

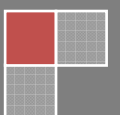
2012

AFRAC MEMBERSHIP ADMISSION PROCEDURE

AFRICAN ACCREDITATION COOPERATION

This document outlines the admission process for the Full, Associate and Stakeholder Membership categories of the African Accreditation Cooperation (AFRAC).

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1. PURPOSE

This document outlines the admission process for the various Membership categories of the African Accreditation Cooperation (AFRAC) namely Full, Associate and Stakeholder Membership.

2. ADMISSION TO FULL MEMBERSHIP

2.1 Applications for Full Membership must declare:

2.1.1 That they are operating in accordance with the requirements of the ISO/IEC Guides and Standards, and the relevant ILAC and IAF documents.

2.1.2 That they are recognised by their government or the governments in all the economies they represent and provide evidence of this.

2.1.3 Commitment to the terms of the AFRAC Bylaws.

2.2 Applications for Full Members should be made on the application form, which is appended as Appendix A. Completed forms are to be returned to the Secretariat for processing.

2.3 A decision to accept a Full Member is made by a ballot of Arrangement and Full Membership either in session or by postal. The rules on voting specified in Clause 11.4 of the AFRAC Bylaws shall apply to this clause.

3. ADMISSION TO ASSOCIATE MEMBERSHIP

3.1 Application for Associate Membership must declare:

3.1.1 That they are committed to comply with the requirements of the ISO/IEC Guides and Standards, and the relevant ILAC and IAF documents.

3.1.2 That they are practitioners in any field(s) of Conformity Assessment Body (CAB) accreditation;

3.1.3 Provide evidence that they are recognised by their government or the governments in all of the economies they represent and provide evidence of this.

3.1.4 Commitment to the terms of the AFRAC Bylaws.

3.2 Applications for Associate Membership should be made on the application form, which is appended as Appendix B. Completed forms are to be returned to the Secretariat for processing.

3.3 An application for Associate Membership will first be considered by the Executive Committee which will make a preliminary evaluation of compliance prior to being submitted to a ballot by all Arrangement and Full Members.

3.4 An Accreditation Body that is accepted as an Associate Member may not stay in that Membership category for longer than five (5) years, and must provide evidence of working towards Full Membership.

3.5 A decision to accept an Associate Member is made by a ballot of Arrangement and Full Members either in session or by a postal vote. The rules on voting specified in Clause 11.4 of the AFRAC Bylaws shall apply to this clause.

4. ADMISSION TO STAKEHOLDER MEMBERSHIP

- 4.1 Applications for Stakeholder Membership should be made on the application form, which is appended as Appendix C. Completed forms are to be returned to the Secretariat for processing.
- 4.2 A decision to accept an Associate Member is made by a ballot of Arrangement and Full Members either in session or by postal vote. The rules on voting specified in Clause 11.4 of the AFRAC Bylaws shall apply to this clause.

5. ADMISSION PROCEDURES

- 5.1 All applicants for Membership shall agree to abide by the relevant AFRAC Policies and Procedures.
- 5.2 In order to satisfy the condition of being a well-established practitioner, the applicant shall provide documentary evidence as the extent of its recognition. This includes addressing each of the following points:
- 5.2.1 A significant number of accreditation CABs and organisations performing related activities in one or more sectors;
 - 5.2.2 Substantial market penetration of laboratories and/or inspection bodies and organisations performing related activities, operating within one or more industry sectors;
 - 5.2.3 A history of accreditation and experience with surveillance and re-assessment of accredited laboratories and/or inspection bodies and organisation performing related activities;
 - 5.2.4 Evidence of recognition by specifiers and purchasing bodies;
 - 5.2.5 Evidence of any formal appraisal by external body;
 - 5.2.6 Other evidence as the applicant may deem relevant, including details of any MRAs with a Member of the AFRAC MRA.
- 5.3 AFRAC will accept a self-declaration from applicant bodies of compliance with membership requirements. AFRAC reserves the right to require an applicant body to provide more supporting documentation
- 5.4 An application for Membership shall be made by completing the relevant AFRAC application forms for Membership and forward this to the Secretariat who will advise the Chair and Executive Committee of the application. The Membership application forms for each Membership category are appended in this document.
- 5.5 Any negative vote shall include reasons why AFRAC should not accept the application.
- 5.6 In the event that a negative vote may result in any administrative action, it shall be referred to the Executive Committee for discussion, with further referral to the General Assembly where deemed necessary.
- 5.7 A decision to accept a new member may be made by postal vote of Arrangement and Full Members.
- 5.8 A new Member will be admitted to the relevant Membership category if two-thirds majority of the votes returned are affirmative, following the voting procedure defined in Clause 11 of AFRAC Bylaws.
- 5.9 A two-thirds majority of the Arrangement and Full Members must cast votes for the ballot to be valid. If less than two-thirds majority of the Arrangement and Full Members vote, a second ballot will be circulated, with warning to Accreditation Bodies to meet their voting obligations.

