

SANAS AMENDS R47-02 PROCEDURES



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Since 2016 Yolanda du Plessis has been the General Manager at Authentic Rating Solutions and holds an Honours Degree in Brand Leadership. Her expertise for almost two decades has been in the field of marketing and brand management across a broad spectrum of sectors. In her current capacity she is responsible for implementing and managing processes in line with SANAS requirements that have led to the solid reputation that Authentic Rating Solutions has today, as one of South Africa's leading verification agencies.

CONSISTENCY
AFFIDAVIT
B-BBEE ACT
SANAS QSE
EMEF
B-BBEE COMMISSION
STATUS LEVEL
DTI
B-BBEE
TRANSFORMATION
OWNERSHIP
SKILLS DEVELOPMENT
CIPC

On 18th March following the COVID-19 pandemic and subsequent requests, SANAS reviewed the R47-02 procedure to accommodate Verification Agencies during a B-BBEE Audit.

Section 18.1.1 of the R47-02 states that “No score is allowed without an on-site assessment of the entity”. However, based on the extraordinary circumstances this pandemic has brought about, the following applies to a B-BBEE Audit.

- > The normal engagement process between Verification Agencies and their clients will continue as usual.
- > On-site visits may be conducted remotely via any suitable recorded video platform if conducting an on-site assessment is not viable.
- > All necessary documentation that is required by the Verification Agency to support the accreditation process must be presented.
- > Where a Verification Agency cannot obtain documents, they can be viewed via any suitable video communication channel which must be appropriately recorded.
- > All interviews may be done through any suitable video or teleconference channel which must be saved for evidence purposes.
- > A person in the capacity of a Director must provide an Affidavit confirming the physical location of the organisation.
- > Confirmation that all information provided for the B-BBEE Audit is indeed real and accurate is mandatory.
- > Evidence of an organisation's physical address that is less than three months old is necessary.

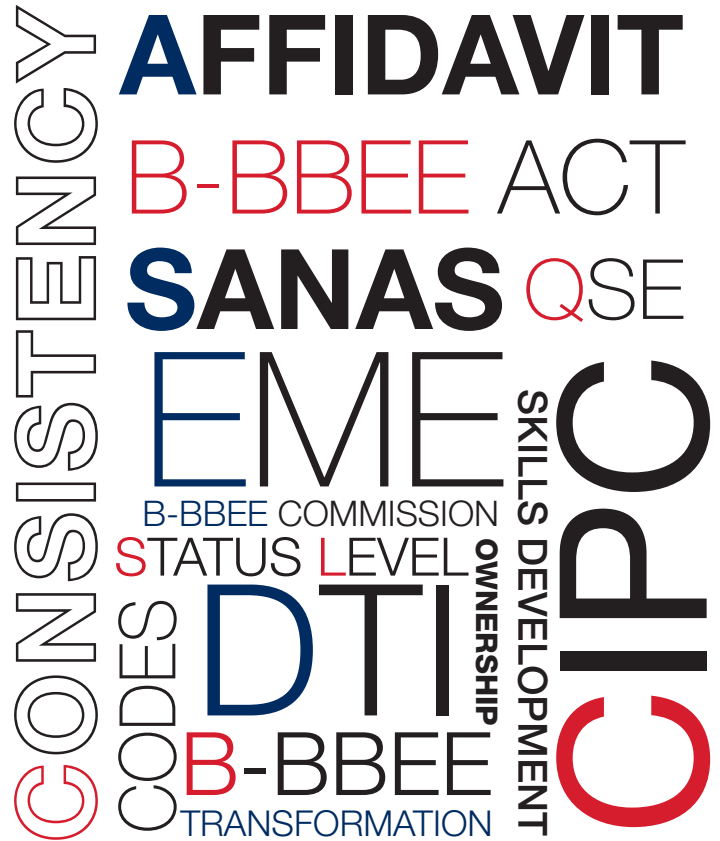
- > During on-site visits with these new measures in place, a Verification Agency is expected to identify all risks and mitigate each one accordingly.
- > During this interim measure, a Verification Agency takes full responsibility for the outcome and information that appears on the B-BBEE Certificate and Report.

