

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 and request for any additional information from the applicant where required.	1week 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 	3 days after receipt of application fee
	<ul style="list-style-type: none"> ○ 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. 	1 month
	<ul style="list-style-type: none"> ○ 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. 	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
	<ul style="list-style-type: none"> ○ Clearance of corrective actions by the assessment team 	Within 3 months after assessment

10	Accreditation Decision Review of assessment packs by the Accreditation Approvals Committee	2 weeks after the review of the file by SADCAS Scheme Coordinator
11	Periodic - onsite Assessments ○ First periodic on-site assessment to be arranged	Not more than 12 months after accreditation, thereafter
	○ Next periodic on-site assessments	Annually
	○ Clearance of corrective actions by the assessment team	Within 2 months after assessment
12	Reassessment ○ 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 11 to 11	6 months prior to the expiry of the certificate of accreditation
15	Periodic On-site Assessment ○ Repeat step 11	Not more than 12 months after accreditation, thereafter annually

For more information on laboratory accreditation contact SADCAS on:

Southern African Development Accreditation Service

Plot 50369 Unit 3A Second Floor, Tholo Office Park, Fairgrounds

Private Bag 00320, Gaborone, Botswana

Tel: +267 3132909/ 3132910/3188644/3188646

Mobile: +267 71250042, Fax: + 267 3132922

Email: info@sadcas.org

Website: www.sadcas.org

Delivering confidence, Assuring competency