- 5.10 For a postal ballot a period of one calendar month from the date of posting shall be allowed for the return of votes. An applicant, unsuccessful in the postal ballot, has the right of appeal to the next ordinary session of the General Assembly. The relevant procedure on Appeals and Complaints may also be consulted for appeal procedures.

(Note: the postal vote includes the use of mail, facsimile and electronic communication such as email. For the electronic transmittal of ballot papers, Members shall be asked to confirm receipt).

- 5.11 A body not able to satisfy one or more of the above stipulated conditions may not be eligible for the Membership category applied for, but may be considered eligible for another Membership category, if it meets the appropriate requirements.
- 5.12 An organisation accepted as an AFRAC Member shall pay the annual Membership fee (on a pro-rata basis to the end of the current financial year) before being listed as an AFRAC Member.

APPENDIX A – page 1/4

**AFRICAN ACCREDITATION COOPERATION
 APPLICATION FOR FULL MEMBERSHIP STATUS**
(Please type or write clearly in block letters)

To be completed by applicants seeking AFRAC Full Membership Status

1. CONTACT DETAILS

Organisation	
Address	
Telephone	
Facsimile	
Email	
Website	
Contact person	
Position within organisation	

2. SIGNATORY STATUS

Are you a Signatory to an ILAC and IAF recognised region? (tick appropriate box)	YES		NO	
If not, do you have a bi-lateral arrangement?	YES		NO	
If yes, please provide details.				

APPENDIX A – page 2/4

3. SCOPE OF ORGANISATION'S ACCEPTANCE TO ARRANGEMENTS

Please provide the scope of your organisation's acceptance to these Arrangements (eg. testing, calibration, certification, etc.).

Please attach details separately.

4. ACCREDITATION SERVICES

Please provide details of the accreditation services your organisation provides?

(Please complete the table found on page 3 of this application form)

5. ORGANISATION

Are your accreditation activities part of a larger organisation? *(tick appropriate box)*

YES

NO

Please provide an organisational chart to illustrate your accreditation activities.

(Attach separately).

APPENDIX A – page 3/4

From Question 4, please complete the table below with details of the accreditation services provided by your organisation.

AREA	DISCIPLINE(S) PROGRAM(S)	YES (x)	NO (x)	STANDARDS APPLIED	NO. OF ACCREDITED ORGANISATIONS
Testing					
Calibration					
Inspection					
Others					

APPENDIX A – page 4/4
6. DECLARATION

I hereby declare that the above information is correct. We agree that in the event that our application is accepted by AFRAC then we shall be bound by and at all times abide by the AFRAC Bylaws. Without limiting the generality of the foregoing we shall, in particular, uphold and fulfil the following obligations:

- to abide by the AFRAC Bylaws A001-02, and support the aims and objectives of AFRAC, including the recognition and promotion of the AFRAC Mutual Recognition Arrangement (the Arrangement);
- to operate accreditation program(s) in compliance with the requirements set out in relevant standards established by appropriate international standards writing bodies such as the International Organisation for Standardisation (ISO) and the International Electro-technical Commission (IEC), ILAC and IAF application documents;
- to return ballots within prescribed timeframes;
- to offer representatives, whenever appropriate or feasible, to attend and support AFRAC meetings and work groups;
- to contribute to the efficient resolution of any complaints received by AFRAC in circumstances where the member is involved;
- to uphold copyright on all AFRAC documents and security arrangements for internal/committee documents;
- to work actively to ensure there is no market confusion between our accreditation activities and activities of any related bodies; and to clearly distinguish accreditation from certification by avoiding any impression that our organisation is working at the certification level; and
- to comply with all other obligations of the AFRAC Arrangement;

I agree to provide AFRAC at any time information on the measures taken to fulfil the above obligations. I further understand that failure to uphold or fulfil the above obligations and any other requirements that may be established by AFRAC for Full Member status may result in termination of such status in accordance with the AFRAC Bylaws Clause 7.1.

