

**2020**

# **SADCA MANAGEMENT REVIEW PROCEDURE**

**SOUTHERN AFRICAN DEVELOPMENT  
COMMUNITY COOPERATION IN  
ACCREDITATION**

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## 1. PURPOSE

This document describes the procedure to be followed by the SADCA Executive Committee (EXCO) for the review of the SADCA management system to ensure its continuing adequacy and effectiveness in satisfying the relevant requirements, and the SADCA policies and objectives.

## 2. MANAGEMENT REVIEW

- 2.1 The EXCO is responsible to carry out the Management Review (MR) on an annual basis.
- 2.2 The EXCO will review all matters (as in clause 2.5) since the previous Management Review
- 2.3 The MR meetings are for the:
  - 2.3.1 Reporting and monitoring of Strategic issues affecting the performance of SADCA;
  - 2.3.2 Improvement of the management system processes through the review of the adequacy and effective implementation of SADCA policies and procedures;
  - 2.3.3 Improvement of SADCA's service and peer evaluation processes; and
  - 2.3.4 Identification of the need for resources.
- 2.4 The SADCA Chair will receive input from all the Committee Chairs, the Treasurer and other SADCA Members as required.
- 2.5 The MR Agenda shall include the following matters:
  - 2.5.1 Review of progress on previous SADCA General Assembly (GA) resolutions;
  - 2.5.2 Review of progress on SADCA Strategic Plan objectives;
  - 2.5.3 Review of previous MR reports to determine if any corrective actions and improvement actions are being effectively implemented;
  - 2.5.4 Reports from the Chairs of the SADCA Committees;
  - 2.5.5 Review of SADCA's financial matters;
  - 2.5.6 Appeals and complaints;
  - 2.5.7 Internal audit results and associated corrective actions;
  - 2.5.8 Outcome of ILAC/IAF evaluations of SADCA, when applicable;
  - 2.5.9 Additional SADCA documents to be revised or issued as deemed necessary by the SADCA Chair, and/or the Chairs of each SADCA Committee; and
  - 2.5.10 Changes in ILAC/IAF documents, when applicable.



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

2.6.1 Improvement of the management system and its processes;

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

2.6.3 Need for resources (where applicable); and

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

### **3. MANAGEMENT REVIEW OUTCOME AND DISTRIBUTION**

3.1 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.

3.2 The SADCA Secretariat shall distribute the draft report to the EXCO prior to the next EXCO meeting.

3.3 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.

### **4. APPROVAL AND RECORDS**

4.1 The MR Report shall be approved by the EXCO in the form of an EXCO resolution.

4.2 After approval by the EXCO, the SADCA Secretariat shall distribute the final MR Report to the EXCO and file it accordingly.

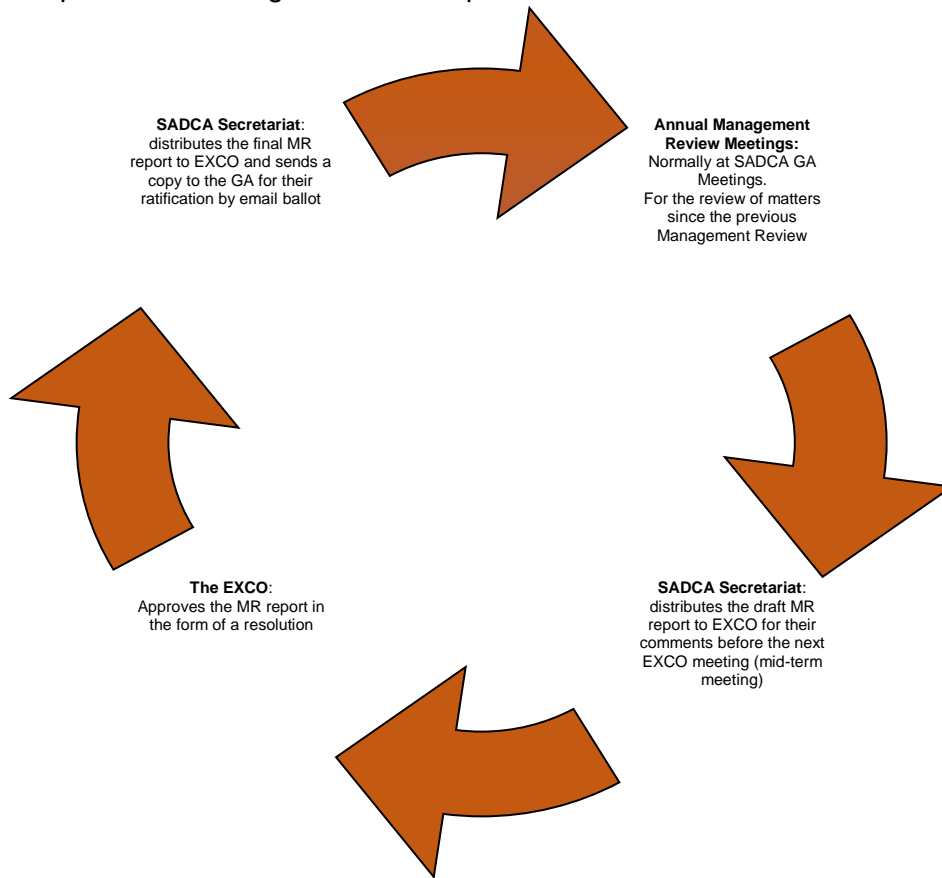
4.3 The SADCA Secretariat shall submit a copy of the MR Report to the GA for ratification of any action items contained in the report via email ballot.

4.4 If required, the GA may request the EXCO to carry out additional actions resulting from the MR.



## ANNEX 1: SADCA'S MANAGEMENT REVIEW MEETING

The chart below explains the management review process:





**ANNEX 2: AMENDMENT RECORD**

<b>Section</b>	<b>Change</b>
Page 2	Changed Secretariat contact details
2.1	Added "on an annual basis"
2.2	Deleted "The SADCA Chair will receive input from all the Committee Chairs, the Treasurer and other SADCA Members as required" Replaced with "The EXCO will review all matters (as in clause 2.5) since the previous Management Review"
2.3	Added new paragraph 2.3.1 – 2.3.4
2.4	Added "The SADCA Chair will receive input from all the Committee Chairs, the Treasurer and other SADCA Members as required."
3	Point 3 deleted: <b>FREQUENCY OF MANAGEMENT REVIEW</b> 3.1 AFRAC's MR's shall be conducted at intervals of no more than every 12 months.
4.2	Deleted "in the SADCA files" added "accordingly"