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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

For further information about this document, contact the EA Secretariat. Please check EA website for up-to-date information (<http://www.european-accreditation.org>).

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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 Spring meeting.

The purpose of the EA management review is:

- to ensure continuing adequacy and effectiveness of the management system,
- to ensure compliance with relevant requirements and policies,
- 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.

3. **REFERENCES**

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

- Follow-up actions of previous Management Reviews,
- Results of internal audits,
- Results of external evaluations, where relevant,
- Participation in international activities, where relevant,
- Fulfilment of the requirements stipulated in Regulation (EC) No 765/2008, Annex 1,
- Feedback from interested parties,
- New areas of accreditation on the European level and its implementation,
- Trends in non-conformities,
- Status of corrective actions,
- Fulfilment of objectives,
- Changes that could affect the management system,
- Status and analysis of complaints and appeals,
- Management of the peer evaluation system, including
 - Suitability of the processes,
 - Training activities,
 - Feedback from evaluated NABs, evaluators and on evaluator's performance during evaluations,
 - Safeguarding confidentiality.

The results from the Management Review will be used for actions related to:

- Improvement of the management system and its processes,
- Improvement of EA's service to its members and relevant stakeholders,
- Improvement of the organization and need for resources,
- Defining or redefining policies and objectives.

4. MANAGEMENT REVIEW PROCESS

The Executive Committee shall perform the Management Review. A report shall be prepared by the Secretariat beginning of the following year and submitted to the Executive Committee with the other documents supporting the Management Review.

The Management Review report, including proposed actions - especially proposals to improve the performance of EA -, shall be approved by the Executive Committee.

The EA 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.