

**2020**

**SADCA PROCEDURE FOR ADOPTING  
INTERNATIONAL DOCUMENTS AND  
RESOLUTIONS**

**SOUTHERN AFRICAN DEVELOPMENT  
COMMUNITY COOPERATION IN  
ACCREDITATION**

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## 1. PURPOSE

- 1.1 This procedure describes the formal adoption by SADCA of international documents and resolutions.
- 1.2 The international documents or resolutions include, but are not limited to, those issued by:
  - 1.2.1 The International Organisation for Standardisation (ISO);
  - 1.2.2 The International Laboratory Accreditation Cooperation (ILAC);
  - 1.2.3 The International Accreditation Forum (IAF); and
  - 1.2.4 The African Accreditation Cooperation (AFRAC).
- 1.3 The adopted documents or resolutions may include:
  - 1.3.1 Mandatory documents for the SADCA Mutual Recognition Arrangement (MRA);
  - 1.3.2 Mandatory documents for SADCA Members;
  - 1.3.3 Recommended documents, such as guidance or application documents;
  - 1.3.4 any other normative documents as deemed necessary;
  - 1.3.5 Resolutions applicable to the application of a document, standard, guide or normative document; and
  - 1.3.6 Documents and resolutions applicable to AFRAC stakeholders

## 2. RELEVANT DOCUMENTS

### 2.1 Documents Mandatory for the SADCA MRA and Membership

- 2.1.1 SADCA MRA Signatories shall abide by the mandatory requirements of the ILAC and/or IAF applicable to Accreditation Bodies or their accredited Conformity Assessment Bodies, falling within their scope of recognition.
- 2.1.2 In order to be recognised as a SADCA MRA Member, an Accreditation Body shall comply with the requirements of ISO/IEC 17011.
- 2.1.3 SADCA MRA Signatories shall use the general requirements for accreditation of conformity assessment bodies as set out in the relevant International Standards and any applicable normative documents for the operation of conformity assessment bodies.

### 2.2 Recommended Documents

SADCA publishes policies and procedures as part of its Management System documentation, and those required for the management of its MRA. SADCA may also wish to issue its own Guidance Documents containing technical information and specific guidance to best practices in specific schemes or scopes.

SADCA however strongly encourages the adoption of such international technical or guidance documents, where these exist, without any changes.



## 2.3 Other International Documents / Reading List

Other ISO, AFRAC, ILAC and IAF documents constitute a library of documents which are useful to SADCA and its Membership.

## 3. PROCEDURE FOR ADOPTION

- 3.1 SADCA adopts International Standards / Guides and any applicable normative documents applicable to the ILAC MRA and IAF MLA immediately upon their publication without further voting.
- 3.2 The relevant SADCA Committee or Sub-Committee shall review the applicable AFRAC/ILAC/IAF publications and resolutions, at their annual meetings, and recommend to the EXCO on whether or not to adopt the publications or resolutions, including implementation dates.
- 3.3 The EXCO shall adopt the relevant publications and resolutions in the form of a meeting resolution.
- 3.4 The SADCA Secretariat shall inform SADCA Members and its Peer Evaluators about any newly published standards/guides/normative documents, including any adopted ILAC/IAF publications or resolutions and implementation dates.
- 3.5 The SADCA Secretariat shall provide a link on the SADCA website "Publications Section" to the ILAC and IAF website, and shall maintain an up-to-date list of the titles of all the adopted publications.
- 3.6 The SADCA EXCO shall review the AFRAC, ILAC and IAF resolutions, adopted publications and mandatory documents in order to decide whether there is a need for SADCA to take any other actions, such as:
  - 3.6.1 Updating any of its policies or procedures;
  - 3.6.2 Implementing changes to its peer evaluation processes;
  - 3.6.3 Monitoring their implementation,
  - 3.6.4 Training of evaluators,
  - 3.6.5 Publishing additional SADCA mandatory or guidance application documents.



## APPENDIX A: AMENDMENT RECORD

| Section | Change                               |
|---------|--------------------------------------|
| All     | Extensive changes to entire document |