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| Procedure |
| Decision-Making And Accreditation Granting |

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| Code: P08 |
| Version: 02 |

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1 Purpose and scope

This procedure defines the mechanism by which the accreditation committees give their opinions.

It applies when their opinion is required to make a decision on accreditation or to bring relevant insights on various subjects.

2 References

- ISO/IEC 17011, Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies
- C01-Accreditation Rules
- C09 -Rules of procedure for accreditation committees

3 Distribution list

All services concerned.

4 Effective date and review

This document is applicable from the date mentioned on the cover page. It will be updated as necessary.

5 Summary of changes

Version 00: creation.

Version 01: Revision of some sections and update of the table of modifications.

Version 02 : Technical review and update.

6 Terms and definitions

- **AFRAC:** African Accreditation Cooperation
- **CAB:** Conformity Assessment Body
- **DG:** Director-General
- **ECORAS:** ECOWAS Regional Accreditation System
- **IAF:** International Accreditation Forum
- **ILAC:** International Laboratory Accreditation Cooperation
- **QMS:** Quality Management System
- **QTSO:** Quality & Technical Senior Officer
- **JAO:** Junior Accreditation Officer
- **Expert:** Person whose technical expertise is recognized in a specific area. An expert can be a member of an accreditation committee.
- **Opinion:** The term opinion includes observations and recommendations.
- **Rapporteur:** the person responsible for retransmitting, in a true and accurate way, the contents of the opinions provided, or the contents of meetings. Rapporteurs are selected from the qualified personnel of SOAC
- **Scope assessed:** Specific activities for which the CAB was assessed.

7 Process description

7.1 Convocation of the members

A member of SOAC permanent staff shall convene the accreditation committee members when needed, preferably by email.

In consultation with the Director-General, a specific agenda is prepared and distributed to

members with the relevant working papers.

Upon receipt of the agenda and documents, any member in a conflict of interest shall inform SOAC (email), so that arrangements can be made for his/her replacement, if necessary.

7.2 Work production

During the course of the work prior to the meeting, when a member requests additional information to provide an opinion as relevant as possible, SOAC will ensure that the same information is shared with all members.

Additional information on work production is provided in the document "**C09 - rules of procedure for accreditation committees**"

7.2.1 Accreditation Committee meeting

During the meeting (in plenary or virtual), the decision of the Accreditation Committee is recorded on the form F02P08 "Summary of opinions" when the topic is about the opinion-making for the accreditation of a CAB. F02P08 is used and serves as the meeting report.

The form F03P08 "Committee response" is used when the topic is not relating to an opinion-making for the accreditation of a CAB.

7.2.2 Accreditation Committee remote work

Refer to "**C09 - rules of procedure for accreditation committees**".

7.3 Use of experts

In specific areas, or during committee work, it is possible to use specific expertise. In this case, SOAC could use selected experts in its database to join the accreditation committee.

These experts may be consulted on any matter concerning accreditation, including technical questions about the assessment results of accredited CABs or candidates for accreditation.

7.4 The final decision of the accreditation committees

Accreditation Committees' decisions are made to the two-thirds majority of the views expressed (remotely or during a meeting).

For initial assessments, extensions and transfers:

- **Accreditation** – where all requirements for accreditation have been fulfilled.
- **Deferral of the decision** – where additional information is required before a decision can be made. This may require a follow-up assessment.
- **Rejection of accreditation** – where the requirements of accreditation have not been met.

For re-assessments:

- **Maintenance of accreditation** – where all requirements for accreditation have been fulfilled.
- **Suspension of accreditation (or part thereof)** – where the issues raised are of such a nature as to the impact on the results produced by the conformity assessment body, and

where the conformity assessment body has failed to satisfactorily address the non-conformities raised.

- **Reduction of accreditation** – where the requirements of accreditation are no longer met for part of the scope of accreditation.
- **Withdrawal of accreditation** – where the requirements of accreditation have not been met.

For consecutive assessments and extraordinary assessments :

- **Maintenance of accreditation**– where all requirements for accreditation continues to be fulfilled.
- **Suspension of accreditation (or part thereof)** – where the issues raised are of such a nature as to the impact on the results produced by the conformity assessment body, and where the conformity assessment body has failed to satisfactorily address the non-conformities raised.
- **Reduction of accreditation** – where the requirements of accreditation are no longer met for part of the scope of accreditation.
- **Withdrawal of accreditation** – where the requirements of accreditation have not been met.

7.5 Other decision-making

Accreditation Committees may be called to give their decision on subjects as varied as:

- the technical aspects of the requirements of ISO/IEC standards relating to conformity assessment;
- the technical guidance documents authorized or approved by SOAC;
- all international documentation likely to have an impact on the programs that SOAC offers;
- establishing traceability requirements and intercomparisons for SOAC accreditation programs;
- review of inter-laboratory provisions in use;
- providing comments on draft national, regional or international standards;
- providing comments on draft documents or topics of cooperation or regional / African forums (ECORAS, AFRAC) or international (ILAC, IAF).

8 Related documents

Refer to F02P01-Current QMS Control list

9 Table of modifications

| No. | Source | Modification in brief (Relevant changes) |
|-------------------------|--------|--|
| P08.00- 24 January 2019 | | |
| Creation | | |
| P08.01- 15 October 2019 | | |
| 1 | § 2 | The references have been revised in line with the wording of the standards |
| 2 | § 6 | The word “abbreviation” (title) has been replaced by “Terms” (title) |

| No. | Source | Modification in brief (Relevant changes) |
|-------------------------|----------------------|---|
| 3 | § 7.2 to § 7.4 | Technical update |
| 4 | § 8 | This section has been revised : the words “related forms” (title) have been replaced by “related documents” (title) |
| P08.02- 22 January 2020 | | |
| 1 | § 7.4 | Technical revision and update |