

<i>Document Type: Policy Manual</i>		<i>Department: SAZ CS</i>	
<i>Document No. PM/32</i>	<i>Subject: Guidance on Transition to ISO9001:2015 and ISO14001:2015</i>	<i>Revision No. 2</i>	<i>Page 1 of 4</i>

## **32. INFORMATION REQUIREMENTS**

### **32.1 GENERAL INFORMATION ON ISO9001:2015 AND ISO14001:2015**

32.1.1 The 2015 edition of the standards ISO14001 and ISO 9001 were published on 15 September 2015. The transition period for the 2 standards is 3 years from the date of their publication. In this document, SAZ CS shall give extra information that certified organizations need to take note to ensure that they have a smooth transition to the new standards. SAZ Certification shall carry out a full audit for the transition process to the new standards followed by a decision by the Registration Approval Board whether to grant certification or otherwise. This full audit shall where possible be made to coincide with the organization's surveillance audit programme. Nonconformities from the full audit shall be cleared within 3 months of the audit date. Failure to clear nonconformities within the stated deadlines shall result in a restart of the whole process. A waiver to extend the period to clear the nonconformities may be allowed up to a maximum of 30 days in each case after formally writing to the Certification Manager who shall make a decision to grant or not to grant extension.

### **32.2 TRANSITION TO ISO 14001:2015**

32.2.1 A certified organization shall be required to submit its transition action plan to SAZ Certification Services by the 15<sup>th</sup> of December 2015. This will assist SAZ Certification Services to plan accordingly for future audits.

32.2.2 SAZ Certification Services shall ensure that the first audit to the new ISO 14001:2015 is witnessed by SANAS assessors in accordance with the accreditation requirements. SAZ CS shall only start issuing certificates to the new ISO 14001:2015 standard after written authority has been granted by the accreditation body SANAS.

32.2.3 Any new certifications issued to the ISO 14001:2004 standard as from 15 September 2015 shall have an expiry date which is not beyond 14 September 2018.

32.2.4 All certified organizations shall be required to have their full transition audit done by 14 March 2018 (ie 6 months from the deadline of 14 September 2018). The stage 2 audit may be deferred after approval by Certification Director by a maximum of 30 days from 14 March 2018. A certified organization that fails to meet this deadline shall be required to apply as a new client.

32.2.5 Audit time duration calculation shall be carried out in accordance with SAZ CS PR38, PR39, IAF MD1, IAF MD 5 and accreditation body requirements

### **32.3 NEW CERTIFICATIONS TO ISO 14001:2015**

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32.3.1 SAZ Certification Services shall continue to offer certification to the ISO 14001:2004 standard up to 31 December 2017 and the expiry of such certificates shall not go beyond 14 September 2018. All new certifications from January 01 , 2018 shall be to the ISO14001:2015 standard.

32.3.2 In the event that no witnessing of audits has yet been done by SANAS under the ISO14001:2015 standard or in case of unaccredited critical scopes , the first client to be audited under the ISO 14001:2015 shall be audited by SAZ CS while SANAS witnesses.

#### **32.4 TRANSITION TO ISO 9001:2015**

32.4.1 A certified organization shall be required to submit its transition action plan to SAZ Certification Department by the 15<sup>th</sup> of December 2015. This will assist SAZ Certification Services to plan accordingly future audits.

32.4.2 SAZ Certification Services shall ensure that the first audit to the new ISO 9001:2015 is witnessed by SANAS assessors in accordance with the accreditation requirements. SAZ CS shall only start issuing certificates to the new ISO 9001:2015 standard after written authority has been granted by the accreditation body SANAS.

32.4.3 Any new certifications issued to the ISO 9001:2008 standard as from 15 September 2015 shall have an expiry date which is not beyond 14 September 2018.

32.4.4 All certified organizations shall be required to have their full transition audit done by **14 March 2018**(ie 6 months from the deadline of **14 September 2018**).The audit may be deferred after approval by Certification Director by a maximum of 30 days from 14 March 2018. A certified organization that fail to meet this deadline shall be required to apply as a new client.

