



Rules for the Certification of Social Accountability Management Systems

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Technical rules



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CHAPTER 1 GENERAL

1.1

These Rules describe the procedures applied by RINA for the certification of Social Accountability Management Systems and how organisations can apply for, obtain, retain and use this certification, as well as its possible suspension and revocation. The SA 8000 Applicant Status recognition procedures are also indicated.

For any issues not covered in this document, reference should be made to "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND STAFF CERTIFICATION" which can be downloaded at www.rina.org.

1.2

RINA issues this certificate to organisations whose Social Accountability Management System has been recognised as fully conforming to SA 8000:2008, issued by SAI (Social Accountability International) and available on its website www.sa-intl.org or on the SAAS (Social Accountability Accreditation Services) website www.saasaccreditation.org.

1.3

Certification is open to all Organisations and does not depend on whether they belong to an association or group.

RINA applies its current certification fees and guarantees fairness and uniformity of application. RINA is entitled to refuse requests for certification by organisations that have been subject to, or whose production or activities have been subject to, restriction, suspension or proscription by a public authority.

1.4

The certificate issued by RINA pertains exclusively to a single organisation, where organisation means a group, company, enterprise, body or institution, or parts and combinations thereof, whether associated or not, public or private, with its own functional and administrative structure.

For organisations with more than one operating unit, a single operating unit can be defined as an organisation.

1.5

The body guaranteeing the certificates issued by RINA, SAAS (Social Accountability Accreditation Services), may require its observers to take part in the audits performed by RINA in order to discover whether the auditing methods applied by RINA comply with the relative standards. The participation of these



observers is agreed in advance between RINA and the organisation. If the organisation does not allow these observers to take part, the validity of its certificate is suspended, as specified in the accreditation reference standard.

1.6

The terminology used in these Rules is that indicated in SA 8000:2008 specification and UNI CEI EN ISO/IEC 17000:2005 standard.

CHAPTER 2 REFERENCE SPECIFICATION / CERTIFICATION REQUIREMENTS

2.1

Organisations wishing to obtain RINA certification for their Social Accountability Management System must first and henceforth satisfy the requirements of SA 8000:2008 and those indicated in the following paragraphs of this chapter, together with any additional elements indicated by the accreditation body.

RINA, in fact, is required to abide by certain reference documents issued by the accreditation bodies. These documents can be obtained from RINA or directly from the accreditation bodies (consulting their Internet sites, for example).

2.2

In particular, in order to obtain Social Accountability Management System certification, the organisation must:

have prepared a manual:

- defining the scope of the Social Accountability Management System, describing the main system elements and their interactions and containing or referring to the relative documented procedures;
- taking into consideration the requirements of SA 8000:2008 specification and giving a description, not necessarily detailed, of the resources and procedures used to ensure compliance with these requirements;
- containing a suitable description of the company organisation.

Have established a Social Accountability Management System and kept it active in total compliance with the requirements of SA 8000:2008.

A Social Accountability Management System is considered as being fully operative when:

- it has been applied for at least three months;



- the internal audit system has been fully implemented and its effectiveness can be demonstrated;
- at least one management review of the system has been carried out and documented;
- continuous improvement action has been implemented.

2.3

The requirements indicated in point 2.2 are verified by RINA by means of a two-stage initial audit:

Audit stage 1

RINA generally performs the first part of stage 1, consisting in a documents review, at its offices (audit stage 1 off-site) and the second part of stage 1 on-site (audit stage 1 on-site)

Audit stage 2

RINA conducts an audit on site.

The special features of the initial audit are described in the next chapter.

CHAPTER 3 INITIAL CERTIFICATION

3.1

Organisations wishing to obtain RINA certification for their Social Accountability Management System must provide RINA with their main organisation/production data and site location by filling in all parts of the "Informative Questionnaire" form (downloadable on www.rina.org) and sending it to RINA which will use it to prepare a quotation.

