



# Rules for the Certification of Social Accountability Management Systems

*Effective from 1st July 2010*

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Technical rules



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## **CHAPTER 1 GENERAL**

### **1.1**

These Rules define the additional and/or substitutive procedures applied by RINA for the certification of Social Accountability Management Systems in relation to what is already defined in the

General Rules for the Certification of Management Systems

### **1.2**

RINA issues certification in accordance with the requirements of the UNI CEI EN ISO/IEC 17021:2006 Standard to organisations whose Management System has been recognised as fully conforming to all the requirements of the SA 8000:2008 Specification, issued by SAI (Social Accountability International) and available on the RINA website ([www.rina.org](http://www.rina.org)), on the SAI website [www.sa-intl.org](http://www.sa-intl.org) or on the SAAS (Social Accountability Accreditation Services) website [www.saasaccreditation.org](http://www.saasaccreditation.org).

### **1.3**

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

## **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.

## **CHAPTER 3 INITIAL CERTIFICATION**

### **3.1**

Together with or following the certification request, the organisation is to send RINA the following documents, in addition to what is stated in the General Rules for the Certification of Management Systems in point 3.2:

- a Social Accountability Management manual describing the organisation's social policy, aims and Social Accountability Management System (latest valid version);
- organisation chart with names;



- a list of applicable Social Accountability laws in the country where the production site is located;
- 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 including time required, resources, responsibilities);
- self-assessment questionnaire on the organisation's Management System (downloadable from the RINA web site [www.rina.org](http://www.rina.org) (optional)).

In addition to what is stated in the General Rules for the Certification of Management Systems under point 3.2 for RINA Social Accountability Management Systems, prior to the certification audit, meetings with "interested parties" may be considered/planned in order to acquire advance information on the most common types of problems in the area in which the organisation operates.

During the meetings, the interested parties are unaware of the name(s) of the organisation(s) which has/have applied for certification. The minutes of the meeting, prepared by the RINA Operational Area, may be sent to the Accreditation Body.

## **CHAPTER 4**

### **MAINTENANCE OF CERTIFICATION**

#### **4.1**

As well as what is stated in point 4.2 of the General Rules for the Certification of Management Systems, for Social Accountability Management Systems, the organisation must keep records of:

- any reports and/or complaints received from interested parties concerning the aspects covered by SA 8000:2008;
- any observations or reports from national or local authorities responsible for controlling occupational health and safety and staff management aspects;
- any disciplinary measures taken;
- any other record certifying compliance with the requirements of the SA 8000:2008 specification

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

#### **4.2**

Instead of what is stated in the General Rules for the Certification of Management Systems in point 4.3, for Social Accountability Management Systems 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 programme in the organisation's possession (see point 3.7 of the General Rules for the Certification of Management Systems).
- 2) Recertification audit (see chapter 5 of the General Rules for the Certification of Management Systems).

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

#### **4.3**

Instead of what is stated in the General Rules for the Certification of Management Systems in point 4.5, for Social Accountability Management Systems 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 programme 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.

#### **4.4**

In addition to what is stated in the General Rules for the Certification of Management Systems in point 4.7, for Social Accountability Management Systems and as established by the Accreditation Body, at least one surveillance audit, generally the second one, is to be unannounced.

This audit will not take place exactly upon expiry of the six-month period but within a 4 month lapse of this date. 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.



## **CHAPTER 5 TRANSFER OF ACCREDITED CERTIFICATES**

The first paragraph of chapter 9 of the General Rules for the Certification of Management Systems is replaced, for Social Accountability Management Systems, by the following:

If an organisation with a valid certificate issued by another body which is accredited by SAAS (Social Accountability Accreditation Services) wishes to transfer its certificate to RINA, it must send RINA the Informative Questionnaire as per point 3.1 of the General Rules for the Certification of Management Systems and explain why it is requesting the transfer.

**All the other paragraphs of chapter 9 of the General Rules for the Certification of Management Systems apply.**

## **CHAPTER 6 SA 8000 APPLICANT STATUS CERTIFICATION**

### **6.1**

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.

### **6.2**

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](http://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](http://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 PERSONNEL" 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 of the request.

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 twice. 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 PERSONNEL” to the SA 8000 Applicant Status certification process.

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