

	INDUCTION TRAINING PLAN FOR NEW MAURITAS RECRUITS	Issue No. 1 Revision No. 5 Date: March 2025	F 2.01
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I. INTRODUCTION TO MAURITAS

S/N	Topics	Material	Resource Person	Tentative Week
1	Legislation	<ul style="list-style-type: none"> ➤ Mauritius Accreditation Service Act 1998 ➤ Finance (Miscellaneous Provisions) Act No.10 of 2017 Section 32 Regulations on Fees for: <ul style="list-style-type: none"> ▪ Laboratory Accreditation ▪ Certification Body Accreditation 	Director	Week 1
2	The Concept of Accreditation	<ul style="list-style-type: none"> ➤ Brochures/Flyers ➤ Website: www.mauritas.org 	MSO	
3	Accreditation and the Conformity Assessment Infrastructure at National Level	<ul style="list-style-type: none"> ➤ PowerPoint Presentation (Filename: PPT MAURITAS) 	Director	

II. ADMINISTRATION

S/N	Topics	Material	Resource Person	Tentative Week
1	Registry procedures on filing, incoming, despatch, movement of files and stores	List of Files in MAURITAS	OMA	Week 2
2	Writing of Minutes	-	OMA	
3	Performance Management System	File: NAS/ADM/2/1 Handbook on 'Performance Management in the Civil Service'	MSO Director	
4	Confidentiality	Official's Secrets Act	OMA	
5	Customer Charter	Customer Charter of Ministry	OMA	
6	Ethics	Code of Ethics (MCSAR) Anti Corruption Policy (MICCP)	MSO	
7	Budgeting	Budget for Ministry of Industry, SME and Cooperatives (Industry Division)	OMA	

III. TECHNICAL

S/N	Topics	Material	Resource Person	Tentative Week
1	Familiarisation with: -ISO/IEC 17025 (General Testing/Calibration Laboratories) - ISO 15189 (Medical Testing)	Power point Presentation	Director Accreditation Manager	Week 3 to Week 9

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	-ISO/IEC 17020 (Inspection Bodies): Or ISO/IEC 17021-1 (Certification Body Management System) -ISO/IEC 17021-3 (Quality Management System) -ISO/IEC 17021-2 (Environment Management System) -ISO/IEC 27006 (Information Security Management System) - ISO/IEC17065 (Product Certification)			
2	Regional Role of MAURITAS -SADC -COMESA -AFRAC	Website: www.sadca.org Website: www.comesa.int Website: www.intra-frac.com	Director Accreditation Manager	Week 10
3	International Role of MAURITAS ILAC IAF SADCA AFRAC	www.ilac.org www.iaf.nu www.sadca.org www.intra-frac.com Documents G,R,P,A, MD, ID, ML, PL, PRSeries and Brochures ILAC/IAF JWG A-Series FAQ1	Director Accreditation Manager	Week 11
7	MAURITAS Quality Systems	Quality Manual and A, P, R and G series Documents and Standard ISO/IEC 17011	Director Accreditation Manager	Week 12 to Week 17
8	Practical hands-on-training	-Document Review Exercise -Observer at assessment	Assistant Accreditation Manager	As from completion of training on each standard

IV. INFORMATION AND COMMUNICATION SYSTEM

S/N	Topics	Material	Resource Person	Tentative Week
1	Browsing of MAURITAS Website	www.mauritas.org	Director	Week 18