



**CERTIFICATION SCHEMES, RULES
& PROCEDURES FOR GRANTING,
MAINTAINING, EXTENDING OR
REDUCING THE SCOPE,
WITHDRAWING OR REFUSING
CERTIFICATION
ISO/IEC 17065**

Document No:	SAPCS - 030
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1. PURPOSE

- 1.1. This procedure defines certification schemes, rules and procedures for the granting, maintaining, extending or reducing the scope, withdrawing or refusing of certification.
- 1.2. Top management is responsible for implementation and management of this procedure

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0	04/08/2024	Original issue.	

3. NORMATIVE REFERENCES

- ISO/IEC 17065:2012
- ISO 9001:2015

4. ACCREDITED SCHEMES

South African Product Certification Services (Pty) Ltd complies with the accreditation criteria for certification bodies as laid down in ISO/IEC 17065:2012 and guidelines in ISO/IEC 17067:2013, and is authorized to provide certification for the following schemes:

Product/Service/Process	Standard/Spec	Description
Plumbing components Schedule to permit to apply	SANS 198:2012	Functional-control valves and safety valves for hot and cold water supply systems.
Certification mark general	SANS 226:2016	Water taps (metallic bodies)
	SANS 1021:2007	Water taps (plastic bodies)

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Permit conditions GPC 2017-08-01 schedule 3	SANS 752:2009	Float valves
	SANS 821:2007	WC Flushing cisterns
	SANS 1240:2016	Automatic shut-off valves for water closets and urinals
	SANS 1480:2005	Single control mixer taps
	SANS 1808-16:2017	Water supply and distribution system components Part 16: Drinking fountain taps
	SANS 1808-35:2018	Water supply and distribution system components Part 35 - Electronic operated taps and valves
	SANS 1808-53:2012	Water supply and distribution systems components Part 53 – Drain cocks for hot-water storage containers
	SANS 1808-66:2005	Water supply and distribution systems components Part 66 - Demand type water
	SANS 1808-5:2010	Water supply and distribution systems components Part 5 – Flexible connectors
	SANS 1808-9:2016	Water supply and distribution systems components Part 9 – Metering taps and valves (metallic bodies)
	SANS 1808-58:2010	Water supply and distribution system components Part 58- In-line strainers
	SANS 1750:2017	Servicing valves for domestic terminal water fittings or appliances
SANS 1067-1	Copper based fitting for copper	

		tubes Part:1 compression fitting
	SANS 1848:2011	Geyser drip trays
	SANS 1509:2017	Flush valves for WC flushing cisterns
	SANS 497:2011	Glazed ceramic sanitaryware
	SANS 10329	The design and construction of sectional steel tanks for storage.

5. RULES & PROCEDURES FOR GRANTING, MAINTAINING, EXTENDING OR REDUCING THE SCOPE, WITHDRAWING OR REFUSING CERTIFICATION

5(a) CERTIFICATION DECISION

- a. Prior to making a product certification decision, South African Product Certification Services (Pty) Ltd shall ensure that:
 - the information provided by the audit team is sufficient with respect to the product certification requirements.
 - it has reviewed, accepted and verified the effectiveness of correction and corrective actions, for all major non-conformities that represent:
 - o failure to fulfil one or more requirements for product certification.
 - o legal or regulatory requirements (as applicable); and/or
 - o a situation that raises significant doubt about the ability of the client's product to achieve its intended outputs.
 - b. it has reviewed, accepted and verified the action plan (including the root causes of NC's, correction and corrective actions, target date and authorization) for all non-conformities.
 - c. it has reviewed and accepted the client's planned correction and corrective action for any other non-conformities.
- South African Product Certification Services (Pty) Ltd shall be responsible for and shall retain authority for its decisions relating to product certification done by the Approval Board or the CEO.