In particular, the organisation must inform RINA of:

- any elements of the reference specification that, in its opinion, require interpretation or adaptation, clearly stating the relative reasons;
- information concerning all the processes outsourced by the organisation that may affect conformity with requirements;
- the number of permanent and temporary sites involved in certification and the relative activities carried out there.

This information is required in order to verify the application of the requirements of the specification beforehand and to draw up a suitable offer.

If organisations accept RINA's quotation, they must make their application official by sending RINA the specific form attached hereto, indicating the



reference specification and, if relevant, any other reference standard document according to which certification is requested.

On receipt of the application for certification and the relative annexes and having ensured they are complete, RINA will send the organisation written acceptance of its application.

The organisation's request, which makes specific mention of these rules, and its acceptance by RINA, contractually formalise the relationship between RINA and the organisation, and the applicability of these rules.

The agreement signed by RINA and the organisation comprises:

- the initial audit comprising two stages and the issue of the certificate;
- subsequent surveillance and recertification audits;
- any additional services specified in the offer.

RINA informs the organisation of the names of the auditors appointed to conduct the off-site and on-site parts of audit stage 1, and audit stage 2; the organisation may object to the appointment of these auditors, stating its reasons.

During the initial audit, the organisation must be able to demonstrate that the Management System has been fully operational for at least three months and that it effectively applies the system and relative documented procedures.

Prior to the certification visit, RINA may propose/plan meetings with the "interested parties" in order to acquire/gather information in advance on the most common types of problems in the area in which the organisation operates.

During the meetings, the interested parties will not know the name(s) of the organisation(s) which has/have applied for certification. The minutes of the meeting, drawn up by the RINA Operational Area, may be sent to the Accreditation Body.



3.2

Together with or following the certification request, the Organisation must send RINA the following documents:

- a Social Accountability Management manual describing the organisation's social policy, aims and Social Accountability Management System (latest valid version);
- personal organisation chart of the organisation's Management System;
- a list of internal procedures which are relevant in terms of Social Accountability management;
- a list of applicable Social Accountability laws in the country where the Production Site is located;
- self-assessment questionnaire on the organisation's Management System (downloadable from www.rina.org);
- data concerning the organisation's minimum and maximum wages, examples of contracts, a copy of agreements signed with trade unions;
- supplier control plan (meaning the planning of actions regarding suppliers which specify the methods and activities related to awareness, involvement and control (questionnaires, audits, etc.), including time required, resources, responsibilities;
- list of current sites with description of outsourced activities;
- copy of the Chamber of Commerce registration certificate or an equivalent document, certifying the existence of the organisation and describing the activity it performs.

In addition to the above, RINA may also ask to examine other documents that it considers necessary for the evaluation of the organisation's Social Accountability Management System.

RINA examines the above documents for conformity with the reference specification and with the requirements of these rules.

The outcome of this review is notified to the applicant with the despatch of the audit stage 1 off-site report; any non-conformities considered as critical found in the documentation must be eliminated by the organisation to the satisfaction of RINA before the certification procedure can continue.

The documentation referred above is normally kept by RINA for its files.

Following specific agreements with the organisation, the audit stage 1 off-site may be directly performed at the organisation's site/s; this case, the outcome of the documents review is indicated in the audit stage 1 "on-site" report, as described in point 3.3.



3.3

The audit stage 1 on-site of the Social Accountability Management System is always generally performed at the organisation's site, except in special cases.

This audit sets out to:

- analyse the system by collecting information concerning the scope of the organisation's Management System, processes and sites, together with the relative legal and regulatory aspects;
- plan audit stage 2, reviewing the resources allocated to perform it and agreeing the details with the organisation.

During the audit stage 1 on-site, qualified RINA auditors also conduct on-site inspections and interviews with the organisation's staff, verifying at least:

- a) that the Social Accountability Management System documentation, including the procedures, covers all the requirements of the specification;
- b) that a complete cycle of audits covering all the sites and the relative management review has been performed;
- c) that the organisation has documented the assessment of health and safety aspects and of the risks connected with the type of activity performed.

