



ADAPT & A4DT
Joint Webinar

Process Optimization through Automation





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The Challenge of Accreditation in the Digital Era: Efficiency, Sustainability, and Value

Current Challenges of Accreditation Bodies

- Increasing demand for accreditations and evaluations
- Time-consuming and resource-intensive manual and repetitive processes
- Need for greater agility without compromising technical rigor
- Adaptation to new technologies and expectations of CABs



The Challenge of Accreditation in the Digital Era: Efficiency, Sustainability, and Value

How Digital Transformation and Automation Can Help

- Elimination of repetitive tasks to focus on higher-value activities
- Reduction of errors and improved traceability of information
- More agile and efficient processes, facilitating system sustainability
- Greater transparency and trust in accreditation



"Automation does not replace jobs, it replaces tasks and frees people to do more meaningful work." – Satya Nadella

Digital Mindset: The First Step Towards Automation

Understand the 'Why' Before Automating

- It's not just about following trends. Automation should address a clear need.
- The key question: Why do we want to automate this process?
What problem are we solving?



Digital Mindset: The First Step Towards Automation

Putting the User at the Center (Customer-Centric)

- Think about who uses the process and how we can improve their experience
- Impact on internal users (employees, assessors) and external users (accredited bodies)



Digital Mindset: The First Step Towards Automation

How to Move Forward: Learn, Adjust, and Improve (Lean Feedback Loop)

- Implement small changes, measure impact, and adjust quickly
- Automation is not a one-time event but a continuous improvement process.



First Optimize, Then Automate

Before automating, we must optimize

- Avoid automating inefficient processes
- Identify waste and eliminate unnecessary steps
- Optimize workflows before digitizing



**"Never automate something
you don't understand
well."— Bill Gates.**

First Optimize, Then Automate

Some Criteria for Effective Automation

- ✓ High predictability
- ✓ Significant manual workload
- ✓ Limited exceptions
- ✓ High-volume transactions
- ✓ Susceptibility to errors and rework
- ✓ Clearly defined rules and steps
- ✓ Structured data



Automation in Action:

Possible Activities for Automation in Accreditation Bodies

- Invoicing of services
- Evaluation notifications
- Reception and delivery of evaluation documentation
- Data analysis and operational monitoring
- Chatbots for customer service
- Evaluation Report Review Process
- Document Preparation for the Accreditation Process
- Scheduling of Assessment Services
- Reminders for OEC Obligations and Evaluators



“You don’t have to see the whole staircase, just take the first step.”
– Martin Luther King Jr.

Thank You!