



## KENYA ACCREDITATION SERVICE

Document Title: **MANAGEMENT REVIEW**

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-TS-OP-006	02	02/02/2015	02/03/2015	OP	1 of 4

### Approval and Authorization

Completion of the following signature blocks signifies the review and approval of this Document.

Name	Job Title / Role	Signature	Date
Authored by	ASSISTANT DIRECTOR-CERTIFICATION	<i>Approved</i>	02/02/2015
Checked by	AD INSPECTION AND VERIFICATION	<i>Approved</i>	02/02/2015
Approved by	DEPUTY DIRECTOR-TECHNICAL SERVICES	<i>Approved</i>	02/02/2015

### Periodic Review Approval and Authorization

Completion of the following signature blocks signifies the review and approval of this Document.

Required by: (02/2018)

Name	Job Title / Role	Signature	Date
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Required by: (02/2021)

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Document Title: **MANAGEMENT REVIEW**

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-TS-OP-006	02	02/02/2015	02/03/2015	OP	2 of 4

## 1.0 OVERVIEW CONTENT

### 1.1 Process Overview

Kenas top management shall review its Quality Management System at least once a year to ensure adequacy and effectiveness in satisfying the relevant requirements including standards, policies and objectives.

### 1.2 Purpose

This procedure defines how review of the management system is carried out by KENAS.

### 1.3 Scope

This procedure is applicable to Quality management system and its mandate including its related activities.

### 1.4 Role(s) and Responsibility

Role	Responsibility
AD Certification	<ul style="list-style-type: none"><li>• Author and owner of the document</li><li>• Incorporate any amendments required</li></ul>
MR	<ul style="list-style-type: none"><li>• The MR has the principal responsibility of ensuring that this procedure is suitable for its intended purpose.</li><li>• Ensure the operating procedure is well understood within the organization</li></ul>
All KENAS Staff	<ul style="list-style-type: none"><li>• Compliance</li></ul>

## 2.0 DEFINITIONS/ ABBREVIATION

The table below defines terms that are included in or associated with this process.



# KENYA ACCREDITATION SERVICE

Document Title: **MANAGEMENT REVIEW**

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-TS-OP-006	02	02/02/2015	02/03/2015	OP	3 of 4

Term	Definition
AD	Assistant Director
MR	Management representative

## 3.0 PROCESS INSTRUCTIONS

### 3.1 Planning

The MR shall plan and schedule management review meetings at the start of each calendar year. The plan will be discussed and agreed upon with the CEO and posted on calendar with invites.

### 3.2 Frequency of meetings

The management review meetings shall be held at least once a year.

### 3.3 Items of agenda

Inputs to management reviews shall include where available, current performance and improvement opportunities related to the following:

- a) Results of audits
- b) Results of peer evaluation
- c) Participation in international activities
- d) Feedback from interested parties
- e) New areas of accreditation
- f) Trends in non-conformities
- g) Status of preventive and corrective actions
- h) Follow up actions from previous management reviews
- i) Fulfilment of objectives
- j) Changes that could affect the management system
- k) Appeals
- l) Analysis of complaints

### 3.4 Management meetings and discussion.

3.4.1 The meeting shall deliberate and discuss on the input items and take the necessary



# KENYA ACCREDITATION SERVICE

Document Title: **MANAGEMENT REVIEW**

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-TS-OP-006	02	02/02/2015	02/03/2015	OP	4 of 4

action to improve the management system.

3.4.2 The output from the management review shall include actions related to improvement of services and accreditation process.

3.4.3 The team shall commit resources required for defining or redefining policies, goals and objectives.

3.4.4 Results from management review and actions to be taken shall be recorded.

3.4.5 The management shall ensure that corrective actions raised are carried out within the desired timescale.

## Records

3.4.6 The minutes of the review meeting shall be maintained by the MR.

## 4 REFERENCE AND RELATED DOCUMENTS

Ref	Document Identifier	Document Title
1.	ISO/IEC 17011	Conformity Assessment-General requirements for accreditation bodies accrediting conformity assessment bodies
2.	KENAS-QM-MAN-001	KENAS Quality Manual

## 5 TRAINING / AWARENESS

Staff performing one or more of the roles specified in this procedure shall be made aware of the existence of this procedure. A period not more than one month shall be allocated between the issue date and effective date to facilitate such awareness.

## 6 REVISION HISTORY

Date	Ver	Revised By	Reason For Revision
02/02/2012	01	AD-Certification	Initial on the new numbering system, supersedes KENAS/OP/06
02/02/2015	02	AD-Certification	Inclusion of agreement on plan, and posting on calendar as well as inclusion of minutes.