Period of Validity for the Accreditation Cycle ………………………………..

| **Requirements of ISO/IEC**  **17011:2017** | | **Months of the Accreditation Cycle (4 Years)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year 1** | | | | | | | | | | | | | | | **Year 2** | | | | | | | | | | | | | | **Year 3** | | | | | | | | | | | | **Year 4** | | | | | | | | | | | | |
| **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | | **Mar** | | **Apr** | | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | | **Dec** | | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | | **Jun** |
| **4** | **General Requirements** |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 4.1 | Legal entity |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 4.2 | Accreditation agreement |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 4.3 | Use of accreditation symbols and other claims of accreditation |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 4.4 | Impartiality requirements |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 4.5 | Financing and liability |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 4.6 | Establishing accreditation schemes |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **5** | **Structural Requirements** |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **6** | **Resource Requirements** |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 6.1 | Competence of personnel |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 6.2 | Personnel involved in the accreditation process |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 6.3 | Personnel records |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 6.4 | Outsourcing |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **7** | **Process**  **Requirements** |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.1 | Accreditation requirements |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.2 | Application for accreditation |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.3 | Resource review |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.4 | Preparation for assessment |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.5 | Review of documented information |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.6 | Assessment |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.7 | Accreditation decision-making |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.8 | Accreditation information |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.9 | Accreditation cycle |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.10 | Extending accreditation |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.11 | Suspending withdrawing or reducing accreditation |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.12 | Complaints |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.13 | Appeals |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 7.14 | Records on CABs |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **8** | **Information requirements** |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 8.1 | Confidential information |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 8.2 | Publicly available information |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **9** | **Management systems requirements** |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 9.1 | General |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 9.2 | Management system |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 9.3 | Document control |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 9.4 | Records control |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 9.5 | Nonconformities and corrective actions |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 9.6 | Improvement |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 9.7 | Internal audits |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 9.8 | Management reviews |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Internal Audit for on-site activities | |  |  |  |  |  |  |  |  |  | |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |

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**Audit planned based on the importance of the processes and areas to be audited as well as the results of previous audits**

**Applicable documents**

1. ISO/IEC 17011:2017: Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies
2. IAF/ILAC A2: 06/2023 IAF/ILAC Multi-Lateral Mutual Recognition Arrangements (Arrangements): Requirements and Procedures for Evaluation of a Single Accreditation Body

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Prepared Approved

Quality Manager Director, MAURITAS

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Date Date