

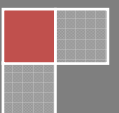
2013

SADCA MANAGEMENT REVIEW PROCEDURE

**SOUTHERN AFRICAN DEVELOPMENT
COMMUNITY COOPERATION IN
ACCREDITATION**

This document outlines the SADCA Management Review procedures.

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1. PURPOSE

1.1 This document describes the procedure to be followed by the SADCA Executive Committee (EXCO) when performing management reviews of SADCA's management system.

2. MANAGEMENT REVIEW

2.1 The EXCO is responsible to carry out the Management Review (MR).

2.2 The SADCA Chair will receive input from all the Committee Chairs, the Treasurer and other SADCA Members as required.

2.3 The MR Agenda shall include the following matters:

2.3.1 Review of progress on previous SADCA General Assembly (GA) resolutions;

2.3.2 Review of progress on SADCA Strategic Plan objectives;

2.3.3 Review of previous MR reports to determine if corrective actions and improvement actions are being effectively implemented;

2.3.4 Reports from the Chairs of the SADCA Committees;

2.3.5 Review of SADCA's financial matters;

2.3.6 Appeals and complaints;

2.3.7 Internal audit results and associated corrective actions;

2.3.8 Outcome of ILAC/IAF evaluations of SADCA, when applicable;

2.3.9 Additional SADCA documents to be revised or issued as deemed necessary by the SADCA Chair, and/or the Chairs of each SADCA Committee; and

2.3.10 Changes in ILAC/IAF documents, when applicable.

2.4 The expected outputs of the MR will include the following:

2.4.1 Improvement of the management system and its processes;

2.4.2 Improvement of the MRA processes and extensions of the MRA scope (where applicable);

2.4.3 Need for resources (where applicable);

2.4.4 Defining or re-defining of policies, goals and objectives.

3. FREQUENCY OF MANAGEMENT REVIEW

3.1 SADCA's MRs shall be conducted at intervals of no more than every 12 months.



4. MANAGEMENT REVIEW DISTRIBUTION

- 4.1 The SADCA Secretariat in consultation with the SADCA Chair and the MRA Council Chair shall complete a detailed draft MR Report to document the matters that were discussed, as described in item 2.
- 4.2 The SADCA Secretariat shall distribute the draft report to the EXCO prior to the next EXCO meeting.
- 4.3 The EXCO shall have the opportunity to submit comments on the draft MR Report which shall be discussed during the EXCO meeting, or via email.

5. APPROVAL AND RECORDS

- 5.1 The MR Report shall be approved by the EXCO in the form of an EXCO resolution.
- 5.2 After approval by the EXCO, the SADCA Secretariat shall distribute the final MR Report to the EXCO and file it in the SADCA files.
- 5.3 The SADCA Secretariat shall submit a copy of the MR Report to the GA for ratification of any action items contained in the report via email ballot.
- 5.4 If required, the GA may request the EXCO to carry out additional actions resulting from the MR report.



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ANNEX A: Document Amendment Record

Proposer	Section	Change	Approval date
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