



Licensing Manual 2006

Section 13

Review of Standards, Policies and Procedures

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REV 1 Systematic review

- 1.1 The Board or its delegate(s) shall maintain a systematic program of review that demonstrates that its standards, policies and procedures are adequate to contribute to the purposes of accreditation as set forth in paragraph GI 1, the responsibility of the Board or its delegate(s) as set forth in paragraph GI 2, and the benefits of accreditation as set forth in paragraph GI 3;

REV 2 Nature of review

- 2.1 The review program:
 - 2.1.1 Is comprehensive;
 - 2.1.2 Occurs at regular, yet reasonable intervals or an ongoing basis;
 - 2.1.3 Examines each standard and standards as a whole;
 - 2.1.4 Involves all of the organisation's constituencies in the review and affords them a meaningful opportunity to provide input into the review;

REV 3 Board driven review

- 3.1 If the Board or its delegate(s) determines that, at any point during the systematic program of review, that it needs to make changes to the standards, it shall initiate action within 6 months to make the changes and shall complete the action within a reasonable period of time. Before finalising any changes to the standards, the Board or its delegate(s) shall:
 - 3.1.1 Provide notice to all of the organisation's constituencies, and other parties who have made their interest known of the proposed changes;
 - 3.1.2 Give the constituencies and other interested parties adequate opportunity to comment on the proposed changes; and
 - 3.1.3 Take into account comments on proposed changes submitted in a timely manner;

REV 4 Adhoc reviews

- 4.1 Adhoc reviews may be initiated by any officer or member of the Institute, or by submissions from interested parties to the Board or its delegate(s).

REV 5 Board delegation

- 5.1 The Board may choose to delegate its authority wholly or partly under this section.