At the end of the audit stage 1, the Organisation is given a copy of the audit stage 1 "on-site" report which, among other things, indicates any observations found, including those that could be classified as non-conformities during the audit stage 2.

The actions taken by the organisation to eliminate these observations are generally checked during the audit stage 2 referred to in point 3.4.

In the event of observations deemed to be particularly important, in the judgement of the surveyors who performed the audit, the organisation may be required to totally eliminate them before the audit stage 2 takes place.

3.4

The audit stage 2 is conducted at the organisation following the successful outcome of the audit stage 1 "on-site" as described in point 3.3, in order to verify the correct implementation of the Social Accountability Management System.

Before conducting the audit stage 2, RINA sends an audit plan to the site/s of the organisation giving a detailed description of the activities and the requirements for conducting the audit.

If the organisation performs its activities on more than one operative site, the audit will be performed according to criteria established by RINA beforehand and communicated to the Organisation.

This audit is performed by qualified RINA surveyors, on the basis of the audit stage 1 and the following updated documents prepared by the organisation:



- Social Accountability Management System manual;
- informative questionnaire filled in by the organisation;
- list of internal procedures;
- management procedures and other Social Accountability Management System documents.

The audit stage 2 essentially comprises:

- an initial meeting with the technicians of the organisation in order to agree and confirm the audit objectives and methods indicated in the audit plan;
- verification that the corrective action relative to the observations found during the audit stage 1 have been effectively implemented;
- an inspection of the site/s of the organisation to verify conformity of the Social Accountability Management System with the reference documents and its complete implementation;
- a closing meeting to explain the outcome of the audit.

3.5

At the end of the audit stage 2, the organisation is given an audit report containing any non-conformities found as well as any recommendations.

The organisation may indicate any reservations or observations concerning the findings by the RINA surveyors in the relative space in the audit report.

The contents of this report are subsequently confirmed by RINA in writing.

If no written communication is received from RINA, the report may be considered as confirmed three days after receipt by the organisation.

After analysing the reasons for any non-conformities indicated in the above report, the Organisation must, within the data indicated on the report, inform RINA of its proposals for handling the non-conformities, as well as the corrective action required and the dates envisaged for its implementation.

The "Member Area" of the RINA website (www.rina.org) can be used to send handling and/or corrective action proposals to RINA for acceptance.

The organisation, in fact, may propose handling methods and/or corrective action by filling in the relative forms directly in the "Member Area" of the RINA website (www.rina.org).

Acceptance of the proposals and of the relative implementation deadlines will be notified in writing to the organisation by RINA.



3.6

In the event of serious non-conformities¹ the certification process is suspended; in the event of other findings, the number of which, in the audit team's judgement, may compromise the efficiency of the system, the certification process is also suspended.

In these cases, a supplementary audit is to be performed within three months in order to ascertain whether the proposed corrective action has been taken; if this audit is successful the certification process will be resumed...

The auditing team may decide to perform the supplementary audit on site or on the documents, depending on the type of corrective action involved.

If the above period is exceeded, the Social Accountability Management System is completely re-examined within six months of the finding.

After the six-month period has elapsed and the situation still remains negative, RINA reserves the right to definitively close the certification file and charge the time spent and expenses incurred up to that moment. In this case, if the organisation wishes to proceed with RINA certification, it must submit a new application and repeat the certification procedure.

In special cases, the above time limits may be modified at the request of the organisation, if considered justified by RINA.

3.7

After the satisfactory completion of the evaluation and validation by the relative RINA committee, a Certificate of Conformity of the Social Accountability Management System, valid for three years, will be issued (the facsimile of which is available at www.rina.org).

The validity of the certificate is subject to the result of the subsequent six-monthly surveillance audits and the three-yearly recertification of the Environmental Management System.

The frequency and extension of the subsequent audits for maintaining certification are established by RINA on a case-by-case basis by drawing up a three-year audit plan which it sends to the organisation.

