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Approval: R. Zaid	SAAS Procedure 200: SA8000 Advisory 12	Effective: August 22, 2011



SOCIAL ACCOUNTABILITY ACCREDITATION SERVICES

To: All SAAS Accredited Organizations and Accreditation Applicants

Subject: Unaccredited SA8000 Certificates

Background:

Accreditation is the process by which formal recognition of competence is given to qualified organizations, known as Certification Bodies (CBs), who are then granted the authority to perform certifications.

Recognized certificates of compliance to SA8000 and other verification codes within the SAAS scope of accreditation are available only through qualified CBs granted accreditation by SAAS. Per Procedure 200, element 6.1, the certification body, prior to issuing any SA8000 certificate, shall have been granted SAAS accreditation.

Clarifications to Procedure 200, section 6.1:

1. No currently accredited CB, or subcontracted¹ auditing company working with an accredited CB, shall have active unaccredited² SA8000³ certificates issued from any of its offices. If it is found that an accredited CB or any of its subcontractors has active unaccredited SA8000 certificates, corrective action requests (CARs) shall be issued by SAAS to the accredited CB requiring withdrawal of the unaccredited certificates. Should the client request to be considered for accredited certification, the CB shall have 6 months from the identification of the unaccredited certificate to ensure accredited SA8000 audits are undertaken of the SA8000 client. Those clients that meet the SA8000 requirements using the accredited system shall be issued a valid accredited SA8000 certificate. Clients that do not meet the requirements shall have their client contracts cancelled.
 - a. The accredited CB shall implement a procedure to ensure that neither it nor its subcontractor issues any further unaccredited certificates.
 - b. SAAS may undertake additional office audits of the CB or their subcontracted office as the result of issuance of unaccredited SA8000 certificates.
2. Certification Bodies seeking to apply for accreditation by SAAS that have active unaccredited SA8000 certificates issued from any of their offices shall:
 - a. Notify all clients that have received an unaccredited SA8000 certificate that their SA8000 certificate is not valid and will be immediately suspended. This notification of immediate suspension shall be sent to clients prior to applying for accreditation. The list of clients and a copy of the letter shall be provided to SAAS, as well as evidence of rectification, which can

¹ The use of subcontracted offices shall be considered as outsourcing as per ISO/IEC 17021:2006/2011, Clause 7.5, but this does not include the use of individual external auditors, as defined in ISO/IEC 17021:2006/2011 Clause 7.3. Consistent with this definition, SAAS considers the following situations as being subcontracted situations: a. the certification client is not invoiced directly by the accredited entity; b. the auditor is not paid directly by the accredited entity.

² Unaccredited certificate shall be defined as an SA8000 certificate issued by a body that is not accredited by SAAS. It shall also be defined as an SA8000 certificate issued by a SAAS-accredited CB outside of the accredited SA8000 process.

³ SA8000 is an internationally registered service mark of Social Accountability International. SAAS, as per its agreement with SAI, reserves the right to determine proper usage of the SA8000 name, logo, and affiliated marketing materials. SAAS and SAI consider the unauthorized use of the SA8000 name and logo by unaccredited CBs to be a violation of SAI's service mark and therefore a violation of international and national intellectual property laws.

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include an acknowledgment by affected clients of their possession of rescinded certificates

- b. Have a plan in place to identify those clients with suspended unaccredited SA8000 certificates who wish to be considered for accredited certification within 6 months of the applicant CB being granted accreditation by SAAS.
 1. Should the client request to be considered for accredited certification, the CB shall have 6 months from the date of being granted accreditation to ensure accredited SA8000 audits are undertaken of the SA8000 client, after which those clients that meet the SA8000 requirements using the accredited system shall be issued an accredited SA8000 certificate. Clients that do not meet the requirements shall have their client contracts cancelled.
 2. Unaccredited SA8000 clients who choose not to be considered for accredited certification shall have their certificates immediately withdrawn and contracts cancelled.
- c. Be able to demonstrate, through interviews, policies, documentation and records review that a strong system exists to support the unaccredited audits undertaken and certificates issued, indicating a robust internal auditing and management system process in place by the CB.
- d. Understand that whether or not, as an accreditation applicant that has issued unaccredited SA8000 certificates, it will be granted accreditation by SAAS is left entirely up to the discretion of SAAS following an internal review by SAAS of the applicant CB's audit procedures and review of all unaccredited certificates issued by the applicant and associated client files.
- e. Understand that, in all instances, CBs applying for accreditation by SAAS that have issued unaccredited SA8000 certificates shall be subject to additional oversight and surveillance audits by SAAS for a period of time deemed necessary by SAAS to confirm that accreditation of the applicant CB is deemed valid.

This Advisory will be incorporated by SAAS into its accreditation and surveillance procedures no later than September 30, 2011.

Please complete the items below and fax or email back to SAAS by September 1, 2011 to acknowledge receipt of this advisory.

CB Name	
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Name of person completing form	
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Date Advisory No. 12 returned	
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