



i-NAF MANAGEMENT REVIEW PROCEDURE



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Prepared by: i-NAF Secretariat

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1 PURPOSE

1.1 This document describes the procedure to be followed by the i-NAF Natural Accreditation(Executive) Committee when performing reviews of i-NAF's management system.

2 MANAGEMENT REVIEW

2.1 The Natural Accreditation(Executive) Committee is responsible to carry out the Management Review on an annual basis, and normally at the i-NAF General Assembly Natural Accreditation(Executive) Committee meetings.

2.2 The Natural Accreditation(Executive) Committee will review all matters (as in clause 2.5) since the previous Management Review.

2.3 The Management Review meetings are for the:

2.3.1 Reporting and monitoring of strategic issues affecting the performance of i-NAF,

2.3.2 Improvement of the management system processes through the review of the adequacy and effective implementation of i-NAF's policies and procedures,

2.3.3 Improvement of i-NAF' service and peer evaluation processes,

2.3.4 Identification of the need for resources,

2.4 The i-NAF Board of Directors Chair will receive input from all the Committee Chairs, the Treasurer and other i-NAF Members as required.

2.5 The Management Review shall review the following matters:

2.5.1 Progress on previous i-NAF General Assembly resolutions,

2.5.2 Progress on i-NAF Strategic Plan objectives,

2.5.3 Previous reports to determine if corrective actions and improvement actions are being effectively implemented,

2.5.4 Reports from the Chairs of the i-NAF Committees,

2.5.5 i-NAF's financial matters,

2.5.6 Appeals and complaints,

2.5.7 Internal audit results and associated corrective actions,

2.5.8 Additional i-NAF documents to be revised or issued as deemed necessary by the i-NAF Board of Directors Chair, and/or the Chairs of each i-NAF Committee,



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2.6 The expected outputs of the Management Review will include the following:

2.6.1 Improvement of the management system and its processes,

2.6.2 Improvement of the i-NAF MLA processes and extensions of the i-NAF MLA scope (where applicable),

2.6.3 Need for resources (where applicable),

2.6.4 Defining or re-defining of policies, goals and objectives.

3 MANAGEMENT REVIEW OUTCOME AND DISTRIBUTION

3.1 The i-NAF Secretariat in consultation with the i-NAF Board of Directors Chair and the MLA Committee Chair shall complete a detailed draft Management Review Report to document the matters that were discussed, as described in item 2.

3.2 The i-NAF Secretariat shall distribute the draft report to the Natural Accreditation(Executive) Committee prior to the next Natural Accreditation(Executive) Committee meeting.

3.3 The Natural Accreditation(Executive) Committee shall have the opportunity to submit comments on the draft Management Review Report which shall be discussed during the Natural Accreditation(Executive) Committee meeting, or via email.

4. APPROVAL AND RECORDS

4.1 The Management Review Report shall be approved by the Natural Accreditation(Executive) Committee in the form of an Natural Accreditation(Executive) Committee resolution.

4.2 After approval by the Natural Accreditation(Executive) Committee, the i-NAF Secretariat shall distribute the final Management Review Report to the Natural Accreditation(Executive) Committee and file it accordingly.

4.3 The i-NAF Secretariat 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.

4.4 If required, the General Assembly may request the Natural Accreditation(Executive) Committee to carry out additional actions resulting from the Management Review.