

Notification: Suspension and/or withdrawal of SAATCA registration

Dear Auditor

XXXXXXXXXX

SAATCA auditor certification programmes aim, to provide business, industry and employers of auditors with confidence in the skills and competence of SAATCA certificated auditors.

According to our records your XXXXXXXX was due on XXXXX. Despite several reminders SAATCA has not received the required documentation and hence has no option but to suspend your registration.

In accordance with ISO 17024 **SAATCA** shall:

- 1.1. Monitor certificants' compliance with relevant provisions of the certification schemes
- 1.2. Shall have procedures and conditions for the maintenance and surveillance of certification in accordance with the certification scheme
- 1.3. The conditions shall be adequate to ensure that there is impartial evaluation to confirm the continuing competence of the certified person
- 1.4. There will be regulations preventing the use of certificate marks or logos in an inappropriate and misleading way
2. Attention is drawn to the SAATCA CRT 6.0 *Generic Criteria for All Certification Schemes* Page 13 "**Maintaining Certification**."
3. We also include extracts form SAATCA ARP 2.7 *Renewal Suspension and Withdrawal of Auditor Registration*, as follow:

3.1. Renewal

Renewal or re-certification is conducted every three years from initial registration in accordance with ARP 2.2 Renewals outside the 3 year cycles will be considered by the SAATCA Evaluations Committee provided documented evidence is presented by applicants of continued engagement in their respective auditing disciplines.

3.2. Suspension

Suspension means that a registered Auditor may be considered for suspension for one or more of the following reasons:

- 3.2.1. Complaints pending investigation.
- 3.2.2. Unprofessional behaviour, professional misconduct.
- 3.2.3. Unethical behaviour.
- 3.2.4. Malpractice.
- 3.2.5. Non-payment of registration fees.
- 3.2.6. Non adherence to the Code of Conduct.
- 3.2.7. Failure to submit the submissions required for the 3 yearly re-certification
- 3.2.8. Failure to submit the submissions required for annual surveillance

3.2.9. Non adherence to the Regulations Governing the Use of SAATCA Logo

4. Withdrawal

Withdrawal means that certification is permanently made invalid.

Should no response be received within 90 days, your registration will automatically be withdrawn.

5. You are hereby reminded that:

5.1. SAATCA does not refund any fee or part thereof to auditors or Training Course providers that have been suspended.

5.2. Your details will be removed from our Website with immediate effect.

5.3. Suspension can only be for a period of 3 months (90 days) without the written authorization of SAATCA Management

5.4. Auditor or Training Course Provider registration can only be re-instated once:

5.4.1. all documentation as required in CRT 6.0 have been submitted

5.4.2. the evaluation committee has approved the request

5.4.3. all outstanding payments have been received.

We thank you for your understanding and if you have any queries please send an email to SAATCA at admin@saatca.co.za or call the SAATCA office at 012 349 2763.

Please note that the SAATCA *procedure for complaints and appeals* is available on our website

Regards

Charlene Holm

Certification Manager

www.saatca.co.za