¹ (Serious non-conformities mean:

- total non-observance of one or more reference standard requirements,
- non-compliance with one or more requirements of these Rules,
- a situation such as to cause a serious deficiency in the management system.



For details on the management and validity of the certificates of conformity issued by RINA, see chapter 6.

CHAPTER 4 MAINTAINING VALIDITY OF THE CERTIFICATE

4.1

The organisation must ensure its Social Accountability Management System continues to comply with the Reference Standards.

4.2

The organisation must keep records of:

- any reports and/or claims received by the interested parties concerning the aspects covered by the reference specification;
- any observations or reports by national or local authorities competent for controlling occupational health and safety and staff management aspects;
- any disciplinary measures taken;
- any other record certifying compliance with the requirements of the specification

and must make them available to RINA, together with the relative corrective action implemented, during the periodic audits.

4.3

RINA performs periodic audits on the Social Accountability Management System in order to evaluate whether it remains compliant with the requirements of the reference specification.

Certification maintenance audits are divided into two types:

- 1) Surveillance audits, generally performed at least once every six months. Sample checks are made of the Social Accountability Management System according to the schedule indicated in point 3.7 in the organisation's possession.
- 2) Recertification audit (see chapter 5).

The Social Accountability Management system must be totally reviewed every three years.

4.4

Surveillance audits are performed at the organisation's site/s, according to a three-year programme which enables each item contained in the reference specification according to which the Social Accountability Management System was certified to be audited at least once during the three years of validity of the Certificate



The following aspects will be considered during the surveillance audits:

- review and implementation of corporate policy and availability of same to internal and external stakeholders;
- management review;
- effectiveness of the social accountability management system in achieving objectives and progress of the planned continual improvement activities;
- any modifications to system documentation;
- internal monitoring of the social accountability management system;
- effectiveness of any corrective action;
- operation of the management procedures for reports and claims from internal and external stakeholders.

Details of the activities and instructions for performing surveillance audits at the site/s are described in the surveillance audit plan which RINA sends to the organisation before performing the audit.

4.5

At least one surveillance audit must be performed at intervals of not more than 6 months and the date within which the audits must be performed is indicated on the three yearly audit plan sent to the organisation.

This programme may be modified by RINA according to the results of the previous surveillance audits.

If the limits of the surveillance audits are exceeded for justified reasons, this must be agreed with RINA in advance and recovered at the subsequent audit.

4.6

RINA also reserves the right to perform additional audits with respect to those established in the three-year programme, announced or unannounced, at the organisation:

- if it receives claims or reports, considered to be particularly significant, relative to the non-compliance of the Social Accountability Management System with the requirements of the reference specification and of these Rules;
- in relation to changes taking place in the organisation;
- to organisations whose certification has been suspended.

If the organisation refuses without a justified reason, RINA may decide to suspend certification.

If RINA considers the claims and reports to be justified, the cost of the supplementary audit will be charged to the organisation.



4.7

The dates of the surveillance audits will be agreed with the organisation in due time and officially confirmed in writing.

The names of the auditors appointed to perform the audits will be notified by RINA to the organisation which may object to the appointments, giving its reasons.

As indicated by the Accreditation Body, at least one surveillance audit, generally the second, must be performed without any advance warning. This audit will not take place exactly upon expiry of the six-month period but within 2 months earlier or later. If any serious non-conformities are found during the unannounced audit, it must be planned once again during the three-year period. Also during unannounced audits, RINA will inform the organisation of the names of the auditors in advance; the organisation may object to the use of these people and explain its reasons.

4.8

The outcome of the audits is notified as described in section 3.5.

The validity of the certificate is confirmed following the successful outcome of the surveillance audit.

4.9

In the case of serious non-conformities or other findings whose number in the opinion of the audit team is such as to impair the correct functioning of the system, the organisation will be subject to a supplementary audit within the time limits established by RINA in relation to the importance of the non-conformities and, in any case, not more than three months after the end of the audit.

