**SOCIAL ACCOUNTABILITY
ACCREDITATION SERVICES**

SAAS Notification

Issue: 4
Date: November 25, 2014
To: All SAAS Accredited and Applicant Certification Bodies
From: Rochelle Zaid, Executive Director, SAAS and
         Stephanie Wilson, Senior Program Manager, SAI
RE: Certification of Clients to SA8000:2014

Status: This advisory lays out the timeline and process for requiring implementation of SA8000:2014 by clients currently certified or seeking certification against the SA8000 standard and the training requirements for existing and new SA8000 auditors. Please also refer to Annex 1 – SA8000 Basic Course Training Plan: Transition from SA8000:2008 to SA8000:2014

1.   Certificates of compliance to SA8000:2014 become available starting May 1, 2015.

2.   As of April 30, 2016, all new SA8000 accredited certificates shall be to SA8000:2014.

3.   As of April 30, 2016, all existing SA8000 accredited certificates shall be upgraded to SA8000:2014 and any existing certificates issued to SA8000:2008 shall not be valid.

4.   To conduct an SA8000:2014 audit and issue certificates to SA8000:2014, the following criteria must be met:
   a.   The SA8000:2014 drafters' notes were released publicly by Social Accountability International (SAI) in July 2014. The CB shall be responsible for disseminating the drafters' notes to all SA8000 auditors.

   b.   The Performance Indicator Annex (PIA) was released publicly by Social Accountability International (SAI) in November 2014. The CB shall be responsible for disseminating the PIA to all SA8000 auditors.

   c.   SA8000:2014 Guidance Document shall have been released to the public by Social Accountability International (SAI)[1]. The CB shall be responsible for disseminating the Guidance to all SA8000 auditors.

   d.   All lead and team auditors conducting an audit to SA8000:2014 shall have been trained on the elements of SA8000:2014. Below you will find the training requirements for
      i.   currently qualified SA8000 auditors and
      ii.   individuals seeking to become qualified SA8000 auditors.

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[1] The Guidance Document will be released publicly by SAI in early 2015.

5. Each audit team conducting an audit to SA8000:2014 shall include, at minimum, auditors who shall be trained on the elements of SA8000: 2014. This training shall consist of:

   a. Internal training of auditor by Certification Body (CB) employing SA8000 auditor in order to disseminate and calibrate new processes and internal procedures related to SA8000:2014.

   b. Successful completion of the SA8000:2014 Online Revision Course, Part 1 and Part 2 or the Basic Course in 2015, as outlined below.

   c. All managers and other personnel of the SA8000 program and those staff involved in technical review of SA8000 reports shall be required to take the update training.

6. Accredited Certification Bodies shall develop a training plan and timeline to ensure all SA8000 auditors receive the requisite external (i.e. SAI, other Course Providers) and internal training in the elements of SA8000:2014 to meet the criteria above.

7. Accredited Certification Bodies shall identify and implement all changes necessary to existing procedures, documents and policies related to SA8000 to incorporate the changes in SA8000:2014. These changes shall be implemented prior to any SA8000:2014 certificates being issued. SAAS shall review these policy changes and their implementation during an office and witness audit once the CB has completed its plan and document revision.

8. **SA8000:2014 Training Requirements for existing SA8000 Auditors, as of December 31, 2014**

   a. All SA8000 auditors who have attended an accredited SA8000 Basic Auditor Training Course prior to January 1, 2015 must update their qualifications by completing two separate online courses. Each online course will be free of charge for an extended period of time, after which each online course will cost USD $100 per participant. These two courses are as follows:

   b. SA8000:2014 Online Revision Course – Part 1.
      i. This online course will be released in November, 2014 and will review the significant changes made to the standard.
      ii. This online course is a mandatory requirement for all auditors who have taken the SA8000 Basic Auditor Training Course prior to January 1, 2015.

   c. SA8000:2014 Online Revision Course – Part 2.
      i. This online course will be released in April, 2015 and will review changes made to Element 9: Management Systems in detail and the integration of Social Fingerprint as a pre-requisite to SA8000 certification.
      ii. It will also include information on integration of the Performance Indicator Annex in the SA8000 certification process.
      iii. This online course will be a mandatory requirement for all auditors who have taken the SA8000 Basic Auditor Training Course prior to January 1, 2015.

9. **SA8000:2014 Training Requirements for individuals seeking to become SA8000 Auditors, beginning January 1, 2015**

a. Considering the significant changes made to the Management Systems element of the SA8000:2014 Standard, SAI and SAAS are conducting a pilot study of these changes, which will conclude in March 2015. In an effort to provide students with the SA8000:2014 Basic Course as soon as possible, and in an effort to qualify other SAAS-Accredited Course Providers as soon as possible, SAI has prepared a staggered rollout plan for the course.

b. First, the SA8000:2014 Basic Course will be launched by SAI <u>without</u> full coverage of the Management Systems element.

c. Second, at the conclusion of the pilot study, the Management Systems element will be expanded and the SA8000:2014 Basic Course will be delivered by SAI and other SAAS-accredited Course Providers <u>with</u> full coverage of the Management Systems element.

d. SAI will be working with other Course Providers to prepare them to deliver the SA8000:2014 Basic Auditor Training Course. A summary of the key dates and training requirements can be found below.

