name, organisation, email address and phone number.

10. FILING AND ARCHIVING

- 10.1 All SADCA documents are to be uploaded onto the SADCA website in pdf format, subject to confidentiality requirements. The SADCA Secretariat shall also maintain an editable version of the document on his/her computer, as well as a copy of each obsolete version of the document.
- 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 Committee and Sub-Committee Chair is responsible for maintaining a full record of its activities, particularly workplans, 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 (F016) shall be prepared, updated and controlled by the SADCA Secretariat.
- 11.2 The Documents Master List shall identify the following information for each SADCA document:
- 11.2.1 Document number;
 - 11.2.2 Title;
 - 11.2.3 Version;
 - 11.2.4 Preparation by;
 - 11.2.5 Date of approval;
 - 11.2.6 Approved by;
 - 11.2.7 Online availability;
 - 11.2.8 Document review year.
- 11.3 The Documents Master List shall be made available to SADCA Members upon request from the SADCA Secretariat.
- 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 MRA Publications;
 - 11.5.5 Procedures;
 - 11.5.6 Technical Publications.

12. CLASSIFICATION OF SADCA DOCUMENTS AND AUTHORITY TO ISSUE

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

- 12.1 A – Administrative Publications: defined and formalised rules and commitments for SADCA Membership and the SADCA MRA are issued under the authority of the General Assembly. The following documents that are issued under the authority of the General Assembly are the:
- SADCA Bylaws;
 - SADCA Quality Manual;
 - SADCA General Assembly Hosting Guidelines;
 - SADCA Code of Ethics;
 - Guidelines for the Use of the SADCA Logo;
 - SADCA Strategic Plan;
 - SADCA Council and SADCA Committee Terms of Reference; and
 - SADCA EXCO Workplans.



12.2 SADCA Administrative Publications that are not related to Membership in SADCA or the MRA are issued under the authority of the SADCA EXCO. The types of documents are the:

- SADCA Committee Workplans; and
- SADCA Technical Cooperation Agreements.

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 issued under the authority of the EXCO.

12.4 GD – Guidance Documents: are documents that provide non-mandatory applications of MRA requirements issued under the authority of the EXCO.

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

12.6 P – Procedures: are documents that define the steps to be followed in implementing the SADCA policies and procedures in order to achieve the SADCA objectives.

SADCA Procedures that are directly related to the MRA processes and Membership in SADCA are issued under the authority of the General Assembly. These types of documents are the:

- SADCA Membership Admission Procedure;
- SADCA Appeals and Complaint Procedure; and
- SADCA Procedure for the Selection, Training, Qualification and Monitoring the Performance of Peer Evaluators

All other SADCA Procedures related to the SADCA management system and day to day business of SADCA are issued under the authority of the EXCO.

12.7 TP – Technical Publications: are documents that define the steps to be followed in implementing SADCA's technical objectives and are issued under the authority of the EXCO.

13. SADCA DOCUMENT FORMATTING

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 of the document (excluding forms) shall contain the SADCA logo, unique identification number and version and date of approval 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:
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:

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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

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

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



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

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

16. ENQUIRIES

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



ANNEX 1: AMENDMENT RECORD

Section	Change
All	Extensive changes to entire document