

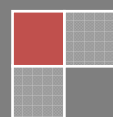
2013

**SADCA PROCEDURE FOR ADOPTING
INTERNATIONAL LABORATORY
ACCREDITATION COOPERATION
(ILAC) AND INTERNATIONAL
ACCREDITATION FORUM (IAF)
DOCUMENTS**

**SOUTHERN AFRICAN DEVELOPMENT
COMMUNITY COOPERATION IN
ACCREDITATION**

This document describes the procedures for the adoption of international documents.

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1. PURPOSE

1.1 This procedure describes the formal adoption by SADCA of international documents.

1.2 The international documents include documents issued by:

- 1.2.1 The International Organisation for Standardisation (ISO);
- 1.2.2 The International Laboratory Accreditation Cooperation (ILAC); and
- 1.2.3 The International Accreditation Forum (IAF).

1.3 The international documents fall under the following categories:

- 1.3.1 International documents mandatory for the SADCA MRA;
- 1.3.2 International document mandatory for SADCA Membership;
- 1.3.3 Recommended international documents;
- 1.3.4 Other international documents.

2. RELEVANT DOCUMENTS

2.1 International Documents Mandatory for the SADCA MRA and Membership

2.1.1 SADCA MRA Signatories shall abide by the requirements of the ILAC and IAF for a Recognised Regional Cooperation and use International Standards and Guides, as well as ILAC and IAF Mandatory documents applicable to the IAF and ILAC for Recognised Regional Cooperations.

2.1.2 In order to qualify for SADCA Membership, Accreditation Bodies should meet the requirements of certain international documents.

2.1.3 The Standards and Guides include the following, as well as the documents which replace them, and other relevant technical and normative documents:

- ISO/IEC 17011;
- ISO/IEC 17020;
- ISO/IEC 17021;
- ISO/IEC 17024;
- ISO/IEC 17025;
- ISO 15189;
- ISO/IEC 17065.

(Note: The ISO Standards are available from the National Standards Bodies in each Member State or from ISO).

2.1.4 ILAC and IAF Mandatory documents include:

- The ILAC/IAF A-Series documents;
- ILAC policy documents in the ILAC P-Series;
- IAF mandatory documents in the IAF MD-series; and
- ILAC and IAF relevant guidance documents.

2.2 Recommended International Documents

2.2.1 SADCA is required to implement certain policies and procedures and may also wish to issue Guidance documents. It is not mandatory that these be international documents, however,



SADCA strongly encourages the adoption of the relevant international documents without any changes. Only the most serious of reasons will be considered for not adopting and accepting an appropriate international document or even for including minor changes.

2.3 Other International Documents / Reading List

- 2.3.1 A significant number of other ISO, ILAC and IAF documents constitute a library of documents which are useful to SADCA and its Membership.

3. PROCEDURE FOR ADOPTION

3.1 International Documents Mandatory for the MRA and Membership

- 3.1.1 SADCA adopts International Standards and Guides applicable to the ILAC MRA and IAF MLA as well as ILAC and IAF documents immediately upon ILAC and IAF decisions without further voting.
- 3.1.2 The SADCA Secretariat shall inform SADCA Members and SADCA Peer Evaluators about the ILAC and IAF decisions on the implementation of International Standards and Guides applicable to the MRA and about the publication of any ILAC and IAF mandatory documents, including information of their implementation date.
- 3.1.3 The SADCA Secretariat shall update the SADCA website "Publications Section" when a mandatory document is approved by ILAC and IAF.
- 3.1.4 The SADCA MRA Council shall review the ILAC and IAF decisions and mandatory documents in order to decide whether there is a need for SADCA to take any other actions, such as:
- 3.1.4.1 Changes in SADCA peer evaluation documents,
 - 3.1.4.2 Mechanisms for monitoring their implementation,
 - 3.1.4.3 Training of evaluators,
 - 3.1.4.4 Need for publication of additional SADCA mandatory or guidance application documents.

3.2 Recommended International Documents

- 3.2.1 The relevant SADCA Committee or sub-committee is responsible for the recommendation on the adoption of any international documents.
- 3.2.2 All SADCA Members and Peer Evaluators shall be informed of these Committee or sub-committee actions by the SADCA Secretariat.

3.3 Other International Documents

- 3.3.1 The appropriate sub-committee of the Technical Committee, e.g., the Laboratories sub-committee, the Certification Bodies sub-committee and the Inspection Bodies sub-committees is responsible for the recommendations on the adoption of other international documents.
- 3.3.2 All SADCA Members and Peer Evaluators shall be informed of these Committee or Subcommittee actions by the SADCA Secretariat.



ANNEX A: Document Amendment Record

Proposer	Section	Change	Approval date
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