



Management Reviews Procedure

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1. Purpose

This document provides general guidelines for conducting SAAC management reviews.

2. Scope

This procedure is internal and is applicable to all management reviews performed by SAAC.

3. Normative References

- Conformity Assessment- Requirements for accreditation bodies accrediting conformity assessment bodies ISO/ IEC 17011:2017.

4. Terms and Definitions

- **The Center:** The Saudi Accreditation Center (SAAC).
- **Process:** a set of interrelated or interacting activities that transforms inputs into outputs and fulfills a specific organizational objective.
- **Inputs:** the specific requirements in the process that will be handled.
- **Outputs:** the specific expected or intended results out of the process.

5. Policies

5.1 Inputs of the Management Reviews:

The inputs of management reviews shall include, but not limited to the followings:

- Follow-up the implementation of decisions of SAAC Board of Directors;
- Follow-up actions from earlier management reviews;
- Follow-up implementation, results of SAAC annual internal audit programme and future scheduling;
- Follow-up the implementation of the quality management system, the trends in nonconformities and status of corrective actions;
- Monitor the status of actions to address risks and opportunities;
- Follow-up the complaints, objections, appeals, feedback, views and improvement opportunities;
- Follow-up the peer and mutual evaluation results, where relevant;
- Evaluation of fulfilment of strategic objectives and the work program for the coming year;
- Evaluation of SAAC human resources, training and qualification programs for its employees;
- Regional and international developments related to conformity assessment and accreditation;
- Participation in international activities, where relevant;
- Evaluation of international cooperation programs;
- Review of the awareness programs for specific bodies;
- Review of financial outcomes of SAAC;
- Feedback from the Advisory Committees and interested parties;
- New areas of accreditation;
- Changes that could affect the management system;

- Training, qualification and performance monitoring programs for assessors and experts.

5.2 Participants and Frequency of Management Reviews

The management reviews shall be held at least once a year under the chairmanship of the Executive Director, with a quorum of 50% of the attendance, with the participation of:

- Deputy Executive Director for Operations (Member)
- General Manager of the Strategic Management and Partnerships (Member)
- General Manager of the Information Technology (Member)
- General Manager of the Finance and Administration (Member)
- General Manager of the Human Resources (Member)
- General Manager of the Laboratory Accreditation (Member)
- General Manager of the Accreditation of Inspection Bodies (Member)
- General Manager of the Accreditation of Certification Bodies (Member)
- Manager of the Technical Capacity Development Department (Member)
- General Manager of Quality (Secretary of the Committee)

The Executive Director may call for the meeting whomever he deems appropriate from the General Managers, Departments' Managers, Accreditation Officials and Employees of SAC, and may delegate whomever he deems appropriate to chair the meeting, the Executive Director may also call for an emergency meeting whenever new developments necessitate its holding.

In the event of a meeting, the General Manager of Quality shall prepare the agenda of the management review, and distribute it to the meeting participants well in advance of the meeting date.

5.3 Outputs of the Management Reviews:

The General Manager of Quality is responsible for following up the outputs of the management reviews and any corrective actions, thereby writing down the summaries of discussions during the reviews and formulating the decisions by preparing Form F-33, which shall include actions related to the followings:

- Improving of the SAAC management system, its processes, and services;
- improvement of services and accreditation process in conformity with the relevant standards and expectations of interested parties;
- Determining the need for resources;
- Defining or redefining policies, goals and objective.

The minutes of earlier management reviews meetings shall be retained and distributed to the attendees at the subsequent meeting. A new action/actions plan shall be created to implement the outputs.

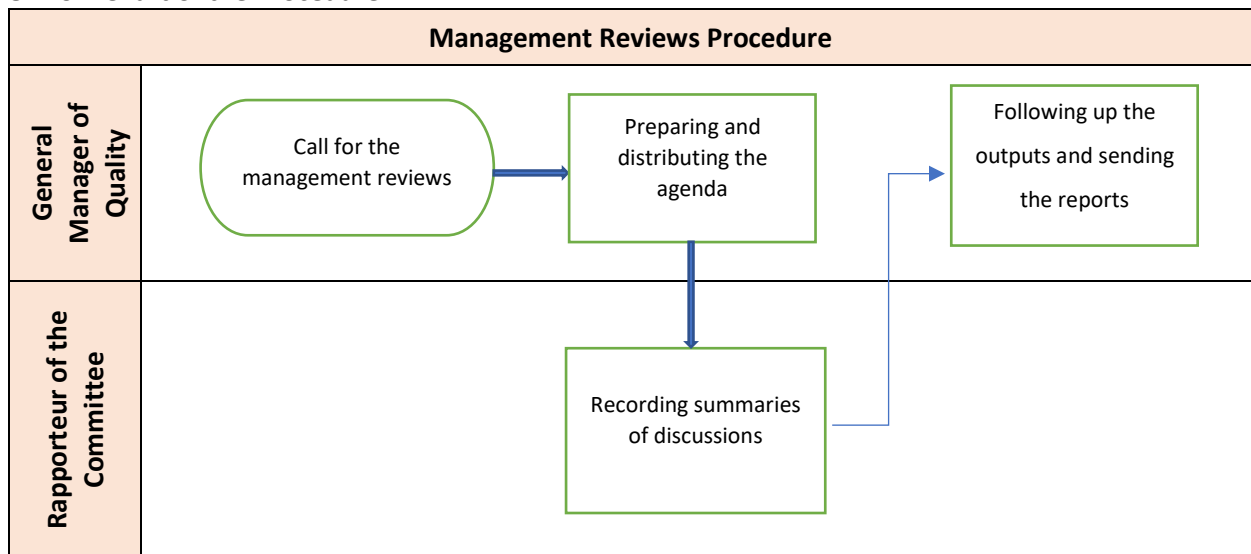
6. Exceptions

- There are no exceptions.

7. Procedures

M	Procedures	Responsibility	Document Link
7.1	Call for conducting management reviews	General Manager of Quality	E-mail
7.2	Preparing the management review agenda and distributing it to the meeting invitees	General Manager of Quality	Form of F-33
7.3	Recording summaries of discussions during the reviews and formulating the decisions	Rapporteurs of the Committee	Form of F-33
7.4	Developing an action plan for the outputs	General Manager of Quality	
7.5	Following up the management reviews outputs and sending the reports	General Manager of Quality	Form of F-33

8. Flow Chart of the Procedure



9. Performance Indicators

- Not Applicable.

10. Control of Version

- Not Applicable.

11. Records

- Not Applicable.

12. Relevant Documents

- Form of F- 33- Minutes of the Management Reviews