

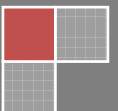
2017

AFRAC DOCUMENT CONTROL PROCEDURE

AFRICAN ACCREDITATION COOPERATION

This document outlines how AFRAC documents are prepared, approved and controlled.

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Authorship

This document has been prepared by the AFRAC Secretariat.

Classification

This document is classified as an AFRAC Procedural Document.

Authorisation

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Official language

The text may be translated into other languages as required. The English language version remains the definitive version.

Copyright

The copyright of this text is held by AFRAC and the text may not be copied for resale.

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CONTENTS

1. Purpose	3
2. Controlled Documents	3
3. Language and Format	3
4. Copyright	3
5. Document Preparation and Approval Process	3
6. Rules for Voting	4
7. Revision of AFRAC Documents	4
8. Distribution of Documents	5
9. Distribution Lists	5
10. Filing and Archiving	5
11. Control of AFRAC Documents	5
12. Classification of AFRAC Documents and Authority to Issue	6
13. AFRAC Document Formatting	7
14. AFRAC Logo and Document Cover Page	7
15. Document Numbering	8
16. Enquiries	8

1. PURPOSE

- 1.1 This document outlines the procedure for all documents to be published as AFRAC documents, which shall be drafted, formatted, classified, approved, controlled, distributed and reviewed in accordance with the procedures set out in this document.

2. CONTROLLED DOCUMENTS

- 2.1 The controlled AFRAC documents are listed in the AFRAC Documents Master List (F016), which is available from the AFRAC secretariat.
- 2.2 An out-dated version of a document will be considered obsolete and no longer applicable once a new version is available.

3. LANGUAGE AND FORMAT

- 3.1 All AFRAC documents are published in English, which is the official language of AFRAC.
- 3.2 AFRAC Members whose official language is not English have the right to translate AFRAC documents into their own language; however the English version will remain the definitive version.
- 3.3 All AFRAC documents shall contain the information and format as stipulated in **Clause 14** of this Procedure.

4. COPYRIGHT

- 4.1 The copyright of all AFRAC documents is held by AFRAC unless otherwise stipulated.
- 4.2 AFRAC documents may be used as a reference by AFRAC Members.
- 4.3 AFRAC documents may be photocopied or electronically reproduced by AFRAC Members.

5. DOCUMENT PREPARATION AND APPROVAL PROCESS

- 5.1 The Committee or Working Group responsible for drafting a new document shall prepare the draft which will be circulated by the Secretariat to the Committee or Working Group for a 30 day comment period. Comments shall be submitted on the F002 "Document Comments Form"
- 5.2 In the case of revision of existing documents, the steps described in Clause 7 are applicable.
- 5.3 All comments received shall be collated by the Secretariat, and referred to the Committee Member(s) that drafted the document, who shall review and respond to each comment as appropriate within 10 days.

- 5.4 The Chair of the Committee or Working Group responsible for drafting the document shall forward the final draft to the Secretariat for distribution to the relevant Committee or the General Assembly for approval, depending on the classification of the document, for a 30 day ballot.
- 5.5 The Secretariat shall proof read and ensure that the document has been allocated the appropriate publication identification number prior to distribution for the ballot.
- 5.6 An affirmative vote by simple majority of the relevant Committee Members or simple majority of the voting General Assembly Members shall be required to approve the document.
- 5.7 Upon approval, the Secretariat shall enter the issue and application date on the second page of the document, convert it to PDF and post it on the website.
- 5.8 The Secretariat shall send an email notifying all AFRAC Members that the document has been published on the AFRAC website.
- 5.9 In the event that the document is not approved, the Secretariat shall refer it back to the Committee Chair for further consideration and action.

6. RULES FOR VOTING

- 6.1 When a matter requires the approval of the relevant Committee or General Assembly Members out of session, the matter will be put to the vote via email.
- 6.2 The Secretariat shall forward via email the draft document and any other comments or recommendations to the relevant Committee or General Assembly for voting by Members who are eligible to vote as per the AFRAC Bylaws.
- 6.3 The procedure for voting will be in accordance with Clause 11 of the AFRAC Bylaws.
- 6.4 The Secretariat shall advise all Members on the outcome of the vote within a week of the close of voting.