If the non-conformities are not eliminated within the established times or if they do not assure correct system operation, RINA may suspend certification until these non-conformities have been eliminated and, in any case, as specified in point 10.1.

All costs relative to any additional audits deriving from shortcomings in the Social Accountability Management System will be charged to the organisation.

4.10

In special cases, during the validity of the certificate, RINA may perform audits without notice instead of planned supplementary audits in order to investigate claims or following changes in the organisation or organisations whose certification has been suspended.



CHAPTER 5 RECERTIFICATION

5.1

For the recertification audit of the Social Accountability Management System, performed every three years, the organisation must contact RINA about three months before the date indicated on the three-year audit plan in its possession, and send an updated and complete copy of the Informative Questionnaire (available at www.rina.org) in order to allow RINA to plan the activity and agree on the date of the recertification audit.

The dates of the recertification audit will be agreed with the organisation in due time and officially confirmed in writing.

The names of the side auditors appointed to perform the audits will be notified by RINA to the organisation which may object to the appointments, giving its reasons.

5.2

The recertification audit sets out to confirm maintenance of the conformity and effectiveness of the overall Management System and is many based on an audit to perform on-site, generally, using the same criteria as the audit stage 2.

In particular, the recertification audit comprises an on-site audit which considers, among other things, the following aspects:

- a) the effectiveness of the overall Management System in the light of internal and external changes and its continual pertinence and applicability for the scope of the certification;
- b) the commitment demonstrated in maintaining the effectiveness and improvement of the Management System in order to improve overall performance;
- c) If the effectiveness of the Management System contributes towards the pursuit of the organisation's policy and objectives.

Details of the activities and instructions for performing recertification audits at the site/s are described in the recertification audit plan which RINA sends to the organisation before performing the audit.

5.3

Following the successful outcome of the recertification audit, the auditing team submits a recertification proposal to RINA in order to allow it to reissue the certificate of conformity.

RINA reissues the certificate of conformity following the positive outcome of the assessment of the subsequent proposal.



For details on the management and validity of the certificates of conformity issued by RINA, see chapter 6.

5.4

The recertification procedure must be successfully terminated before the expiry date indicated on the certificate. This date cannot be extended by RINA.

Consequently, the recertification audit must be successfully terminated in sufficient time to allow RINA to approve the recertification proposal and reissue the certificate within the above date (at least one month before the expiry date of indicated on the certificate).

If the organisation fails to abide by the above deadlines and does not obtain the reissued certificate within the date of expiry, the certificate must be considered as expired starting from the day after the date of expiry indicated on the certificate.

Organisations intending to obtain certification following the expiry of the certificate must present a new application and, generally, repeat the entire initial certification procedure.

5.5

In the case of major non-conformities or other findings whose number in the opinion of the auditing team is such as to impair the correct functioning of the system, the organisation must effectively implement the relative handling and/or corrective action before the date of expiry of the certificate of conformity.

This means that the organisation must perform the supplementary audit to verify the elimination of these non-conformities in sufficient time for the subsequent issue of the certificate.

The established times within which the organisation must perform the supplementary audit are communicated to the organisation in the recertification audit report.

The auditing team may decide to perform the supplementary audit on site or on the documents, depending on the type of corrective action involved.

All costs relative to any supplementary audits deriving from shortcomings in the Social Accountability Management System will be charged to the organisation.



CHAPTER 6 MANAGEMENT OF CERTIFICATES OF CONFORMITY

6.1

The certificate of conformity issued by RINA is valid for three years starting from the date of approval by RINA of the initial certification or recertification proposal.

6.2

From the moment of issue of the certificate by RINA, an original copy of the same and of the relative three-year audit plan is made available to the organisation in the "Member Area" of the RINA website (www.rina.org). The organisation may therefore enter and download copies of the above documents directly from this area of the RINA website.

If it is impossible to access the Internet, the organisation may request a hardcopy original from the pertinent RINA Office.

