

INTERNAL AUDIT AND MANAGEMENT REVIEW POLICY

ABC Accreditation Body

Revision 1

TABLE OF CONTENTS

Section	Page
1.0 GENERAL	3
2.0 SCOPE	3
3.0 OBLIGATIONS OF APPLICANT AND ACCREDITED ORGANIZATIONS	3
3.1 Implementation of Internal Audits and Management Reviews:	3
3.2 Close out and Follow-up	5
3.3 General Conduct of Internal Audits	3
3.4 Selection of Internal Auditors	3
3.5 Procedure for Internal Audits	4
3.6 Procedure for Management Review	4

1.0 GENERAL

ABC Accreditation Body is a body established in accordance with Laws and Regulations as an accreditation body for laboratories, certification bodies, inspection bodies, training institutes and persons.

2.0 SCOPE

This document is applicable to all applicants and accredited organizations of ABC accreditation schemes and all ABC personnel.

The aim of CAB internal audits shall be to determine the level of implementation and effectiveness of the CAB management system and whether the system allows for improvement.

The aim of management reviews is for top management to determine whether the CAB management system is assisting in the attainment of CAB corporate objectives, however defined.

3.0 OBLIGATIONS OF APPLICANT AND ACCREDITED ORGANIZATIONS

All CABs accredited by ABC shall conduct internal audits and management reviews once per year.

All CAB activities shall be audited at least once per year. The internal audit results from the previous calendar shall be reviewed prior to formulating any new audit program to ensure that any outstanding audits are accounted for in the revised audit program.

Annual Management Review meetings shall be conducted under the control of top management. The agenda for such meetings shall include all the items listed in ISO/IEC 17025, clause 8.7

Management Review Minutes shall be produced for all associated meetings. The minutes shall clearly identify any actions resulting from the meeting.

3.1 Implementation of Internal Audits and Management Reviews:

Internal Audits and Management Review have different foci.

- Audits should be considered collegial activities between colleagues to enhance CAB conformance to requirements. This process should focus on the discussion.
- Internal audits are the most comprehensive tools used within any CAB to determine the suitability of their management system. They provide the best possible picture of the state of the management systems and its implementation.

The review of a CAB management system can be exercised in several ways. Monitoring the performance of a management system is normally exercised through formal reviews of processes and procedures and by meetings that bring all concerned parties together. The management review committee (MRC) normally consists of the following:

- Top management,
- Line managers
- Management Representative

3.2 General Conduct of Internal Audits

CAB Internal Auditors shall be provided access to all documents, records and areas under examination and the people that work in those areas or in the processes under examination.

Audit notes are to be recorded for the activity and are traceable back to the auditor and the date on which they were made.

