




POLICY			
Policy Number	LM-P-017-09-09	Compiled by: WJ Millard	Signature: 
Effective Date	18 September 2009		
Version No:	0	Approved by: SH Carstens	Signature: 
File name:	LM-P-017-09-09-Suspension and reinstatement of accredited laboratories		

1. Scope

To set the procedure for the suspension and re-instatement of accredited laboratories, to verify measuring instruments.

2. Reference documents

Trade Metrology Act (Act 77 of 1973)

SANAS R 05 *The requirements, obligations and duties of an accredited facility*

SANAS R 51 *Suspension and re-instatement of accredited organizations*

3. Background

According to section 7(2) of the Trade Metrology Act (Act 77 of 1973), the National Regulator for Compulsory Specifications (NRCS) Board may in writing, on the recommendation of the Director, Legal Metrology designate any accredited laboratory to verify all measuring instruments or any particular kind of measuring instrument in respect of which such laboratory is accredited.

As soon as a laboratory is accredited by the South African National Accreditation System (SANAS), it is then authorized by Legal Metrology to verify measuring instruments for trade purposes, on behalf of Legal Metrology, in respect of which the laboratory is SANAS accredited, by means of the issuing of a Certificate of Authority.

4. Policy

When an accredited laboratory is suspended by SANAS or Legal Metrology, no verification work shall be performed by this laboratory while under suspension.

5. Procedure



5.1 SANAS suspension

- SANAS shall issue a letter of suspension to the laboratory, with a copy to Legal Metrology.
- The letter stating that inter alia no verification work may be performed. By implication, the Certificate of Authority issued by Legal Metrology to an accredited laboratory, becomes invalid.
- Legal Metrology shall forward a copy of this letter to the applicable regional office/s, informing them that the applicable laboratory is under suspension and that no verification work shall be performed during the suspension period.
- The regional office/s shall monitor if any verification work was performed during the suspension period and if so, by implication, take action under the Trade Metrology Act.
- When the suspension is uplifted, SANAS shall issue a letter of re-instatement of accreditation to the laboratory, with a copy to Legal Metrology. The letter stating, that the laboratory can now carry out verification activities as per their scope of accreditation. By implication, the Certificate of Authority to verify, that was issued by Legal Metrology, is automatically re-instated.
- Legal Metrology shall then forward a copy of this letter of re-instatement to the regional office/s.

5.2 Legal Metrology suspension

- Legal Metrology, in conjunction with SANAS, shall issue a letter of suspension of the Certificate of Authority to verify to the accredited laboratory, with a copy to SANAS.

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- The letter stating that no verification work shall be conducted by the accredited laboratory during the period of suspension.
- A copy of this suspension letter shall be forwarded to the regional office/s.
- The regional office/s shall monitor if any verification work was performed during the suspension period and if so, take action under the Trade Metrology Act.
- When corrective action has been undertaken to the satisfaction of Legal Metrology, the suspension shall be uplifted by means of a letter from Legal Metrology, in conjunction with SANAS, with a copy to SANAS and the regional office/s.
- The letter stating that the accredited laboratory may continue to perform verification work.