6.3

The validity of the certificate, throughout the three years of validity, is subject to the results of the subsequent surveillance audits.

The certificate of conformity is reissued following the successful outcome of each recertification audit, as indicated in chapter 5 hereto.

The validity of the certificate may be suspended, withdrawn or relinquished in accordance with the contents of Chapters 10 and 11.

RINA directly publishes and updates the following on its website www.rina.org:

- the list of certified organisations;
- the status of validity of the certificates issued, indicating valid, suspended or invalid for each certificate;
- copies of valid certificates.

On request, RINA provides information on the reasons for the invalidity of the certificate.



CHAPTER 7 MODIFICATION OF CERTIFICATION AND COMMUNICATION OF CHANGES

7.1

An organisation in possession of certification may request a modification or extension by presenting a new certification application, accompanied by the duly updated documentation indicated in point 3.1.

RINA reserves the right to examine requests on a case-by-case basis and to decide the evaluation methods for the purpose of issuing a new certificate according to the "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND STAFF CERTIFICATION" and SA 8000:2008 specification.

7.2

The organisation must promptly inform RINA of any changes in factors that may affect the capacity of the Management System to continue to satisfy the requirements of the specification used for certification.

This requirement concerns, for example, modifications to:

- a) the legal, commercial, organisational or ownership status;
- b) organisation and management (e.g.: key managers or technical staff, decision-making process);
- c) contact addresses and sites;
- d) field of application of the activities covered by the certified management system;
- e) significant changes in the management system and processes.

RINA reserves the right to perform additional audits on the organisation if the modifications communicated are considered particularly significant as regards maintaining the conformity of the Social Accountability Management System with the requirements of the reference specification and of these Rules or to review the economic conditions for the possible modification of the contract.

CHAPTER 8 SPECIAL REQUIREMENTS FOR MULTI-SITE ORGANISATIONS

8.1

If an organisation works on more than one permanent site, all the functions pertaining to the Social Accountability Management System are managed from a head office and a single certificate is requested, auditing activities can be performed by sampling the sites subject to audit, as long as:

- the activity covered by certification is the same for all sites and the organisation applies the same Company Management System (managed by one head office) to all sites;



- similar activities and processes are present on the sites. As regards subgroups of sites with similar activities, the sampling criteria may be applied for each identified subgroup;
- at least the following activities are managed by the head office of the organisation:
 - contract review (local acceptance of standard orders is permitted);
 - assessment of training requirements;
 - control and modification of documents;
 - senior management review of the Management System;
 - assessment of the effectiveness of corrective and preventive actions
 - planning/execution of internal audits and assessment of results

before the initial audit, the organisation performs an internal audit on each site and, following completion of any corrective action, assesses its conformity with the reference specification.

8.2

RINA issues a single certificate with the name and address of the headquarters of the organisation. A list of all the sites to which the certificate refers is indicated in an annex or on the certificate.

The organisation may be issued with an extract of the certificate for each site covered by certification, provided it indicates the same purpose or a sub-element, and includes a clear reference to the main certificate.

8.3

For any non-conformities found on one site during audits, the organisation must evaluate whether they are due to shortcomings common to more than one site and, if so, it must adopt corrective action both at the headquarters and at the other sites.

8.4

On the basis of the information provided by the organisation, RINA establishes sampling plans that are applicable both to surveillance and recertification audits. The number of sites subject to sampling for each scheduled audit is indicated in the three-year audit plan.



CHAPTER 9 TRANSFER OF ACCREDITED CERTIFICATES

9.1

If an organisation with a valid certificate issued by another body which is accredited by an accredited organisation SAAS (Social Accountability Accreditation Services), presents a certification application, RINA performs the following checks:

- documents review as indicated in paragraph 3.2 of these rules;
- review of the reports of the previous audits performed by the accredited body that issued the previous certification;
- possible audit at the organisation, the scope of which depends on the conformity and validity of the previously issued certification

The organisation must also inform RINA of:

- the reasons for the certificate transfer request;
- any observations or reports by national or local authorities;
- any claims received and relative action taken:

The contract between RINA and the applicant is managed as indicated in paragraph 3.1, depending on the scope of auditing activities.

