

## **SAATCA NOTIFIABLE CHANGES**

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**What are notifiable changes**                      Notifiable changes are significant changes to a Course Provider's management systems or Auditor's personal circumstances that can affect the organisation's or auditors state of compliance with SAATCA, regulatory or legal requirements, and must be notified to SAATCA.

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**Examples**                                      The following are examples of changes which could be considered significant, and therefore may require a special audit or evaluation by SAATCA for continued validity of certification.

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**Internal Factors**

**Course Providers**

- Changes to the organizations management system:
  - Changes to management structure.
  - New ownership.
  - Relocation of activities or controls to a new site.
  - Centralization or decentralization of activities.
  - Significant changes to the organization's processes.
  
- Changes to the authority of the management representative, that impact on:
  - Management system effectiveness or regulatory compliance.
  - The capability and authority to assure service integrity.
  
- Changes to the organization's operational scope (scope of registration).
- Changes to number of trainers

**Auditors**

- Changes in Auditors personal circumstances
    - Changes in marital status that impact on certification card details.
    - Complaints received from auditees.
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**External Factors**

- Available post-market information indicating a possible significant deficiency in the management system, course contents or auditors performance.
  
- Changes in critical suppliers (e.g. trainers).