32.4.5 Audit time duration calculation shall be carried out in accordance with SAZ CS PR38, PR39, IAF MD1, IAF MD 5 and accreditation body requirements

#### **32.5 NEW CERTIFICATIONS TO ISO 9001:2015**

32.5.1 SAZ Certification Services shall continue to offer certification to the ISO 9001:2008 standard up to 31 December 2017 and the expiry of such certificates shall not go beyond 14 September 2018. All new certifications from January 01 , 2018 shall be to the ISO9001:2015 standard.

32.5.2 In the event that no witnessing of audits has yet been done by SANAS under the ISO 9001:2015 standard or in case of unaccredited critical scopes , the first client to be audited under the ISO 9001:2015 shall be audited by SAZ CS while SANAS witnesses.

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## 32.6 HANDLING OF NONCONFORMITIES

**32.6.1** SAZ CS shall raise any violation to the ISO 14001:2004 as nonconformities. In the event that an organization during an ISO 14001:2004 request to be checked against the ISO 14001:2015 before its full transition audit, SAZ CS shall raise violations against the ISO 14001:2015 as observations( hence there will not be need for the organization to submit a corrective action plan for the observations. Where an organization requires SAZ CS to check against ISO 14001:2015 during its ISO 14001:2004 audit, the organization shall formally communicate to SAZ CS and there shall be 1 audit man day added to the audit duration to cater for checking against the ISO 14001:2015 requirements

32.6.2 SAZ CS shall raise any violation to the ISO 9001:2008 as nonconformities. In the event that an organization during an ISO 9001:2008 also wants to be audited against the ISO 9001:2015 before its full transition audit, SAZ CS shall raise violations against the ISO 9001:2015 as observations( hence there will not be need for the organization to submit a corrective action plan for the observations. Where an organization requires SAZ CS to also audit against ISO 9001:2015 during its ISO 9001:2008 audit, the organization shall formally communicate to SAZ CS and there shall be 1 audit man day added to the audit duration to cater for checking against the ISO 9001:2015 requirements.

## 32.7 TRANSITION PLAN

32.7.1 A transition plan should as a minimum cover the following

- Training to the new standards( 2 days transition for each management system standard)
- Documentation upgrading
- Internal audit dates to the new standards
- Management review dates to the new standard
- SAZ full transition audit dates

## 32.8 OTHER INFORMATION

32.8.1 All organization are requested to ensure that as they revise their standards, the acronym “SAZS” on standards shall be changed to “ZWS” ( eg changing SAZS ISO 1400:2015 to ZWS ISO 14001:2015: changing SAZS ISO 9001:2015 to ZWS ISO 9001:2015)

32.8.2 The SAZ certification logos have been changed ( please refer to SAZ CS document PM 31- Use of certification Marks) You can also access the document from the SAZ website [www.saz.org.zw](http://www.saz.org.zw). For further details or request of soft copy logos contact the SAZ Certification Manager

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**Reference Documents:**

- ISO9001:2015 QMS requirements
- ISO14001:2015 EMS requirements
- TG 47-01- SANAS DOCUMENT on Transitional Guideline for ISO/IEC 17021-1:2015, ISO 9001:2015 and ISO 14001:2015
- IAF ID 9- QMS ISO9001:2015 TRANSITION
- IAF ID 10- EMS ISO 14001:2015 TRANSITION

**Abbreviations:**

<b>SAZ</b>	<b>Standards Association of Zimbabwe</b>
<b>CS</b>	<b>Certification Services</b>
<b>PR</b>	<b>PROCEDURE ( eg PR38 refers to SAZ CS procedure 38</b>
<b>IAF</b>	<b>International Accreditation Forum</b>
<b>MD</b>	<b>Mandatory Document</b>
<b>ID</b>	<b>Informative Document</b>
<b>SANAS</b>	<b>South African National Accreditation Systems</b>
<b>ISO</b>	<b>International Organisation for Standardisation</b>
<b>IEC</b>	<b>International Electro- technical Commission</b>
<b>QMS</b>	<b>Quality Management System</b>
<b>EMS</b>	<b>Environmental Management System</b>
<b>TG</b>	<b>Technical Guidance</b>
<b>SAZS</b>	<b>Standards Association of Zimbabwe Specification</b>
<b>ZWS</b>	<b>Zimbabwean Standard</b>

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