



**SADCA MRA COMMITTEE 2019 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
<b>Peer Evaluators</b>				
3	Expose at least 3 trainee peer evaluators	MRA Committee Chair and Secretary	2019	Financed by PTB
4	Conduct survey on the training still required for the successful evaluation of transition to new standards	Secretariat	2019	N/A
<b>Adoption of Documents</b>				
5	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>				
6	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
7	Submission of customised reports to ILAC and IAF on MRA activities	MRA Committee Chair	Continuous	N/A
<b>Review of SADCA MRA Documents</b>				
8	Align SADCA documents to amended IAF/ILAC A-series documents and the resolutions passed	MRA Committee & Secretariat	2019	N/A



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9	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, S Mrosso, C Bheekun/ Cheshta, and J Ndalamo)	Oct 2019	N/A
10	Review of all documents as per 2019 review schedule	All members	2019	N/A
11	Update the list of adopted ILAC/IAF documents on the SADCA website	Secretariat	On-going	N/A
<b>Review of MRA Committee Membership</b>				
12	Update MRA Committee members list, and alternates	Secretariat	On-going	N/A
13	Members to provide updated CV's, proof of ISO 17011 training & participate in e-learning programme	All members	June 2019	N/A
14	Train MRA Committee & Council Members on ISO/IEC 17011:2017, Risk Management, IAF/ILAC A series documents, Peer Evaluation processes, Decision-making processes.	All members	2019	N/A
<b>Transition to New Standards</b>				
15	Monitor AB's transition to new standards by the transition period	Secretariat	Quarterly reports	N/A
<b>Resolutions</b>				
16	Monitor completion of SADCA resolutions from previous meetings	Secretariat	On-going	N/A