



TERMS OF REFERENCE QUALITY MANAGER

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FURTHER INFORMATION

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1. INTRODUCTION

1.1 Purpose

This document defines the terms of reference for the Global ACI Quality Manager.

1.2 Scope

In accordance with Global ACI-GOV-002 *General Rules*, following approval by the General Assembly, the Executive Committee shall appoint the Global ACI Quality Manager. This document applies both to the Global ACI Quality Manager in the conduct of his/her duties and to the General Assembly and Executive Committee in appointing a suitable person.

2. TERMS OF REFERENCE

2.1 Responsibilities of the Quality Manager

The Global ACI Quality Manager shall:

- 2.1.1 Assist the Executive Committee to ensure that the Global ACI management system is appropriate for the type of services provided by Global ACI and is established, implemented and maintained in accordance with the Global ACI policies and objectives.
- 2.1.2 Ensure Global ACI-MS-001 *Quality Manual* continues to be appropriate for the nature of Global ACI activities and is maintained up-to-date.
- 2.1.3 Supervise the maintenance and updating of all Global ACI controlled documents.
- 2.1.4 Oversee the Global ACI management system, being responsible for monitoring its overall operation and implementation.
- 2.1.5 Ensure internal audits are conducted in accordance with Global ACI policies.
- 2.1.6 Promote appropriate actions necessary in order to improve the operation of the Global ACI management system.
- 2.1.7 Provide an annual report to the Executive Committee on the operation of the quality system which will form the basis of the management review and ensure that management reviews are conducted in accordance with the requirements of Global ACI policies.
- 2.1.8 Report on the performance of the Global ACI management system to the Executive Committee, attending meetings of the Executive Committee as required by the Committee.
- 2.1.9 Ensure that any negative findings raised at internal audit, management review, complaints or appeals are actioned in a timely manner.
- 2.1.10 On behalf of the Global ACI Executive Committee, report annually to the Global ACI General Assembly on the performance of the Global ACI management system.

2.2 Terms of Service

- 2.2.1 The Global ACI Quality Manager is appointed by the Executive Committee and shall be chosen from amongst the Global ACI Membership. The term of service for the Global ACI

Quality Manager shall be for a maximum of two (2) consecutive, three (3) year terms, i.e. a maximum of six (6) years.

2.2.2 A person who has previously resigned from the position of Global ACI Quality Manager or has completed the maximum term of service shall not be eligible for reappointment, except at the discretion of the Executive Committee, and only in the absence of other nominations for the position.

2.3 Access to Information

The Global ACI Quality Manager shall be provided with full access to all relevant information within Global ACI.

2.4 Reporting

In accordance with the structure of Global ACI given in Appendix 1 of Global ACI-GOV-002 *General Rules*, the Global ACI Quality Manager reports directly to the Executive Committee.

3. AMENDMENT TABLE

Section	Previous Version	Summary Of Changes
All	-	New issue of the establishment of Global ACI
All	1.0	Changing Global ACI to Global ACI, including updating of Global ACI contact details