

24 April 2013

Dear Auditors and Applicant Auditors

On the 31st of May 2012 SAATCA communicated some specific changes that had been confirmed and approved by the SAATCA Scheme Committees and the Technical Management Board. In October 2012 further clarifications and changes had been approved

A new revision for Food Safety (CRT 6.4), OHSAS (CRT 6.5), Quality (CRT 6.7) and Environmental (CRT 6.9) Management System Auditors, have been published on the SAATCA website in January 2013 under "How to apply".

Based on the enquiries received by the SAATCA office, we have summarized the clarifications and technical changes in the criteria from May 2012 until January 2013 for the convenience of our auditors.

1. Clarifications

- Introduction: Added reference to MS standard and to use of criteria for maintenance of auditor registration.
- Definitions - Additional definitions were removed as those from the reference standards are applied
- Equivalent standards: Moved the ISO/IEC equivalent standards from the body of the criteria to the list of Equivalent Standards.
- Start-up auditor clause - Slightly different wording which better reflects the past practice with regard to start up auditors
- Sponsorship – Clarified that all new auditors require one sponsor.
- Transition - Created a separate section in maintenance table for changes to criteria and transition and evidence required (previously on cover page).
- Sector registrations - Made provision for inclusion of sector specific for use by those schemes that have sectors, e.g. Food and EMS
- Auditor/lead auditor training - Replaced 40 hours with 5 days to align to updated TCP criteria which describe the hours.
- Witnessing - Clarified as per code of conduct of Witnessing Lead Auditor
- 1.16 Summary of requirements for auditor registration added

2. Technical changes

- Changes to align to ISO 19011/17021, including updated ISO 19011 title, updated personal attributes to personal behaviours as per ISO 19011:2011 and ISO/IEC 17021:2011, aligned knowledge and skills for auditors and lead as to ISO 19011, clarified conformance and compliance, etc.
- Start-Up Concession: added detail of the evaluation panel composition for start-up concessions.
- Management System training - clarified the pre-requisite training on the applicable management system standard prior to the 5-day Lead Auditor Course, which was always in the TCP criteria, with duration of a minimum of 2 days.

- Auditing Experience for new applicants – defined the ratio of applicant auditors to Lead Auditors as 4:1 for qualifying audits.
- CPD: Added a CPD requirement of at least 8 hours per CPD cycle of CPD related to updating legal knowledge.

3. Scheme specific technical changes.

3.1 Food Safety Auditors (CRT 6.4)

- Equivalent standards: Updated and moved to Appendix 2
- Name of scheme updated to Food Safety
- Types of FSMS auditors changed to Scopes for FS auditors
- New grade added hygiene inspection was brought in for differentiating between regulatory and the PRP standard.
- Table 1 food handling sectors updated as the sectors were initially based on HACCP legislation but the groupings were too broad to ensure competence to sector level and so additional breakdown was introduced
- Appendix 1 updated to align with types of Food Safety auditors
- Aligned Food Safety Specific Technical Training/Knowledge and Skills to ISO 19011:2011 and ISO/TS 22003
- Added separate application form for sectors
- Added criteria for the maintenance of sectors. Important to note the maintenance criteria for sectors – 1 audit per sector in a 3 year cycle.
- Regulation R918 replaced with R962

3.2 Environmental Management System Auditors (CRT 6.9)

The following sectors are now available for EMS specialization:

- General environment, current EMS auditor registrations and those applicable for low and limited risk categories as categorised in Annex 1: Extract from IAF MD5: 2009 Complexity categories of environmental aspects
- Water management
- Air management
- Land management
- Energy management
- Waste management

4. New Schemes

SAATCA launched the Energy Management System Scheme at the 2012 Annual Conference and the Criteria for Certification - Energy Management System Auditors (CRT 6 20) are on the SAATCA website.

5. SAATCA Standard Templates

To align with the updated criteria, SAATCA has also updated some of the standard templates. Please refer to the SAATCA website under “documentation” for the latest templates.

Should you have any enquiries please do not hesitate to contact the SAATCA office.

Kind Regards,

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