

QP9: INTERNAL ANNUAL BIM CQA PROGRAMME REVIEW

Purpose

This procedural document defines the method by which the CQA Support Team reviews the BIM CQA Programme and Quality Management System to ensure that the system continues to support the policies and strategies approved by BIM and the requirements of Accreditation, FAO Guidelines and GSSI Benchmark Standards and other recognized benchmarking templates.

Scope

The review will consider the performance of the relevant Standards and Oversight Committees, Certification Bodies and Accreditation Bodies operating within the BIM CQA Programme and the supporting CQA Quality Management System, as demonstrated by activities in keeping with procedures, certifications, accreditation service, and customer complaints and observations. Consideration will also be given to the suitability of the Quality Management System to support the on-going policies and strategies of the Programme and to the relevance and practicality of the BIM CQA Standards. The GSSI Benchmarking Tool and ISO 17065 will be used as benchmarking reference tools

Method

1.1 Current Performance

An appointed expert or team shall report to the BIM Aquaculture Director or BIM OC Chair at least once each calendar year on the performance of the BIM Programme and Quality Management System.

The report will include the following:

- a) A review of the BIM CQA Programme Governance, Operations, Standards and Quality Management Systems, including a summary of an internal audit Programme highlighting any areas of concern and proposed corrective action;
- b) A review on each Certification Body and Accreditation service provider, highlighting any observations, inconsistencies or non-conformances, which could affect the BIM CQA Programme Integrity and Certification Body's accreditation;
- c) A summary of any complaints and actions taken; and
- d) A summary of open comments from the public or stakeholders.

The BIM Aquaculture Director will confirm agreement with the course of action taken, or proposed, and will advise on alternative strategies, if necessary. The results of the Internal Review will be circulated and presented to the relevant Committees.

Doc: QP9					
Issued By	V. Flynn	Approved By		C. Morrison	
Issue Date	April 2018	Issue	1	Revision	0
Controlled Copy- No unauthorised copying or alteration permitted					
© BIM, for authorised use only					

Method (continued)

1.2 Future Planning and Corrective Actions

Opportunity will be taken during the review to determine the adequacy of the present BIM CQA Programme, the Programme Resource and the Quality Management System to support future potential developments.

The CQA Support Team will be responsible for updating all relevant parties on the progress and close out of any corrective actions through management reports and communications.

Records

The minutes of the relevant BIM meetings and CQA Committees and other relevant committee meetings shall record the relevant response to the review, including any actions to be implemented by the BIM CQA Support Team or the BIM Aquaculture Director.

Copies of reports presented will be maintained in the Internal Review file held by the CQA Programme Lead.

Doc: QP9					
Issued By	V. Flynn	Approved By		C. Morrison	
Issue Date	April 2018	Issue	1	Revision	0
Controlled Copy- No unauthorised copying or alteration permitted					
© BIM, for authorised use only					

BIM CERTIFIED QUALITY AQUACULTURE PROGRAMME

AMENDMENT LOG

DATE	ISSUE	AMENDMENT	AMENDED BY

Doc: QP9					
Issued By	V. Flynn	Approved By		C. Morrison	
Issue Date	April 2018	Issue	1	Revision	0
Controlled Copy- No unauthorised copying or alteration permitted					
© BIM, for authorised use only					