

Author: L. Bernstein	Social Accountability Accreditation Services	Issue: 1
Approval: Rochelle Zaid	SAAS Procedure 200: SA8000 Advisory 200-3	Effective: November 12, 2008



SOCIAL ACCOUNTABILITY ACCREDITATION SERVICES

To: All SAAS Accredited Organizations and Accreditation Applicants

Subject: Certification of Clients to SA8000:2008

Status: This advisory lays out the timeline for requiring implementation of SA8000:2008 by clients certified or seeking certification against the SA8000 standard.

1. As of January 1, 2010, all new SA8000 accredited certificates shall be to SA8000:2008.
2. As of January 1, 2010, all existing SA8000 accredited certificates shall be converted to SA8000:2008 and any existing certificates issued to SA8000:2001 shall not be valid.
3. To conduct an SA8000:2008 audit and issue certificates to SA8000:2008, the following criteria must be met:
 - a. SA8000:2008 drafters notes have been released to the public by Social Accountability International (SAI)¹. The CB shall be responsible for disseminating the drafters notes to all SA8000 auditors.
 - b. Each audit team conducting an audit to SA8000:2008 shall include, at minimum, a Lead Auditor who shall be trained on the elements of SA8000:2008. This training shall consist of:
 - i. Update training provided by SAI for those SA8000 auditors who have attended an SA8000 basic auditor training prior to January 1, 2009². This training will be available via online learning and in-person training starting December 2008.
 - ii. Internal training of auditor by Certification Body (CB) employing SA8000 auditor to disseminate and calibrate new processes and internal procedures related to SA8000:2008.
 - c. All SA8000 team auditors on the audit team conducting an audit to SA8000:2008 shall be trained on the elements of SA8000:2008. This training shall include, at minimum:
 - i. Training of auditor by CB employing SA8000 auditor on elements and interpretation of SA8000:2008.³
 - ii. Internal training of auditor by CB employing SA8000 auditor to disseminate and calibrate new processes and internal procedures related to SA8000:2008.

¹ The drafters notes were released publicly in November 2008. These notes should be the basis for training of SA8000 auditors on the elements of SA8000:2008

² For those new auditors attending an SA8000 basic auditor training after January 1, 2009, the course material shall include information on SA8000:2008 and therefore will not need to attend the one day update training.

³ The update training is open to all SA8000 auditors, including team auditors who may substitute the internal training by CB on SA8000:2008 with the update training. However, as noted in b.ii, it is required for qualification of Lead Auditors.

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- d. All managers of the SA8000 program and those staff involved in technical review of SA8000 reports shall be required to take the update training.
- 4. Accredited Certification Bodies shall develop a plan to train all SA8000 auditors in the elements of SA8000:2008 to meet the criteria above.
- 5. Accredited Certification Bodies shall identify and implement all changes necessary to existing procedures, documents and policies related to SA8000 to incorporate the changes in SA8000:2008. These changes shall be implemented prior to any SA8000:2008 certificates being issued. It will be required that SAAS conduct an office and witness audit once the CB has completed its plan and document revision.

Please complete the items below and fax back to SAAS BY November 30, 2008 to acknowledge receipt of this advisory and its immediate incorporation into your procedures.

Signature:	Printed Name:
Date:	
Company Name:	