

Author: L. Bernstein	Social Accountability Accreditation Services	Issue: 1
Approval: R. Zaid	SAAS Procedure 201: SA8000 Advisory 10	Effective: August 22, 2011



## SOCIAL ACCOUNTABILITY ACCREDITATION SERVICES

To: All SAAS Accredited Organizations and Accreditation Applicants

### **Subject: Scope of Accreditation of Accredited Certification Bodies and Expansion Into New Countries**

#### **Background:**

As an international accreditation agency, the scope of accreditation by SAAS to Certification Bodies has been geographically based, being issued as global or single country/regional accreditation. With the support of the SAAS Board of Directors, with the aim of increasing transparency and consistency with the practices of other accreditation bodies, SAAS shall now issue revised accreditation certificates to all Accredited Certification Bodies detailing the geographic scope of that accreditation.

In order to better understand how SAAS-accredited certification bodies (CBs) are in compliance with ISO/IEC 17021:2006/2011 and SAAS Procedure requirements, and to provide information to SAAS auditors in the field, it has been necessary to gather information on the relationships CBs have with their regional and local offices and the responsibilities of each of these offices. A questionnaire was distributed to all CBs in 2010 and the results have assisted SAAS in better understanding the CBs' legal relationships with their various regional offices and the responsibilities of each of these local, regional and subsidiary offices. This information will be reflected on the revised Accreditation Certificates.

#### **Status: Accreditation Certificates issued to CBs shall be revised as follows:**

- A. All CB accreditation certificates shall be re-issued to include:
  1. The normative document against which the CB was audited as well as the normative document the CB is authorized to issue certificates for.
  2. The location of the CB head office (as defined in SAAS Procedure 200, 1.4.b).
  3. The geographic scope of accreditation (global/regional/country).
  4. An annex listing all of the locations where SA8000 certification activities covered by SAAS Accreditation are undertaken.
    - a. The locations listed in the annex shall include local offices that currently deliver SA8000 services and locations in which accredited SA8000 certificates are issued. The appropriate listing of offices shall be decided by SAAS and the CB cooperatively. Not all offices shall be listed in those countries where a CB has many offices undertaking client activity.
    - b. The annex shall also include subcontracted<sup>1</sup> offices not owned directly by the CB but contracted to conduct audits and/or other SA8000 services on behalf of the accredited head office.
    - c. The annex shall also include a list of countries in which the SA8000 certificates have been issued as of the date of last accreditation, to be updated periodically throughout the accreditation cycle.

<sup>1</sup> 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.

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- B. Should the CB wish to add additional offices to the certificate annex or change the location of, or activities performed by existing offices identified in the annex, it shall notify SAAS in writing using only a SAAS-approved reporting form.
1. SAAS shall respond to that notification within 10 working days with any concerns regarding the changes and/or expansion of activity.
  2. This form shall require that the CB provide details concerning:
    - a. The management and oversight of the new office or SA8000-related activity;
    - b. Ownership and contractual relationship between that office and the SA8000 accredited head office;
    - c. The context of activities undertaken;
    - d. The capability for SA8000 auditing, including evidence supporting that capability;
    - e. Evidence that a country profile has been developed to show that the CB has a true understanding of the social issues relevant to the new location.
  3. Upon notification by the CB and remittance of an administrative fee, SAAS will send to the CB a revised annex to its accreditation certificate.
  4. The validity of the accreditation of the additional offices, whether owned or subcontracted, shall coincide with that of the parent certificate.
  5. The accreditation surveillance requirements may be reevaluated based on the revised certificate annex.
- C. Should the CB wish to reduce the number of locations undertaking SA8000 activity, it shall notify SAAS in writing. SAAS shall, as a result, issue an updated revised Annex to the accreditation certificate.
- D. The accreditation certificate and annex shall be made publicly available on the SAAS website.

This Advisory will be incorporated by SAAS into its accreditation and surveillance procedures no later than December 31, 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. 10 returned	
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