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Approval: R. Zaid	<b>SAAS Procedure 200: SA8000 Advisory 200-5</b>	Effective: November 21, 2008



## SOCIAL ACCOUNTABILITY ACCREDITATION SERVICES

**To: All SAAS Accredited Organizations and Accreditation Applicants**

**Subject:** Training Requirements for SA8000 Auditors

**Status:** SAAS Procedure 200, clause 3.7.a, points i. and ii. are replaced and points iii. and iv. are added and shall read:

- i. In order to achieve SA8000 auditor qualification, the CB shall demonstrate, at minimum, successful completion by **all SA8000 auditors** of:
  - a. An SA8000 basic auditor training course, accredited by SAAS.
  
- ii. In order to maintain SA8000 auditor qualification, the CB shall demonstrate, at minimum, successful completion by **all SA8000 auditors** of:
  - a. SA8000 advanced auditor training course, provided by SAI or its training partners, taken within two years of successful completion of the basic auditor training course.
  - b. Supplemental annual continuing education upon successful completion of the advanced course. Such continuing annual education shall consist of a minimum of 12 hours per year and is detailed in SAAS Procedure 305, *Continuing Education Framework*. The continuing education shall include participation in a training course(s) convened by a qualified provider in the elements of SA8000 and requirements of auditing to SA8000, focusing on auditing techniques and technical skills in key topics such as:
    - i. Interview techniques
    - ii. Stakeholder engagement
    - iii. Freedom of association
    - iv. Health and safety
    - v. Overtime, hours and wages (including basic needs wage)
    - vi. Control of suppliers
    - vii. Discrimination
    - viii. Management systems
  
- iii. In addition to the requirements and qualifications set out in 3.1, the CB shall demonstrate, at minimum successful completion by all SA8000 lead auditors of an SA8000 advanced auditor training course provided by SAI or its training partners, prior to being qualified as an SA8000 **lead auditor**.
  
- iv. Calibration Meetings: SAAS will convene annual calibration meetings in countries where there are 30 or more total certifications. CBs with existing certifications in those countries are required to send at least one field auditor to each such meeting AND to disseminate the information from these meetings to other auditors conducting SA8000 audits in those countries.

Please complete the items below and fax back to SAAS by December 12, 2008 to acknowledge receipt of this advisory, its incorporation into your procedures and implementation by March 1, 2009.

Signature:

Printed Name:

Date:

Company Name: