



**SADCA MRA COMMITTEE 2018-19 WORK PLAN**

	<b>ACTIVITY</b>	<b>RESPONSIBLE PERSON</b>	<b>DEADLINE</b>	<b>BUDGET USD</b>
<b>Management of Peer Evaluations</b>				
1	Review of Team Leader Peer Evaluation reports (MAURITAS, SADCAS & SANAS) for Transition for the ISO/IEC 17011:2017	MRA Committee Members	2019 – as per Transition Plan	N/A
2	Review of MAURITAS Peer Evaluation report	MRA Committee Members	Sept 2018	N/A
<b>Peer Evaluators</b>				
2	Expose at least 3 trainee peer evaluators	MRA Committee Chair and Secretary	2018	Financed by PTB
3	Ensure SADCA evaluators have been trained in the revised OHS MS standard (ISO 45001)	Secretariat	As per AB transition plans	N/A
<b>Adoption of Documents</b>				
4	100% Review all IAF and ILAC published documents, and consider for adoption or adaption.	MRA Committee Chair	Continuous	N/A
<b>Participation in IAF and ILAC</b>				
5	Rep resent SADCA in the ILAC AMC (YV), IAF/ILAC JMC (RJ), ILAC/IAF A-Series (YV), IAF MLA Committee (MM)	MRA Committee Chair	Continuous	N/A
6	Submission of customised reports to ILAC and IAF on MRA activities	MRA Committee Chair	Continuous	N/A
<b>Review of SADCA MRA documents</b>				
7	Align SADCA documents to ISO/IEC 17011:2017, and IAF/ILAC A-series documents	MRA Committee & Secretariat	2018	N/A
8	Task Force to draft the criteria for the extension of MRA scopes to include Product and MS (FSMS).	Task Force members (K Morgan, P Malebe, P Kondowe, S Mrosso, C	Oct. 2018	N/A



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		Bheekun/ Cheshta, and J Ndalamo)		
9	Review of all documents to be revised in 2018, and finalisation of draft documents	All members	2018	N/A
10	Update SADCA website with adopted ILAC/IAF documents	Secretariat	June 2018	N/A
11	Align SADCA documents to amended ILAC/IAF documents, and the resolutions passed	Secretariat	June 2018	N/A
<b>MRA Committee Membership</b>				
12	Update MRA Committee members list, and alternates	Secretariat	June 2018	N/A
13	Members to provide updated CV's, proof of ISO 17011 training & participate in e-learning programme	All members	June 2018	N/A
<b>Transition to new standards</b>				
14	Monitor AB's transition to new standards by the transition period	Secretariat	Quarterly reports	N/A
<b>Resolutions</b>				
15	Monitor completion of SADCA resolutions from previous meetings	Secretariat	Continuous	N/A