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|  | SAAS SA8000:2014 Transition Checklist #4 – SAAS Procedure 201B:2015 |

|  |  |
| --- | --- |
| **CB Name** | Add CB Name |
| **CB SAAS Number** | Add CB SAAS # |
| **CB Head Office Address** | Add CB Head Office Address |
| **CB Contact Name** | Add CB Contact Name |
| **SAAS Reviewer** | Add SAAS Checklist Reviewer Name |
| **Review Date** | Add SAAS Review Date |

To ensure a speedy review of SAAS Accredited Certification Body’s compliance with the criteria to perform SA8000:2014 Certification Audits, SAAS has produced a series of checklists to enable a complete submission of documentation to be made by the CB. These checklists are as follows:

#0 – SA8000:2014 Transition Plan Checklist

#1 – Notifications 4A, 4B & 4C Checklist

#2 - Procedure 200:2015 Checklist

#3 - Procedure 200A:2015 Checklist

#4 –Procedure 201B:2015 Checklist (this checklist)

#5 – Procedure 201A:2015 and ISO17021-1:2015 Checklist

These checklists are available for download from the SAAS website at: <http://www.saasaccreditation.org/document-library>

Instructions for CB. In the checklist below please provide details such as procedure or other documentation reference number in the column “

Dear CB

Please complete the following checklist by completing the second column number **ONLY** *[“Where compliance can be found in CB Management System”*. Please provide the cross-reference as to where the relevant section of Procedure 201B:2015 is addressed in your documented management system. When completed please email the checklist to [lbernstein@saasaccreditation.org](mailto:lbernstein@saasaccreditation.org).

#4 CHECKLIST

|  |  |  |  |
| --- | --- | --- | --- |
| **SAAS Procedure 201B:2015 Requirements** | **Where compliance can be found in CB Management System** | **SAAS Verified Compliance** | **SAAS Comments** |
| 3.2 In particular every CB SHALL demonstrate compliance with Annex A of ISO/IEC 17021-1:2015 Table A.1 | *Add CB documentation cross reference* | Yes  No | *SAAS Reviewer Comments* |
| 3.3 The CB SHALL produce training development plans for all those persons covered under A2, A3 or A4 in ISO/IEC 17021-1:2015 Table A.1 that states how the individual in 3.2 i, ii and iii above SHALL comply initially with the requirements of ISO/IEC 17021-1:2015 Table A.1 and how that competence is maintained though training and continual professional development. | *Add CB documentation cross reference* | Yes  No | *SAAS Reviewer Comments* |
| 3.4 The CB SHALL maintain audit effort logs for review by SAAS Auditors during Head Office Audits that clearly show the time spent on SA8000 audits and reporting. | *Add CB documentation cross reference* | Yes  No | *SAAS Reviewer Comments* |
| 3.5 f. Appropriate SA8000 auditor and allied expert personnel records are maintained to demonstrate conformance to the requirements of this Procedure.   * All SA8000 auditor and allied expert personnel employed or contracted to perform audit work on behalf of the CB shall be included in centralized CB records. * Records shall be available for review by SAAS in the in the CB Head Office. | *Add CB documentation cross reference* | Yes  No | *SAAS Reviewer Comments* |
| 4.2 All SA8000 Auditors shall meet and maintain the requirements of this clause. | *Add CB documentation cross reference* | Yes  No | *SAAS Reviewer Comments* |
| 4.3 All SA8000 Lead Auditors shall meet and maintain the requirements of this clause. | *Add CB documentation cross reference* | Yes  No | *SAAS Reviewer Comments* |
| 4.4 All SA8000 Senior Lead Auditors shall meet and maintain the requirements of this clause. | *Add CB documentation cross reference* | Yes  No | *SAAS Reviewer Comments* |
| 4.5 SA8000 Program Managers shall meet and maintain the requirements of this clause. | *Add CB documentation cross reference* | Yes  No | *SAAS Reviewer Comments* |
| 4.6 SA8000 Technical Experts shall meet and maintain the requirements of this clause. | *Add CB documentation cross reference* | Yes  No | *SAAS Reviewer Comments* |

--- End Of Checklist #4 ---