After the satisfactory completion of the above activities and validation by the relative RINA committee, a Certificate of Conformity of the Social Accountability Management System is issued which generally maintains the deadline established by the body which issued the previous certificate.

Generally speaking, surveillance and recertification audits are also performed according to the plan established by the organisation that issued the previous certificate.

CHAPTER 10 SUSPENSION, REINSTATEMENT AND WITHDRAWAL OF CERTIFICATION

10.1

The validity of the certificate of conformity may be suspended as indicated in "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND STAFF CERTIFICATION" and in the following specific cases:

- if the organisation does not allow surveillance or recertification audits to be performed at the requested frequencies;



- if serious non-conformities are found in the Social Accountability Management System which have not been corrected within the time limits established by RINA
- if the organisation does not observe the deadlines established for the communication of corrective actions, following non-conformities indicated on the audit report;
- if the organisation has made far-reaching changes to its Site/s or moves to another site without informing RINA of such changes;
- if the Organisation has made modifications to its Social Accountability Management System that have not been accepted by RINA;
- if the organisation has undergone important re-structuring and has not reported this to RINA;
- if it refuses or obstructs the participation in audits of the observers of an accreditation body;
- for evidence that the Social Accountability Management System does not guarantee the respect of the laws and regulations applicable to the activity and/or the site/s;
- if any justified and serious claims received by RINA are confirmed.

The organisation may also make a justified request to suspend certification, normally for not more than six months and in no case after the date of expiry of the certificate.

This suspension will be notified to the organisation in writing, stating the conditions for re-instating certification and the date by which the new conditions are to be complied with.

Suspension of the validity of the certificate becomes effective on the date of dispatch of the notification and is made public by RINA directly on its website www.rina.org as established in point 6.3.

10.2

Reinstatement of certification is subject to verification that the shortcomings which led to the suspension itself have been eliminated. This is achieved by means of an analytical audit checking the compliance of the Social Accountability Management System with all the requirements of the reference specification.

It is notified to the organisation in writing and made public by RINA on its website www.rina.org as established in point 6.3.

10.3

Failure to fulfil the conditions as per point 10.2 above by the established date will lead to revocation of the Certificate of Conformity



Revocation of the certificate of conformity may be decided as indicated in "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND STAFF CERTIFICATION" and in the following specific cases:

- when there are reasons such as those indicated in point 10.1 for suspension, which are held to be particularly serious;
- if the organisation stops the activities or services covered by the certified Social Accountability Management System for over six months as a rule;
- in the case of appeals by interested parties which are shown as constituting a serious violation of the requirements of the SA 8000:2008 specification;
- if the organisation does not accept the new economic conditions established by RINA due to a modification in the contract;
- for the case of multi-site organisations, if the headquarters or one of the sites does not comply with the criteria required to maintain certification;
- for any other reason that RINA deems to be serious.

Withdrawal of the Certificate of Conformity is notified in writing to the Organisation and made public by RINA as indicated in point 6.3.

Any organisation which, following revocation of its Certificate, which commences on the date of notification, wishes to be re-certified, must submit a new application and follow the entire procedure all over again.

CHAPTER 11 RELINQUISHMENT OF CERTIFICATION

A certified organisation may send formal communication of relinquishment of certification to RINA, before the expiry of the certificate, including the case in which the organisation does not wish to or cannot conform to new provisions established by RINA.

Upon receipt of this communication, RINA starts the procedure for invalidating the certificate.

Generally speaking, within one month from the date of the communication, RINA updates the validity status of the certificate.



CHAPTER 12 CONTRACTUAL CONDITIONS

For contract conditions, the contents of the current edition of RINA document "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND STAFF CERTIFICATION" apply.