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- The certification decision shall be carried out by a person or group of persons that has not been involved in the process for evaluation.
- The person(s) assigned by South African Product Certification Services (Pty) Ltd to make a certification decision shall be employed by, or shall be under contract with, one of the following:
 - South African Product Certification Services (Pty) Ltd
 - an entity under the organizational control of the certification body.
- Where certification is not granted, South African Product Certification Services (Pty) Ltd shall notify the client of a decision not to grant certification and shall identify the reasons for the decision.

5(b) CHANGES IN THE SCOPE (EXTENDING AND REDUCING) OF CERTIFICATION

- a. The client shall inform South African Product Certification Services (Pty) Ltd in writing regarding changes to the certification scope.
- b. The application to extend or reduce the scope of certification shall be reviewed to clarify changes in scope, audit days and expertise required.
- c. South African Product Certification Services (Pty) Ltd shall develop an addendum to the existing client agreement describing the agreed changes (if required and had an impact on the audit days required).
- d. Stage 2 audit process shall be followed to audit the scope change.
- e. On the successful completion of scope change audit, relevant reports and documentation shall be reviewed and a certification decision shall be made by the Approval Board or CEO.
- f. An amended certificate shall be issued to the client, and scope changes shall be presented to management who will decide on the materiality of changes.
- g. If a scope of certification is changed, South African Product Certification Services (Pty) Ltd shall take actions specified by the certification scheme and shall make all necessary modifications to formal certification documents, public information, authorizations for use of marks, etc., to ensure the changed scope of certification is clearly communicated to the client and clearly specified in certification documentation and public information.

5(c) MAINTAINING CERTIFICATION

- South African Product Certification Services (Pty) Ltd can decline to accept an application or maintain a contract for certification from a client when fundamental or demonstrated reasons exist, such as:

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- the client participating in illegal activities
- having a history of repeated non-compliances with certification/product requirements, or similar client-related issues.
- To maintain product certification so as to continue using a certification mark for placement on a product of a type which has been certified, surveillance shall be established and shall include periodic surveillance of marked products to ensure ongoing validity of the demonstration of fulfilment of product requirements.
- When continuing use of a certification mark is authorized for a process or service, surveillance shall be established and shall include periodic surveillance activities to ensure ongoing validity of the demonstration of fulfilment of process or service requirements.

See Surveillance Procedure Doc no. SAPCS 014

5(d) WITHDRAWAL OF CERTIFICATION

- When a nonconformity with certification requirements is substantiated, either as a result of surveillance or otherwise, South African Product Certification Services (Pty) Ltd shall consider and decide upon the appropriate action such as:
 - continuation of certification under conditions specified e.g. increased surveillance)
 - reduction in the scope of certification to remove nonconforming product variants
 - suspension of the certification pending remedial action by the client; withdrawal of the certification.
- If certification is terminated (by request of the client), suspended or withdrawn, South African Product Certification Services (Pty) Ltd shall take actions specified by the certification scheme and shall make all necessary modifications to formal certification documents, public information, authorizations for use of marks, etc., to ensure it provides no indication that the product continues to be certified.
- If certification is suspended, South African Product Certification Services (Pty) Ltd shall assign one or more persons to formulate and communicate the following to the client:
 - actions needed to end suspension and restore certification for the product(s) in accordance with the certification scheme.
 - any other actions required by the certification scheme.
 These persons shall be competent in their knowledge and understanding of all aspects of the handling of suspended certifications



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- Any evaluations, reviews or decisions needed to resolve the suspension, or that are required by the certification scheme, shall be completed.
- If certification is reinstated after suspension, South African Product Certification Services (Pty) Ltd shall make all necessary modifications to formal certification documents, public information, authorizations for use of marks, etc., in order to ensure all appropriate indications exist that the product continues to be certified.
- If a decision to reduce the scope of certification is made as a condition of reinstatement, South African Product Certification Services (Pty) Ltd shall make all necessary modifications to formal certification documents, public information, authorizations for use of marks, etc., in order to ensure the reduced scope of certification is clearly communicated to the client and clearly specified in certification documentation and public information.