

ML/LP/NSI 008 17

03 March 2017

**To: All ACS and Passport Approved Companies**

Dear Colleague,

**SIA IMPORTANT UPDATE – CHANGES TO OLAR AND SAW**

Following communications by the SIA in January, you should be aware, the Self-Assessment Workbook (SAW) was revised and published in January 2017.

Please find the revised SAW document [here](#).

You can find a summary of the changes in the [Summary of Changes](#) document.

To incorporate the changes to the SAW, changes to the Online Achievement Record (OLAR) were made by the SIA on 1<sup>st</sup> March 2017.

NSI will be assessing, as per the requirements in the new SAW, from 2nd March 2017.

To support your organisation through this transition to the new SAW, until 1st April 2017, any Improvement Needs identified at assessment will be raised as Improvement Options. From 1st April 2017, Improvement Needs will be raised for any indicators that do not meet the ACS required achievement level.

Please note, the changes made to OLAR will result in a change in historical scoring for approved contractors in the OLAR. Please do not be overly concerned by this as true assessment scores are maintained within your CRM account with the SIA.

In the meantime if you have any questions with regards the content of this letter, please feel free to contact me.

Yours sincerely,



Max Linnemann  
Head of Certification Services