

	Title PERMIT CONTROLS Granting, Extending, Suspending and Cancellation	Doc No	P 12
		Rev No	17
		Date Revised	22/07/2025
		Compiled by	J.A Stears
		Approved by	PL Posthumus
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1 PURPOSE

This procedure provides a uniform approach to handling new certificates and addressing changes to existing certificates.

2 SCOPE

This procedure contains the arrangements for granting, maintaining, extending, suspending and withdrawing of certificates, including arrangements for changes to the specifications for which the certificate was issued.

3 REFERENCES

ISO/IEC 17065
Procedure 01
Procedure 06

4 DEFINITIONS

N/A

5 ACTIVITIES

5.1 Granting and extending certification

5.1.1 Procedure 01 describes the process that is followed from the time that an application is received for certification through to the issuing of the certificate.

5.1.2 Additions to certification, in the form of additional specifications or product types, are also processed as described in 5.1.1 above. Although a permit cycle is 3 years, the expiry date of any addition (new permit or product) to a client's certification will be the same as the existing permit to coincide with the current cycle. The original date of certification, as referred to on the MS25, will always be the date that the company was first certified. The issue number, as found on the MS25, will increase with any change made during a permit cycle and with the re-issue of a new permit cycle.

5.1.3 The Documentation checklist, MS 6, specifies the documents that are to be completed for new and changes to existing permits.

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5.2 Maintaining certification

- 5.2.1** The certificate Holder's facility is re-assessed between 2 and 4 months before the certification expiry date. The auditor must verify if the client's account is up to date; if not, refer to the MD.
- 5.2.2** The Certificate Holder will be notified at least 5 days prior to the date of re-assessment in writing using MS 34 (Schedule) and MS 64 (Notice of re-assessment), stating clearly that continual certification depends on the outcome of the assessment.
- 5.2.3** The relevant MS 7 Assessment/audit checklist and relevant MS 11 product inspection form are used. The standard post-permit sampling plan may be used.
- 5.2.4** If the evaluation is satisfactory the Certificate Holder signs the Agreement. The re-assessment documents are prepared as per MS 6 and submitted to Management. Management will submit the necessary documents to the Certification Advisory Committee for recommendation. After successful review, the permit will be prepared for re-issue for a further Certification cycle.
- 5.2.5** If the evaluation is not satisfactory, a complete re-assessment is conducted as per the procedure for a new applicant.

5.3 Changes to process, product design, specification or manufacturing premises.

- 5.3.1** The certificate holder completes a new application if standards are changed to a degree that significantly changes the nature or design of the product.
- 5.3.2** Product is evaluated to establish compliance with the changed specification requirements. MS94
- 5.3.3** The current certificate together with the product evaluation report and application are submitted to the Certification Advisory Committee for approval and re-issue of the certificate.
- 5.3.4** SATAS will audit the process and product to determine compliance when notified of any changes in the manufacturing process. The use of the logo on such a product will be suspended until approved by SATAS.
- 5.3.5** When the manufacturing equipment is moved to a new premises the process as per MS 6 will be followed under Management advisory depending on the circumstances.
- 5.3.6** Refer to MS 6 for forms to be completed for various re-evaluation situations.

5.4 Re-issuing certification resulting from the adoption of product specifications

- 5.4.1** In the event product specifications are adopted into a SANS standard and a re-issue of the current SATAS product is required, certification is amended following the process described in the MS 6 checklist.
- 5.4.2** The auditor shall complete a risk analysis as per MS 94 to determine whether there are any significant impacts to product certification that shall include aspects relating to the manufacturing process or product requirements.
- 5.4.3** In the event the changes made to the product specification pose no risk to certification, product characteristics, or product testing and no system audit or product testing is deemed necessary, an MS 101 shall be completed by the auditor to authorize the necessary amendments to the relevant product certificate (MS 25 and MS 57). The auditor shall revise the appropriate addendum/s to certification and forward it to the certificate holder for acceptance.

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5.4.4 In the event the risk analyses (MS 94) indicate that the changes made in the adopted specification deem it necessary to perform system audits and/or product testing at the certificate holder before the certificate/s may be re-issued, clause 5.3 as described above shall apply.

5.5 Suspending and withdrawing of certification

An MS101 must be completed by following the procedure below for all suspensions and withdrawals of certification:

The relevant auditor completes and signs the MS 101 and forwards it to the MD.

The MD reviews the request, signs it and forwards it to the Financial Officer.

The Financial Officer signs the MS 101, adjusts the Certification Fee if applicable and forwards it to the Office Manager.

The Office Manager signs the MS101, makes the necessary adjustments to the website and files the MS101 in the relevant auditor's client file under the current year and month.

5.5.1 Voluntary suspension and/or termination

Suspension

A certificate holder may apply for suspension of his certificate in writing. This may be granted for a maximum period of three months. All suspension applications are submitted to the Managing Director, who will provide written approval. During this period, the certificate holder may not use the SATAS Logo on the product. Complete the MS101.

Termination

A certificate holder may at any time give notice of voluntary termination of certification. The Certificate Holder will immediately stop the use of the SATAS logo or any reference to SATAS in any promotional material or on the product. Complete the MS101.

5.5.2 Suspension by SATAS

SATAS may suspend a certificate in cases of persistent non-compliance by the certificate holder as described in procedure 06. Notification of suspension may only be given by the Managing Director. The Certificate Holder may appeal within 10 working days. The period of suspension may not exceed three months after which consideration is to be given to withdrawing the certificate. The Certification Agreement paragraph 4.1 explains the effect of a suspension on the use of the logo and certificate as well as the requirement on call-back of defective certified product. Permit status can only be restored based on the results of a complete System and product audit. Complete MS 101.

5.5.3 Withdrawing Certification

A certificate may be withdrawn where the certificate holder fails to respond to requests to carry out corrective action or fails to pay the certification fee.

Notice will be given to the certificate holder of the intention to withdraw certification and the certificate holder will be given 7 working days to respond. Failure to respond will result in immediate steps to withdraw the certificate.

The decision of the Managing Director is final and an organization wishing to have a certificate re-instated will be treated as a new application.

Complete MS 101.

6 RESPONSIBILITIES

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- 6.1 Managing Director
- 6.2 Reporting Auditor and Manager
- 6.3 Certification Advisory Committee

7 RECORDS

- Certification Application MS 1
- Client Information Sheet MS 2
- Quotation/Agreement MS 3
- Assessment Letter MS 4
- Product Report MS 5
- Certification Board Documentation Checklist MS 6
- Assessment/Audit Checklist MS 7
- Product Inspection Forms MS 11
- Assessment/Audit Report MS 20
- Planning MS 21
- Assessment Plan MS 22
- Certification Board Approval MS 24
- Schedule of certification MS 25
- Quotation Calculation MS 31
- Assessment Schedule MS 34
- Re-assessment notification MS 64
- Permit Document Checks MS 92
- Standard changes MS 94
- Request for amendment to certification MS 101
- Certificate MS 57