



Inter American Accreditation Cooperation

Procedure for Management Review

CLASSIFICATION

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AVAILABILITY

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Procedure for Management Review

1. Purpose

This document describes the procedure that the IAAC Executive Committee (EC), shall follow to perform a management review of the IAAC management system, and consider opportunities for improvement of the system.

2. Management Review

The management review is responsibility of the IAAC EC. The EC designates the IAAC Chair to perform the Management Review. The IAAC Chair will receive input from the Committee Chairs, the Treasurer, and other IAAC members, as required.

The management review shall include the following matters:

- Review of progress on previous IAAC General Assembly resolutions,
- Review of progress on IAAC Strategic Plan Objectives,
- Review of previous management review reports to determine if corrective actions and improvement actions are being effectively implemented,
- Reports from the Chairs of the IAAC Committees,
- Review of the IAAC financial affairs,
- Appeals and complaints,
- Internal audit results,
- Outcome of IAF/ILAC evaluations of IAAC, when applicable,
- Additional IAAC documents to be revised or issued as deemed necessary, by the IAAC Chair, and/or the Chair of each IAAC Committee, and
- Changes in IAF/ILAC documents, as applicable.

Management review expected output shall include actions related to;

- a) Improvement of the management system and its processes;
- b) improvement of MLA process and extensions of the MLA scope;
- c) need for resources, and
- d) defining or redefining of policies, goals and objectives.

3. Frequency of Management Review

The management review shall be conducted at intervals of no more than 12 months.



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4. Management Review Outcome and Distribution.

- 4.1. The IAAC Secretary in consultation with the IAAC Chair and the MLA Chair, shall complete a detailed draft Management Review Report to document the matters that were considered, as described in item 2.
- 4.2. The IAAC Secretary shall distribute the draft report to the EC members prior to the next EC meeting.
- 4.3. EC members shall have the opportunity to submit comments on the Draft Report which shall be discussed either during the Executive Committee meeting or via e-mail.

5. Approval and records

- 5.1. The Management Review Report shall be approved by the Executive Committee in the form of an Executive Committee Resolution, or according to IAAC balloting rules.
- 5.2. After approval by the EC, the IAAC Secretary shall distribute the final Management Review report to the EC members and file it in the Secretariat's archives.
- 5.3. The IAAC Secretary shall submit a copy of the Management Review report to the General Assembly for ratification of any action items contained in the report via email ballot.
- 5.4. If required, the General Assembly may request the Executive Committee to carry out additional actions resulting from the Management Review.