10. **For individuals taking the SA8000 Basic Course with Social Accountability International**

a. As of January 1, 2015, SAI will offer the SA8000:2014 Basic Auditor Training Course, <u>without</u> full coverage of the Management Systems element.

b. All individuals taking the SAI course between the months of January 1, 2015 and April 30, 2015 will also be required to take the SA8000:2014 Online Revision Course – Part 2, once it is released in April, 2015.

c. As of May 1, 2015, SAI will offer the SA8000:2014 Basic Auditor Training Course <u>with</u> full coverage of the Management Systems element. All individuals taking the SAI course from May 1, 2015 onwards will not be required to undertake any additional course to update their qualifications.

11. **For individuals taking the course with other SAAS-Accredited Course Providers**

a. All other SAAS-Accredited Course Providers (besides SAI) are permitted to conduct the SA8000:2008 Basic Auditor Course up until June 30, 2015. All individuals taking the SA8000:2008 Basic Auditor Course will also be required to take the SA8000:2014 Online Revision Course- Part 1 and the SA8000:2014 Online Revision Course – Part 2.

b. As of May 1, 2015, all SAAS-Accredited Course Providers that have received the requisite training from SAI are permitted to offer the SA8000:2014 Basic Course, <u>with</u> full coverage of the Management Systems element.

c. All individuals taking the course with SAAS-Accredited Course Providers from July 1, 2015 onwards will not be required to undertake any additional course to update their qualifications.

Please refer to Annex 1 for a flow chart identifying the different paths to be a qualified SA8000:2014 auditor.
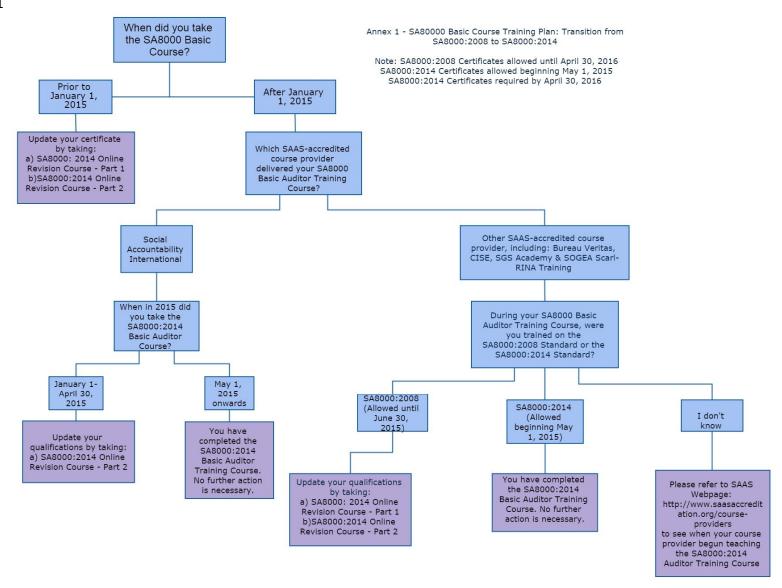
Please complete the items below and fax/email back to SAAS BY December 15, 2014 to acknowledge receipt of this advisory and its immediate incorporation into your procedures.

Signature:	Printed Name:
Date:	
Company Name:	

Annex 1

Annex 1 - SA80000 Basic Course Training Plan: Transition from SA8000:2008 to SA8000:2014

Note: SA8000:2008 Certificates allowed until April 30, 2016
SA8000:2014 Certificates allowed beginning May 1, 2015
SA8000:2014 Certificates required by April 30, 2016

When did you take the SA8000 Basic Course?

Prior to January 1, 2015

Update your certificate by taking:
a) SA8000: 2014 Online Revision Course - Part 1
b) SA8000:2014 Online Revision Course - Part 2

After January 1, 2015

Which SAAS-accredited course provider delivered your SA8000 Basic Auditor Training Course?

Social Accountability International

When in 2015 did you take the SA8000:2014 Basic Auditor Course?

January 1-April 30, 2015

Update your qualifications by taking:
a) SA8000:2014 Online Revision Course - Part 2

May 1, 2015 onwards

You have completed the SA8000:2014 Basic Auditor Training Course. No further action is necessary.

Other SAAS-accredited course provider, including: Bureau Veritas, CISE, SGS Academy & SOGEA Scarl-RINA Training

During your SA8000 Basic Auditor Training Course, were you trained on the SA8000:2008 Standard or the SA8000:2014 Standard?

SA8000:2008 (Allowed until June 30, 2015)

Update your qualifications by taking:
a) SA8000: 2014 Online Revision Course - Part 1
b) SA8000:2014 Online Revision Course - Part 2

SA8000:2014 (Allowed beginning May 1, 2015)

You have completed the SA8000:2014 Basic Auditor Training Course. No further action is necessary.

I don't know

Please refer to SAAS Webpage: http://www.saasaccreditation.org/course-providers to see when your course provider begun teaching the SA8000:2014 Auditor Training Course