Note that these are interim measures to address unprecedented times. They will be evaluated on a month-to-month basis and remain in place until further notice.

Authentic Rating Solutions has been conducting remote B-BBEE Audits over the last couple of weeks which have led to paperless verification processes.

Our Team is set up in such a way that we can connect with the office server remotely. Technologically we continue doing business by having online meetings and interviews which are recorded as per SANAS requirements. Where necessary, we have implemented additional checks to ensure the quality of our assessments. Client data and documents are shared, assessed and reviewed electronically.

As the B-BBEE Sector is not classified as an essential service, access to physical documentation held at the office is challenging. Although the process is slower, we are managing to conduct thorough audits with accurate results from doing B-BBEE Audits remotely.



I believe that most other Verification Agencies are similarly equipped to complete B-BBEE Audits as usual during the national lockdown period.

Organisations entertaining a remote B-BBEE Audit must ensure they have processes and infrastructure in place to complete their remote B-BBEE Audit in line with SANAS requirements.

- > Technological infrastructure is vital to a smooth B-BBEE Audit.
- > Contact your Verification Agency to familiarise yourself with their requirements for a remote B-BBEE Audit. Be aware of their specific processes, procedures and any other requirements, as these may differ from agency to agency.
- > Take the time to plan and prepare. Bear in mind that a remote B-BBEE Audit will most likely take longer than usual, so take an extended timeframe into account.
- > Access to relevant information is crucial. Ensure that representatives of your organisation are accessible, have access to data and all pertinent documentation. Organisations must have processes in place to sufficiently co-ordinate their B-BBEE Audit to avoid delays in submitting documents.



- > Ensure there are online communication platforms available for sampled Shareholders, Board Members, Managers, Employees and Beneficiaries that need to be interviewed. A Verification Agency should be able to suggest suitable platform options for evidence purposes. There are many platforms available that do not need software to be installed.

This lockdown, I believe, will change the way business is conducted for the foreseeable future. Organisations must not overlook the importance Occupational Health and Safety will play following the end of the lockdown. Therefore, ongoing risk assessments are vital to curbing the spread of COVID-19.

Proper Preparation Prevents Poor Performance -10 Tips for a successful B-BBEE Audit

- 1 Study the Code that your organisation is measured on to ensure you understand the rules of engagement. Having a holistic understanding of the process will allow you to play a hands-on role during the audit process.
- 2 Schedule time for your B-BBEE Audit, so you are not subject to other commitments or time constraints during the process.
- 3 Plan the process as part of preparing for your B-BBEE Audit. Allocate responsibilities with concrete deliverables. Communicate the plan to your team and manage the process proactively.
- 4 Familiarise yourself with the format of the submission. Most importantly, be equipped to identify and present all initiatives that are eligible for recognition across the scorecard. Make one complete submission so the process is effective and efficient. Bear in mind that submitting sporadic information will increase the risk of error.
- 5 Take the time to prepare the information for submission. Documentation should be on hand and ready for the on-site verification visit. Taking into account SANAS allowing remote site visits, the same applies.
- 6 Organise documents per element in a file. Consider referencing each document.
- 7 Ensure the necessary supporting documentation or evidence are on hand to qualify or verify respective initiatives.
- 8 Work closely with your Verification Analyst. Spend time with your analyst when they need justification for any issues tabled for inclusion or recognition. Allowing them to piece together information may be detrimental to your overall score or may trigger a reassessment. Remember an effective and efficient B-BBEE Audit is a managed and measured one. Keep abreast of the process.
- 9 Once you receive the provisional verification report, review it thoroughly. Evaluate initiatives that are not recognised or included, then ascertain the rationale thereof and correct where necessary.
- 10 Hold a post mortem following the B-BBEE Audit to identify any shortfall and what processes to implement for the next B-BBEE Audit.