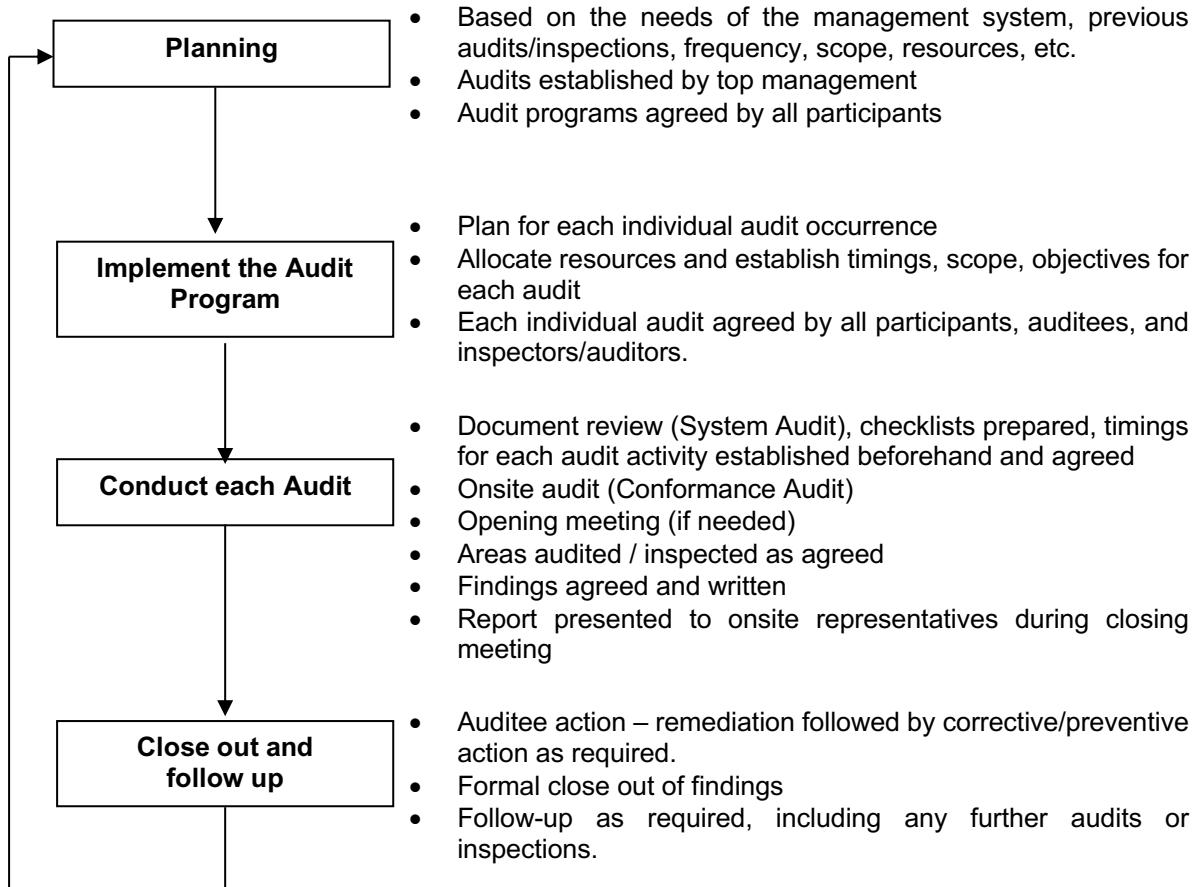
3.3 Selection of Internal Auditors

Audits shall be performed by trained, competent auditors in all instances. Internal and external auditors shall be appointed based on their training, experience, and knowledge of technical and/or quality matters as appropriate. Records of training and competence are maintained on file for review by clients, appropriate regulatory authorities, and accreditation bodies. In addition, all internal auditors shall have demonstrated a sound understanding of the CAB management system.

3.4 Procedure for Internal Audits

3.4.1 General

The general process for the conduct of audits is shown below for information only. The process demonstrated here is a guide only. CABs may follow their own procedures.



3.4.2 Audit Records

Audit records shall be created during the audit to demonstrate that an appropriate audit process was followed. These records shall demonstrate the process that was followed and the outcomes of the audit process.

3.5 Procedure for Management Review

3.5.1 General

The general process for the conduct of management review is shown below and represents the minimum required of all accredited CABs.

- Management representative negotiates with others for the selection of the management review activity timings and venue.
- Top management establishes the management review activity timings and venue.
- Management Representative issues the agenda in accordance with CAB QMS procedures, keeping in mind the requirements of management review clauses of the governing standard.
- Top management chairs the management review and receives the reports of all attendees in accordance with the requirements of management review clauses of the governing standard.
- Management review group considers actions resulting from the meeting (outputs) and makes decisions on such actions.
- Findings resulting from the meeting are entered into the CAB continual improvement log (or equivalent) for action.
- Management Representative creates the minutes of the meeting in accordance with CAB QMS

procedures, keeping in mind the requirements of management review clauses of the governing standard.

- Management Representative collaborates with others for content of the minutes and submits the consensus result to Top Management for signature.

3.6 Close out and Follow-up

The close out and follow up of all internal audit findings and all management review outputs shall be documented within the CAB's own management system.