CHAPTER 13 SA 8000 APPLICANT STATUS CERTIFICATION

13.1

The SA 8000 Applicant Status scheme sets out to recognise organisations which volunteer to adopt the SA 8000 specification as their policy and take the essential first steps toward certification. Organisations wishing to obtain SA 8000 Applicant status must declare it operates in compliance with national and local legislation pertaining to the provisions of the SA 8000 specification, it accepts the principles established by the standard and is ready to begin the implementation and certification process.

13.2

Organisations wishing to obtain SA 8000 Applicant Status certification from RINA must provide it with their main organisation/production data and site location by filling in all parts of the "Informative Questionnaire" form (downloadable on www.rina.org) and sending it to RINA which will use it to prepare a quotation.

In particular, the organisation must inform RINA of:

- any elements of the reference specification that, in its opinion, require interpretation or adaptation, clearly stating the relative reasons;
- information concerning all the processes outsourced by the organisation that may affect conformity with requirements;
- the number of permanent and temporary sites involved in certification and the relative activities carried out there.

This information is required in order to verify the application of the requirements of the specification beforehand and to draw up a suitable offer.

If organisations accept RINA's quotation, they must make their SA 8000 Applicant Status certification application official by sending RINA the specific form attached hereto and the following documents, signed by the legal representative:



- copy of the Chamber of Commerce registration certificate or an equivalent document, certifying the existence of the organisation and describing the activity it performs;
- personal organisation chart;
- self-assessment questionnaire on the organisation's Management System (downloadable from www.rina.org);
- SA 8000:2008 specification implementation plan;
- a written commitment, drawn up on headed notepaper, to observe the regulations contained in the Applicant Status certification scheme and in the Rules for the certification of Social Accountability Management Systems and in the document "GENERAL CONTRACT CONDITIONS FOR THE CERTIFICATION OF SYSTEMS, PRODUCTS AND STAFF" by RINA, to incorporate the SA 8000:2008 specification into its policy, to implement it and be subjected, within one year from signing this request, to a certification audit; to observe all national and local regulations relative to the contents of the SA 8000:2008 specification; to pay RINA the fees relative to SA 8000 Applicant Status certification activities and reimburse the expenses incurred for that purpose, even if the certification procedure does not end with the issue of the relative Certificate;
- Payment of the above as established in the economic offer sent by RINA.

On receipt of the SA 8000 Applicant Status certification request and of the relative attachments, RINA sends the organisation written confirmation of acceptance.

The organisation's request, which makes specific mention of these rules, and its acceptance by RINA, contractually formalise the relationship between RINA and the organisation, and the applicability of these rules.

RINA examines the documentation sent by the organisation and decides whether to accept or reject SA 8000 Applicant Status recognition.

RINA, in agreement with the organisation, may perform an audit to verify general compliance with the declarations made by the organisation.

If the SA 8000 Applicant Status recognition application is accepted, directly or after modifications, RINA issues an SA 8000 Applicant Certificate indicating the activities of the Organisation and informs SAAS accordingly. This certificate is valid for one year from the date of application for certification.

If the SA 8000 Applicant Status application is rejected, the organisation may re-apply at any time. Additional fees shall apply in such cases.

Organisations receiving an SA 8000 Applicant Certificate from RINA may publicly qualify itself as "an SA 8000 Applicant" and may display its certificate as indicated in these Rules.



An "SA 8000 Applicant" organisation that does not undergo a certification audit within a year may apply for SA 8000 Applicant Status renewal no more than two times. An organisation may remain an SA 8000 Applicant for no more than three consecutive years. The SA 8000 Applicant Certificate must specify if it is a second or third year renewal. The organisation will only be listed for one year on the SAAS website as an "SA 8000 Applicant".

RINA applies the contents of these Rules and of the RINA document "GENERAL CONTRACT CONDITIONS FOR THE CERTIFICATION OF SYSTEMS, PRODUCTS AND STAFF" to the SA 8000 Applicant Status certification.

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Technical rules