

ACCREDITATION PROCESS TIMELINES

STEPS	ACTIVITY	TIMELINES
1	Response to an enquiry from conformity assessment body/individual	Within 1 week of receipt of enquiry
2	Application Acknowledgement of receipt of application forms and quality manual from applicant conformity assessment body (CAB)	Within 3 days of receipt of application
3	Completeness Check/File review Completeness check/file review and request for any additional information from the applicant where required.	1 Week after receipt of application
4	Quotation <ul style="list-style-type: none"> ➤ On acceptance of the application, identification of an Assessment Team to undertake the Document Review and selection of Technical Assessor(s) according to the scopes of accreditation applied for ➤ Proposal of the Team Leader to applicant CAB ➤ Preparation of the quotation covering the accreditation process 	1 week after completeness check
5	Issuance of invoice for application fee	1 week after receipt of the approved quotation by CAB
6.	Document Review <ul style="list-style-type: none"> ➤ Quality Manual sent to be reviewed by the Team Leader ➤ Team Leader to undertake the review of quality manual and identify the relevant technical information to be reviewed by the technical assessor(s)/technical experts. ➤ Team Leader to submit the document review report to SADCAS ➤ Applicant CAB to undertake corrective action on any findings raised in the Document Review report and to notify SADCAS about its readiness for the pre-assessment/initial assessment to be arranged. 	3 days after receipt of application fee 1 month Up to 6 months after receipt of the Document Review report
7.	Issuance of an invoice for pre-assessment/initial assessment	1 week after receipt of notification from applicant CAB
8.	Pre-assessment <i>Note: Pre-assessment is an optional stage</i> <ul style="list-style-type: none"> ➤ Applicant CAB to address findings raised during the pre - assessment ➤ Initial assessment to be arranged 	Within 6 months after pre - assessment
9.	Initial assessment <ul style="list-style-type: none"> ➤ Identify proposed corrective actions to nonconformities raised 	Within 1 month after assessment

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	<ul style="list-style-type: none"> ➤ Clearance of corrective actions by the assessment team 	<p>Within 3 months after assessment</p>
10.	<p>Accreditation Decision Review of assessment packs by the Accreditation Approvals Committee</p>	<p>2 weeks after the review of the file by SADCAS Programme Coordinator</p>
11.	<p>Periodic onsite assessments</p> <ul style="list-style-type: none"> ➤ First periodic on-site assessment to be arranged ➤ Next periodic on-site assessments ➤ Clearance of corrective actions by the assessment team 	<ul style="list-style-type: none"> ➤ Not more than 12 months after accreditation, thereafter ➤ Annually ➤ Within 2 months after assessment
12.	<p>Reassessment</p> <ul style="list-style-type: none"> ➤ Submission of application for renewal of accreditation by CAB ➤ Repeat steps 3 to 7 ➤ Reassessment to be conducted by a new assessment team ➤ Repeat steps 10 to 11 	<p>6 months prior to the expiry of the certificate of accreditation</p>
13.	<p>Periodic On-site Assessments</p> <ul style="list-style-type: none"> ➤ Repeat step 11 	<ul style="list-style-type: none"> ➤ Not more than 12 months after accreditation, thereafter annually