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**Procedure
For
EA Management Reviews**

PURPOSE

This procedure describes the process for EA management reviews.

Authorship

This document has been written by the EA Secretariat.

Official language

The publication may be translated into other languages as required. The English language version remains the definitive version.

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Further information

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1. INTRODUCTION

This document describes the procedure for conducting EA management reviews.

2. PURPOSE AND FREQUENCY

The Executive Committee carries out a management review every year, normally during its January meeting.

The purpose of the EA management review is:

- to consider the status of management system of EA
- to analyze the results achieved in relation to the set objectives
- to implement corrective actions in order to solve nonconformities
- to prevent nonconformities in work and
- to improve the EA management system.

Additionally and until the MAC and Central Secretariats have merged, the Management Group of the EA-MAC (MAC-MG) reviews and considers opportunities for improvement of the MLA system at least once every two years. The agenda for the meeting shall include an agenda item called Management Review.

Reviews may also be undertaken, as necessary, in combination with the EA-MAC and/or General Assembly meetings.

3. REFERENCES

Subjects to be considered as part of the management review shall include, but need not be restricted to, the following:

- Changes required in response to market demand
- Suitability of EA Policies and Objectives
- Realization of the Objectives
- Results of the Internal Audit
- Status of Preventive and Corrective Actions
- Recommendations for Improvement
- Complaints and Appeals
- Staff, Equipment, Premises
- Participation in International Activities
- Feedback from Interested Parties
- Realization of Training Activities
- Changes in Management System Documents

At the MAC level, subjects to be considered as part of the EA management review shall include, but need not be restricted to, the following:

- Follow-up of previous management reviews and the effective implementation of associated actions/suggested improvements etc.
- Evaluate results of internal audits and the effective implementation of associated corrective actions.
- Evaluate outcome of IAF/ILAC evaluations of the-EA MAC Secretariat.
- Review feedback on evaluator's performance during evaluations.
- Evaluate the effectiveness of evaluator trainings to improve competence and harmonisation of evaluation teams.
- Evaluate the managing of evaluations and composing of evaluation teams and TFGs

- Review complaints and appeals.
- Review EA-MAC-(MG) documents.
- Evaluate the need for improvements to the EA Management System, including policies and objectives for the MLA processes.
- Evaluate communications between Chair, Secretariat, Management Group, TFGs and MAC members.

4. MANAGEMENT REVIEW PROCESS

The MAC MG shall perform a review of the MAC work and an analysis of the MLA process regularly. As it is part of the EA overall management review, the report shall be finalised and sent to the Secretariat and the Quality Manager by the end of the year, to be submitted with the other documents supporting the management review that follows in January.

The outcome of the management review, including proposed actions, is formalised in a report submitted to the Executive Committee for approval.

The outcome of the review performed at the MAC level shall be recorded as part of the minutes of the EA-MAC Management Group corresponding meeting. Where relevant, actions plans can be set out, as part of the report.

The EA members as well as the EAMAC members shall be kept informed about the outcome of management reviews and proposed actions.

5. RECORDS

Management reviews and associated documents are published on the intranet, sub-section Executive Committee.