



PROCEDURE FOR MANAGEMENT REVIEW

CLASSIFICATION

This document is classified as ARAC Procedures Document.

AUTHORIZATION

Issue N°: 02
Prepared by: TC
Date: July 2016
Revision N°: 01
Approved by: Executive Committee
Issue Date: July 2016
Application Date: Immediate
Document number: ARAC PR 010

Inquiries: ARAC Secretariat
E-mail: secretariat@arabarac.org

AVAILABILITY

A Copy of this document in English is available from the ARAC Secretariat.

COPYRIGHT

ARAC holds the copyright of this document and it may not be copied for resale.

Original: English

1. Purpose

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

2. Management Review

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

The management review shall include the following matters:

- Review of progress on previous ARAC General Assembly resolutions,
- Review of progress on ARAC 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 ARAC Committees,
- Review of the ARAC financial affairs,
- Appeals and complaints,
- Internal audit results,
- Outcome of IAF\ ILAC evaluations of ARAC, when applicable,
- Additional ARAC documents to be revised or issued as deemed necessary, by the ARAC Chair, and\ or the Chair of each ARAC Committees, 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.

4. Management Review Outcome and Distribution.

- 4.1 The ARAC Secretary in consultation with the ARAC 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 ARAC 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 EC meeting or via- mail.

5. Approval and records

- 5.1 The Management Review Report shall be approved by the EC in the form of an EC Resolution, or according to ARAC balloting rules.
- 5.2 After approval by the EC, the ARAC Secretary shall distribute the final Management Review report to the EC members and file it in the Secretariats archives.
- 5.3 The ARAC 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 EC to carry out additional actions resulting from the Management Review.

6. Management Review Follow up

ARAC Secretariat shall record the review of actions arising from the Management review as part of the Minutes. The progress on closure of these action items will be tracked at each Management review meeting.