



P . A . B

Professional Accreditation Body

REVIEW POLICY AND PROCEDURE

1. **PURPOSE**

The purpose of this document is to outline the policy and procedure for reviewing the ETQA QMS.

2. **SCOPE**

This policy applies to the PAB ETQA and must be married to the review mechanisms of the whole organization. The scope of this exercise therefore implies that all persons and or organisations operating within the ambit of the ETQA constituency must be informed of changes.

3. **RATIONALE**

While it is acknowledged that different policies affecting different aspects of the ETQA have been developed, it is also acknowledged that not all decisions taken by the ETQA, which decisions include the approval of accreditation of providers, the awarding of certificates of registration of Assessors, Moderators and Verifiers and the certification of competency of Applicants against registered unit standards and/or qualifications, will be to the satisfaction of all. It is also wise to note that input from other staff members and participating organisations may highlight loopholes in the quality management systems of the ETQA and thus can be a positive contributing factor to the functions of the organisation and assist in sustaining a quality culture.

5. **POLICY**

It is the policy of the PAB ETQA to ensure validity and credibility of all our activities. It is therefore part of our Quality Management System that a review of all policies and procedures happen yearly during the month of November.

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The first review will be conducted as part of the initiation process and will afford all the opportunity an input to the contents of the ETQA policies and procedures.

6. PROCEDURE FOR REVIEWS

A) First review

- 6.1 The first review of developmental work done will happen during July 2003.
- 6.2 The work developed will be made available electronically to all ETQA persons, and the executive committee by the end of July 2003.
- 6.3 Persons wishing to input information must do so by the 15 August 2003
- 6.4 The PAB will rework and include all value added information.
- 6.5 The final draft will be submitted to the PAB executive committee for ratification.
- 6.6 The final approved documentation shall be included into the electronic system and installed on all PAB computers by the end of August 2003.

B) Yearly review

- 6.1 The system policies and procedures will be reviewed yearly during the month of November.
- 6.2 This will not hamper changes that have to be made on an Adhoc basis. The PAB is of the opinion that this being a dynamic system will grow and be further developed as the need arises.
- 6.3 The PAB Manager will call for inputs and proposed changes to the contents of the system in September.
- 6.4 All information and input must reach the PAB manager by the 30th September.
- 6.5 The PAB will workshop the information and submit revised documents to the ETQA advisory committee by the 30th November.
- 6.6 Changes to the electronic version will be instituted and available to all during the first week in January.

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