WHO SHOULD ATTEND THIS COURSE:

• Nominative representatives
• Quality managers
• Technical signatories

COURSE CONTENT:

DAY 1

1. OVERVIEW OF THE ACCREDITATION PROCESS
2. GENERAL REQUIREMENTS
   • Accreditation Act: No. 19 of 2006: Accreditation for Conformity assessment, Calibration and Good Laboratory Practice Act, 2006
   • A01 – References, Acronyms and Definitions
   • A03 – General Information on the Accreditation Process
   • A05 – A General Description of SANAS
   • P04 – Accreditation of Laboratories, Proficiency Testing Scheme Providers and Producers of Certified Reference Materials
   • P12 – Handling of complaints and appeals
   • P37 – Management of Extraordinary Events or Circumstances and Conditions for Terminating Assessments
   • PM01 – Policy Manual
   • F176 – Terms and Conditions of accreditation
3. REQUIREMENT (R) DOCUMENTS
   • R01 – Transfer of Accreditation / GLP Compliance and Franchising
   • R03 – Nominated Representative and Signatories: Responsibilities, Qualifications and Approval
   • R04 – Conditions for Use of Accreditation Symbols, Reference to Accreditation and Combined Marks
   • R38 - Criteria for the Accreditation of Calibration Satellite Laboratories and Branch Offices (Calibration laboratories only)
COURSE CONTENT (CONTINUED):

DAY 1 (CONTINUED)

- R48 - Proficiency Testing and Other Comparison Programme Requirements for Calibration Laboratories (Calibration laboratories only)
- R50 - Estimation for the Uncertainty of Measurement by Calibration Laboratories and Specification of Calibration and Measurement Capability on Schedules of Accreditation (Calibration laboratories only)
- R51 – Suspensions, Reductions, Withdrawals and Reinstatement of Accredited or GLP/GCP Compliant Organisations
- R76 – Extraordinary (Unscheduled) Assessments to SANAS Accredited Facilities
- R79 - Requirements for the Issue of SANAS Calibration Certificates (Calibration laboratories only)
- R80 - Proficiency Testing and Other Comparison Programme Requirements for Testing and Medical Laboratories and Blood Transfusion Services (Testing laboratories only)

DAY 2

1. TECHNICAL REQUIREMENT (TR) DOCUMENTS
   - TR09 – TR20, TR27, TR41 – TR47, TR68, TR73, TR74, TR87 & TR93 – Criteria for Laboratory Accreditation in various Metrology fields (Calibration laboratories only)
   - TR25 – Criteria for Performing Calibration and Intermediate Checks on Equipment Used in Accredited Facilities
   - TR26 – Criteria for Validation of Methods Used by Chemical Laboratories in the Coal, Oil, Petroleum, Metals and Minerals, Food, Pharmaceutical, Water and Related Industries (Testing laboratories only)
   - TR28 – Criteria for Validation, Uncertainty of Measurement and Quality Assurance in Microbiological and Molecular Testing (Testing laboratories only)
   - TR49 - SANAS Requirements for the Accreditation of Flexible Scopes (Testing laboratories only)
   - TR57 - Criteria for Validation and Quality Assurance in Veterinary Serology (Veterinary laboratories only)

2. ASSESSMENT CHECKLISTS
   - F03 - Non-conformance, Corrective action and clearance report
   - F04 – Recommendation report
   - F21 – Attendance register
   - F22 – Confidentiality, Impartiality and Non-disclosure agreement
   - F23 – Feedback from assessment
   - F48 - Management Requirements for ISO/IEC 17025:2017
   - F49 – Technical Requirements for ISO/IEC 17025:2017
   - F15 – Witnessing of activity
   - F81 – Assessment Cycle Matrix for ISO/IEC 17025:2017 Laboratories
   - F176 - SANAS R48 and R80 Proficiency Testing Requirements for Calibration, Testing, BTS and Medical Laboratories

3. SUMMATIVE ASSESSMENT (TEST)