Name	
Organisation and position	
Signature	
Date	

APPENDIX B – page 1/4

AFRICAN ACCREDITATION COOPERATION
APPLICATION FOR ASSOCIATE MEMBERSHIP STATUS
(Please type or write clearly in block letters)

To be completed by applicants seeking AFRAC Stakeholder Membership Status

1. CONTACT DETAILS

Organisation	
Address	
Telephone	
Facsimile	
Email	
Website	
Contact person	
Position within organisation	

2. PLEASE TICK THE APPROPRIATE TYPE OF RECOGNITION WITHIN YOUR COUNTRY OR SUB-REGIONAL BLOCK:

i.	Formal recognition by government as an accreditation body.	
ii.	Formal recognition by sub-regional block as an accreditation body.	
iii.	Formal endorsement by government or sub-regional block of participation in another recognition mechanism such as a national coordination body.	
iv.	Substantial industry recognition either across industry or within a significant industry sector.	

APPENDIX B – page 2/4

3.	For acceptance under 2 (iv) above, please provide documentary evidence as to the extent of its recognition. This should include evidence addressing each of the following points:		
	<ul style="list-style-type: none"> • A significant number of accredited facilities in one or more sectors; • Substantial market penetration of facilities operating within one or more industry sectors; • A history of accreditation and experience with surveillance of accredited facilities; • Evidence of recognition by specifiers and purchasing bodies; • Evidence of any formal appraisal by an external body; • Other evidence as the applicant may deem relevant. 		
4.	Please identify the sectors from where your accredited entities are drawn (ie. government, industry/private, other countries (outside your economy), etc).		
5.	Date of first accreditation granted by your accreditation body?		
6.	Are you aware of any other accreditation bodies operating in your country or sub-regional block and if so what is your relationship with those bodies? <i>Please provide details.</i>	YES	NO
7.	Is it your intention to apply for peer evaluation to become a signatory to the AFRAC Mutual Recognition Arrangement (MRA)? <i>Note: If you are an unaffiliated accreditation body from a non-recognised region and wish to be evaluated directly by AFRAC, to be part of the AFRAC MRA, please contact the AFRAC Secretariat.</i>	YES	NO
8.	Please provide details of the accreditation services your organisation provides? <i>Please complete the table found in Question 11 on page 4 of this application form.</i>		
	For Calibration: Does your economy have access to a system of measurement standards traceable to SI units?	YES	NO
	Through which institution(s)?		
9.	Do you offer your own proficiency testing program?	YES	NO
	If Yes, please provide a list of your proficiency testing programs.		
10.	Has your organisation entered into any recognition agreements (MRA/Bi-laterals) with other accreditation bodies?	YES	NO
	If Yes, please list below.		
11.	Are your accreditation activities part of a larger organisation? <i>(tick appropriate box)</i>	YES	NO
Please provide an organisational chart to illustrate your accreditation activities. <i>(Attach separately).</i>			

APPENDIX B – page 3/4

12. From Question 8, please complete the table below with details of the accreditation services provided by your organisation.

AREA	DISCIPLINE(S) PROGRAM(S)	YES (x)	NO (x)	STANDARDS APPLIED	NO. OF ACCREDITED ORGANISATIONS
Testing					
Calibration					
Inspection					
Others					

APPENDIX B – page 4/4
13. Declaration

I hereby declare that the above information is correct. We agree that in the event that our application is accepted by AFRAC then we shall be bound by and at all times abide by the AFRAC Bylaws. Without limiting the generality of the foregoing we shall, in particular, uphold and fulfil the following obligations:

- to abide by the AFRAC Bylaws A001-02, and support the aims and objectives of ILAC, including the recognition and promotion of the AFRAC MRA (the Arrangement);
- to operate accreditation program(s) in compliance with the requirements set out in relevant standards established by appropriate international standards writing bodies such as the International Organization for Standardization (ISO) and the International Electro-technical Commission (IEC), ILAC and IAF application documents;
- to not represent our self-declaration of compliance with relevant international standards as a recognition by AFRAC of any such compliance;
- to return ballots within prescribed timeframes;
- to offer representatives, whenever appropriate or feasible, to attend and support AFRAC meetings and work groups;
- to contribute to the efficient resolution of any complaints received by AFRAC in circumstances where our organisation is involved;
- to uphold copyright on AFRAC publications and security arrangements for internal/committee documents;
- to work actively to ensure there is no market confusion between our accreditation activities and activities of any related bodies; and to clearly distinguish accreditation from certification by avoiding any impression that our organisation is working at the certification level; and
- to not make any references which may be inferred that our organisation has Full AFRAC Membership status or is otherwise recognised by AFRAC under its Arrangement.

I agree to provide AFRAC at any time information on the measures taken to fulfil the above obligations. I further understand that failure to uphold or fulfil the above obligations and any other requirements that may be established by AFRAC for Associate status may result in termination of such status in accordance with the AFRAC Bylaws Clause 7.1.

Name	
Organisation and position	
Signature	
Date	

APPENDIX C – page 1/3

AFRICAN ACCREDITATION COOPERATION

APPLICATION FOR STAKEHOLDER MEMBERSHIP STATUS

(Please type or write clearly in block letters)

To be completed by applicants seeking AFRAC Stakeholder Membership Status

1. CONTACT DETAILS

Organisation	
Address	
Telephone	
Facsimile	
Email	
Website	
Contact person	
Position within organisation	

2.	Please state the nature and aims of your organisation and its association to accreditation activities.		
3.	Please describe the legal status/form of incorporation and/or establishment (eg. MOU, legal entity, etc) of your organisation. <i>(Please attach documentary evidence)</i>		
4.	Please tick the appropriate type of recognition within your country or sub-regional block:		
i.	Formal recognition by sub-regional block as an accreditation body.	YES	NO
ii.	In the process of being accredited by a Full or Associate Member.	YES	NO
iii.	Substantial industry recognition either across industry or within a significant industry sector.	YES	NO
5.	For acceptance under 5 (iii) above, please provide documentary evidence as to the extent of its recognition. This should include evidence addressing each of the following points:		
	<ul style="list-style-type: none"> • a significant number of accredited facilities in one or more sectors; • substantial market penetration of facilities operating within one or more industry sectors; • a history of accreditation and experience with surveillance of accredited facilities; • evidence of recognition by specifiers and purchasing bodies; • evidence of any formal appraisal by an external body; • other evidence as the applicant may deem relevant. 		
6.	Please list the identity of the accreditation body members under your purview. <i>Note: A minimum of at least four (4) economies must be represented.</i>		

APPENDIX C – page 2/3

7.	Please describe your regional or international activities.
8.	Please list the number/origin of members under your organisation.
9.	Please state the reason(s) for your application.

APPENDIX C – page 3/3
10. Declaration

I hereby declare that the above information is correct. We agree that in the event that our application is accepted by AFRAC then we shall be bound by and at all times abide by the AFRAC Bylaws. Without limiting the generality of the foregoing we shall, in particular, uphold and fulfil the following obligations:

- to abide by the AFRAC Bylaws A001-02, and support the aims and objectives of AFRAC, including the recognition and promotion of the AFRAC Mutual Recognition Arrangement (the Arrangement);
- to offer representatives, whenever appropriate or feasible, to attend and support AFRAC meetings and work groups;
- to recommend and promote the acceptance of the calibration certificates and test reports from the laboratories accredited by signatories to the AFRAC Arrangement;
- to have objectives similar to and compatible with AFRAC;
- to contribute to the efficient resolution of any complaints received by AFRAC in circumstances where our organisation is involved; and
- to uphold copyright on AFRAC documents and security arrangements for internal/committee documents.

I agree to provide AFRAC at any time information on the measures taken to fulfil the above obligations. I further understand that failure to uphold or fulfil the above commitments and any other requirements that may be established by AFRAC for Stakeholder status may result in termination of such status in accordance with the AFRAC Bylaws Clause 7.1.

Name	
Organisation and position	
Signature	
Date	