7. REVISION OF AFRAC DOCUMENTS

- 7.1 The Secretariat, MRA and the Technical Committees shall carry out a review of the applicable AFRAC Documents Master List during its annual meeting and decide whether any documents need revision. The review of documents shall be carried out at least every five (5) years, or:
 - 7.1.1 When the document needs to be aligned to changes in other documents;
 - 7.1.2 When requirements change; or
 - 7.1.3 When there are non-conformities from internal audits and peer evaluations.
- 7.2 When an AFRAC document is revised, the entire document will be re-issued. If the revision is to the content or substance of the document, a new version number is allocated to the document. If the revision is only for the correction of errors and typos, the same issue number shall be retained, with a new issue date.
- 7.3 If the revision is to the content or substance of the document, a 30 day comment period will apply as per Clause 5.

7.4 The approval for the issue of revisions to AFRAC documents shall follow the same rules as for the approval of the original document, unless the revision is only for the correction of errors and typos.

7.5 After each revision is approved it shall be made available to all AFRAC Members by posting it on the AFRAC website, with an email notification to Members.

8. DISTRIBUTION OF DOCUMENTS

8.1 All documents that are to be approved by the General Assembly or the EXCO may only be circulated by the AFRAC Secretariat.

8.2 When required, EXCO Members may circulate documents to other Members, provided that the AFRAC Secretariat is copied on the email.

8.3 AFRAC Committees and sub-Committees are responsible for distributing notices, draft agendas, working documents, draft resolutions, draft meeting reports and other documents to their own Members. The Secretariat may be contacted for support as and when needed.

9. DISTRIBUTION LISTS

9.1 The AFRAC secretariat is responsible for keeping an updated list of each AFRAC Committee and sub-Committee Members contact details, which shall include: the Member's name, organisation, email address and phone number. The AFRAC Secretariat will upload a copy of the list to the AFRAC website in the Members' Section.

10. FILING AND ARCHIVING

10.1 All AFRAC documents are to be uploaded onto the AFRAC website in pdf format, subject to confidentiality requirements. The AFRAC Secretariat shall also maintain an editable version of the document on his/her computer, as well as a copy of each obsolete version of the document.

10.2 All AFRAC General Assembly, MRA and EXCO correspondence, resolutions, documents and important information must be filed and archived timeously by the AFRAC Secretariat.

10.3 Each AFRAC Committee and sub-Committee Chair is responsible for maintaining a full record of its activities, particularly, workplans, resolutions, minutes, reports and any other information deemed important. The Committee and sub-Committee Chair shall submit copies of its records to the AFRAC Secretariat for safekeeping.

10.4 All AFRAC records shall be kept by the AFRAC Secretariat according to the AFRAC Records Management Procedure.

11. CONTROL OF AFRAC DOCUMENTS

11.1 The AFRAC Documents Master List (F016) shall be prepared, updated and controlled by the AFRAC Secretariat.

11.2 The Documents Master List shall identify the following information of each AFRAC document:

- 11.2.1 Document number;
- 11.2.2 Title;
- 11.2.3 Version;
- 11.2.4 Preparation by;
- 11.2.5 Date of approval;
- 11.2.6 Approved by;
- 11.2.7 Online availability;
- 11.2.8 Document review year.

11.3 The Documents Master List shall be made available to AFRAC Members upon request from the AFRAC Secretariat.

11.4 When a new Member from any Membership category is admitted to AFRAC, the Secretariat shall inform the new Member that the AFRAC documents are available on the AFRAC website.

11.5 The AFRAC management system documents are in an electronic format and are organised in folders on the AFRAC Secretariat's computer. All AFRAC documents are kept in the following folders:

- 11.5.1 Administrative Publications;
- 11.5.2 Forms;
- 11.5.3 Guidance Documents;
- 11.5.4 MRA Publications;
- 11.5.5 Procedures;
- 11.5.6 Technical Publications.

12. CLASSIFICATION OF AFRAC DOCUMENTS AND AUTHORITY TO ISSUE

12.1 All AFRAC documents shall be classified as described below. Documents issued and published under the authority of the General Assembly, EXCO, MRA and Technical Committee are specified below.

12.2 A – Administrative Publications: defined and formalised rules and commitments for AFRAC Membership and the AFRAC MRA are issued under the authority of the General Assembly. The following documents that are issued under the authority of the General Assembly are the:

- AFRAC Bylaws;
- AFRAC Quality Manual;
- AFRAC General Assembly Hosting Guidelines;
- AFRAC Code of Ethics;
- Guidelines for the Use of the AFRAC Logo;
- AFRAC Strategic Plan;
- AFRAC Committee Terms of Reference; and
- AFRAC EXCO Workplan.

12.3 AFRAC Administrative Publications that are not related to Membership in AFRAC or the MRA are issued under the authority of the AFRAC EXCO. The types of documents that are issued under the authority of the EXCO are the:

- AFRAC Committee Workplans; and
- AFRAC Technical Cooperation Agreements.

