

Author: S. Wilson, SAI	Social Accountability Accreditation Services	Issue: 1
Approval: R. Zaid	SAAS Notification 4B: Training Requirements For SA8000:2014	Effective: June 9, 2015



**SOCIAL ACCOUNTABILITY
ACCREDITATION SERVICES**

SAAS Notification

Issue: 4B, issue 1
Date: June 9, 2015
To: All SAAS Accredited and Applicant Certification Bodies (CBs)
From: Stephanie Wilson, Senior Program Manager, SAI
Rochelle Zaid, Executive Director, SAAS
RE: Training Requirements For SA8000:2014

Status: This notification outlines the timeline and process of the training requirements for existing and new SA8000 auditors and Accredited Training Providers to transition to SA8000:2014. Please note, this advisory references the SA8000 Basic Course requirements only. There are additional requirements to becoming an SA8000 auditor not covered in this advisory. These requirements are detailed in SAAS Procedure 201B, which will be released in July 2015. This Notification 4B should be read in conjunction with Notification 4A, which describes the transition requirements for certification of organisations to SA8000:2014. Where SA8000:2014 is mentioned in this document below this is also taken to include the Social Fingerprint Evaluation process and compliance with SAAS Procedure 200, 201A and 201B requirements.

1. All Lead Auditors and Team Auditors who conduct SA8000:2014 audits SHALL comply with the following training requirements:
 - a. Successful completion of their Certification Body's (CB) internal training and calibration on new processes and internal procedures related to SA8000:2014.
 - b. Successful completion of the SA8000:2014 Online Revision Course: Part 1 and 2 *or* the SA8000:2014 Basic Course (further explanation provided below).
2. All CB managers, personnel involved in technical review of SA8000:2014 reports and other SA8000 program personnel are required to complete the training requirements for auditors, as identified above.
3. Accredited Certification Bodies shall develop a training plan and timeline to ensure that all their SA8000:2014 auditors meet the training requirements outlined above.
4. Auditors' training requirements are contingent on the date that they completed or will complete the SA8000 Basic Course. Please see below for a complete explanation of the requirements, according to the date of training:
 - a. Auditors who took the SA8000 Basic Course prior to January 1, 2015 (regardless of the course provider) must upgrade their qualification by successfully completing the SA8000:2014 Online Revision Webinars - Part 1 and 2.
 - b. Auditors who took the SA8000 Basic Course between January 1, 2015 and June 30, 2015 must upgrade their qualifications in the following way, depending on the course provider:

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- i. SAI as Course Provider: Auditors must take the SA8000:2014 Online Revision Webinar – Part 2.
 - ii. Other SAAS-Accredited Course Provided: Auditors must take the SA8000:2014 Online Revision Webinars - Part 1 and 2.
- c. Auditors who take the SA8000 Basic Course between July 1, 2015 to August 31, 2015 must upgrade their qualifications in the following way, depending on the course provider:
- i. SAI as Course Provider: No additional training required.
 - ii. Other SAAS-Accredited Course Provided: Auditors must take the SA8000:2014 Online Revision Webinars - Part 1 and 2.
- d. Auditors who take the SA8000 Basic Course after September 1, 2015 are not required to complete any additional training. After this date, all versions of the Basic Course will contain the necessary upgrades for SA8000:2014.
5. CBs SHALL ensure that all their Personnel and Auditors comply with the experience and training requirements as stated in SAAS Procedure 201B:2015. The deadline for compliance with Procedure 201B:2015 shall be December 31, 2016.

References:

- a) SA8000:2014 Basic Course: This refers to the combination of the 3-day Basic Social Auditing Course and 2-day SA8000 Course.
- b) SA8000:2014 Online Revision Webinar – Part 1: This online course was released in November 2014 and reviews the significant changes made to the SA8000 Standard.
- c) SA8000:2014 Online Revision Webinar – Part 2: This online course will be released on July 1, 2015. It will review the integration of Social Fingerprint into SA8000:2014 certification.

Please complete the form below to acknowledge receipt of this Notification and its immediate incorporation into your CB’s procedures. Please fax (+1-212-684-1515) or scan and email (to LBernstein@saasaccreditation.org) this document to SAAS by July 6, 2015.

Signature:	Printed Name:
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Date:

CB Name:

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