



SYSTEM

NIGERIA NATIONAL ACCREDITATION

MP 04 - Management Review

Issue 03

MP 05-03

MANAGEMENT REVIEW

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1.0 Purpose/Scope

The purpose of this procedure is to provide guidance for the review of NiNAS' quality management system (QMS) for effectiveness and compliance with the relevant standards and procedures.

2.0 Definitions/References

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

3.0 MANAGEMENT REVIEW - General

NiNAS reviews its management system at least once a year to ensure its continuing adequacy and effectiveness in satisfying the relevant requirements, including ISO/IEC 17011 and the stated policies and objectives. These reviews may be increased if performance issues give rise to additional internal audits. Management Reviews are conducted by the DG/CEO, Directors and the Quality Manager and the discussion is focused on the findings from internal and external audits with a view to improving organisational performance. The results of Management Reviews are shared with the Board of Directors.

3.1 Inputs to Management Review Meetings

The Quality Manager gathers information for the Management Review and provides the information to the DG/CEO generally not less than three weeks in advance of the meeting. Informational inputs to the review include, where available, current performance and improvement opportunities related to the following:

- a) Follow-up actions from previous management reviews;
- b) results of internal audits and any external audit;
- c) results of peer evaluation where relevant;
- d) safeguarding impartiality; participation in international activities, where relevant;
- e) feedback from interested parties;
- f) new areas of accreditation;
- g) trends in nonconformities;



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- h) the status of actions to address risks and opportunities;
- i) status of preventive and corrective actions;
- j) fulfilment of objectives;
- k) changes that could affect the management system;
- l) appeals;
- m) analysis of trends in and severity of complaints;
- n) results of staff and assessor monitoring systems with a view to determining their effectiveness;
- o) follow-up actions from earlier management reviews;

3.2 Outputs from Management Review Meetings

Management shall make decisions based on the inputs and develop or amend existing business plans and strategies to:

- a) improve the management system (policies, procedures, forms and other documents as necessary) to address issues identified in audits;
- b) improve services and accreditation processes while remaining in conformity with the relevant standards, guides and IAF, ILAC obligations;
- c) better meet expectations of interested parties;
- d) address gaps in resource needs, and
- e) define or redefine goals and objectives.

Outputs are recorded as formal minuted actions indicating individuals responsible for each and an estimated date of completion. The minutes are signed off by the DG/CEO.

3.3 Management Review Follow-up

Any arising changes to the system or the implementation of new plans and strategies are monitored by management to ensure their completion.



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4.0 Forms

Table: 4-1 Forms in use with Procedure 4	
Form Number	Title
F-4-001	Management review meeting minutes



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5.0 Document History

Modification No/Date	Proposed by	Page No.	Summary of Modification
30/04/2020	Quality Manager		Updated to reflect the requirements of ISO/IEC17011:2017 and the new format for NiNAS documents
04/07/2021	Quality Manager	Approval page	Change in the name and designation of staff who reviewed the document
01/03/2022	Quality Manager	Page 4	Correction of the word 'remaining' and the insertion of DG.
01/04/2023	Quality Manager	All	Review resulting from the 2023 internal audit