- 12.4 F – Forms: Forms are used for keeping records of the implementation of the AFRAC management system and MRA procedures and processes are issued under the authority of the EXCO.
- 12.5 GD – Guidance Documents: are documents that provide non-mandatory applications of MRA requirements published under the authority of the EXCO.
- 12.6 M – MRA Publications: are documents that provide MRA requirements and mandatory applications of MRA requirements published under the authority of the General Assembly.
- 12.7 P – Procedures: are documents that lay down the procedures to be followed in implementing the AFRAC programs by laying down the procedures and processes that must be followed in order to achieve the AFRAC objectives.

AFRAC Procedures that are directly related to the MRA processes and Membership in AFRAC are issued on the authority of the General Assembly. The types of documents that are issued under the authority of the General Assembly are the:

- AFRAC Membership Admission Procedure;
- AFRAC Appeals and Complaint Procedure;
- AFRAC Procedure for the Selection, Training, Qualification and Monitoring the Performance of Peer Evaluators; and
- AFRAC Procedure for Pre-Peer Evaluation Visits.

All other AFRAC Procedures related to the AFRAC management system and day to day business of AFRAC are issued under the authority of the EXCO.

- 12.8 TP – Technical Publications: are documents that are issued in order to implement AFRAC's technical objectives. Technical Publications are issued under the authority of the EXCO.

13. AFRAC DOCUMENT FORMATTING

- 13.1 The formatting of documents will be facilitated by a template which is available from the AFRAC Secretariat.

14. AFRAC LOGO AND DOCUMENT COVER PAGE

- 14.1 The second page shall contain the logo, publication number and version, year of publication in the header, and the page number in the footer.
- 14.2 The second page shall also contain the following:

Authorship

This document has been prepared by the (AFRAC Secretariat, MRA Committee, Executive Committee, Technical Committee, etc.).

Classification

This document is classified as an AFRAC (Administrative Publication, Form, Guidance Document, etc.).

Issue Number:
Prepared by:
Approved by:
Issue and application date:

Official language

The text may be translated into other languages as required. The English language version remains the definitive version.

Copyright

The copyright of this text is held by AFRAC and the text may not be copied for resale.

Further information

For further information about this publication, contact the AFRAC Secretariat at:

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15. DOCUMENT NUMBERING

15.1 For control purposes, all AFRAC documents posted on the AFRAC website must have a reference number as follows:

AA – XXX – VV

The letters “AA” shall be replaced by one of the following groups:

A Administrative Publications
F Forms
GD Guidance Documents
M MRA Publications
P Procedures
TP Technical Publications

The letters “XXX” shall be replaced by a sequential number from the Documents Master List supplied by the AFRAC Secretariat.

The letters “VV” shall be replaced by the version number.

16. ENQUIRIES

16.1 All enquiries regarding AFRAC documents shall be referred to the AFRAC Secretariat.

ANNEX 1: AMENDMENT RECORD

Section	Change
Page 1	AFRAC Secretariat contacts changed
1.1	“outlines the procedure on” replaced “provides guidance for” Deleted “reviewed, submitted,” Added “and reviewed” “procedures” replaced “guidelines”
2.1 & 11.1	Added “(F016)”
5.1	Added “Comments shall be submitted on the F002 “Document Comments Form” “
5.3	Added “collated by the Secretariat, and” Deleted “on response”
7.1	“The review of documents” replaced “This exercise”
7.1.1	“the document needs to be aligned to” replaced “there are”
7.1.2	“or” replaced “and”
9.1	“The AFRAC Secretariat” replaced “Each AFRAC Committee and Sub-Committee Chair” “each AFRAC Committee and Sub-Committee” replaced “its” “shall” replaced “may” Added “address”
10.1	added “, in pdf format, subject to confidentiality requirements” deleted “, and may also be kept on the” Added “shall also maintain an editable version of the document on his/her computer, as well as a copy of each obsolete version of the document.”
11.2	point 11.2.5 deleted “Preparation date”
11.5	Point 11.5.4 deleted “Mandatory publications”
12.5	Deleted “This category also includes the recommended international documents which are ILAC and IAF non-mandatory documents adopted by AFRAC.”
12	Point 12.6 deleted “MP – Mandatory Publications: are documents that include the international documents mandatory for the MRA which are ILAC and IAF mandatory documents automatically adopted by the General Assembly. “
Page 8	Deleted “date”
15.1	Deleted “AFRAC” Deleted “ “AFRAC” shall appear at the beginning of each document” Deleted “MP Mandatory Publications”