



MAURITAS P10

Control of MAURITAS documents

Mauritius Accreditation Service

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Foreword

The MAURITIUS ACCREDITATION SERVICE (MAURITAS) is a governmental body established in 1998 to provide a national, unified service for the accreditation of Conformity Assessment Bodies (CABs) such as calibration/testing laboratories, certification bodies and inspection bodies. Organizations that comply with the MAURITAS requirements are granted accreditation by MAURITAS

About MAURITAS publications

MAURITAS publications are categorised as follows:

- R series Publication containing general policy and requirements related to MAURITAS accreditation
- G series Publications providing guidance on MAURITAS requirements.
- A series Publications related to assessment procedures.
- P series MAURITAS quality system procedures
- F series MAURITAS Forms
- Directories Classified listing of accredited organisations.

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Control of MAURITAS documents

1. Purpose

1.1 The purpose of this procedure is to ensure that all new MAURITAS documents are in a suitable format, have been agreed upon by all relevant staff and are reviewed and approved prior to being issued. It shall also ensure that obsolete documents are promptly removed from use and records are kept by MAURITAS.

2. Scope and Responsibilities

2.1 The procedure sets out the method used by MAURITAS to manage its documents. The responsibility for the on-going operation of this procedure lies with the Quality Manager, who may delegate responsibility to an authorised deputy.

3 References

The following documents contain provisions which, through reference in this text, constitute provisions of the MAURITAS accreditation system. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. For undated MAURITAS references, the latest edition of the document referred to, applies. MAURITAS maintains a master list of the current valid MAURITAS accreditation documents.

3.1 MAURITAS A Series documents

3.2 MAURITAS R Series documents

3.3 MAURITAS P Series documents

3.4 MAURITAS G Series documents

3.5 MAURITAS F Series

4 Definition

4.1 Accreditation

Accreditation is a third-party attestation related to a CAB conveying formal demonstration of its competence to carry out specific conformity assessment tasks.

5. Control procedure

5.1 Generation of MAURITAS documents and forms

5.1.1 All documents which are referenced in the MAURITAS publications shall be controlled and identified as the following:

R1 and onwards: MAURITAS Regulations;

P1 and onwards: MAURITAS Quality System Procedures;

G1 and onwards: MAURITAS Guidance Documents;

A1 and onwards: MAURITAS Assessment Procedures;

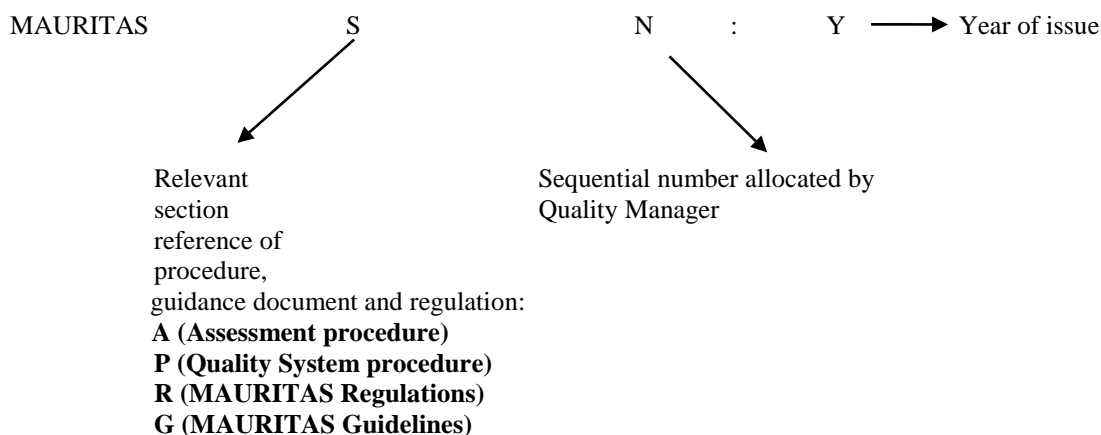
F series: MAURITAS Forms.

5.1.2 Proposal for a new document can be made by a MAURITAS Staff or committee member or any other stakeholder of the accreditation process. The proposal and the scope of the document shall be made in writing to the Quality Manager using form **F 2.19**. The latter will register the proposal by giving it a traceable number and will send same to the Director for approval prior to proceed with the drafting and discussion of the new document.

5.1.3 It is the responsibility of the MAURITAS Staff or the committee proposing a document/form to prepare its first draft, which shall then be forwarded to the Quality Manager. The latter shall circulate the draft to all staff members for their comments and arrange for its discussion and review in technical meetings. Based on the outcome of these technical meetings, the Quality Manager or Deputy shall finalise the document/form in line with the relevant section of this procedure. The final document shall be approved by the Director before its electronic version is uploaded to the designated section on the MAURITAS website.

5.2 Format of documents

5.2.1 Procedures, guidance documents and regulations shall contain a header (as this page). In order to provide reference for documentation, the procedures, guidance documents and regulations shall be numbered and identified by alpha-numeric code. The title of the procedure, guidance document and regulation shall summarise its purpose and shall be identified in the following form:



ISSUE X → Issue reference of document

REVISION X → Revision Status of document

Date → Month & Year of Issue

For the first issue of a new document, there will be no revision number. The document will have an Issue 1 status. Upon reaching Revision 5, the numbering sequence for the next Revision of the document shall restart from Revision 1.

5.2.2 The header shall appear on each page of the document along with the footer stating the page number, the total number of pages, the approval signature, and the MAURITAS Copyright.

5.2.3 All MAURITAS documents shall start with a description of the 'Purpose' of the document, followed by 'Scope and Responsibilities', 'References' and 'Definitions' and they shall end with an Appendix A having an 'Amendment Table', where relevant.

5.5 Control of national and international standards

5.5.1 Information on revisions and newly issued standards is obtained through the national standards body, the Mauritius Standards Bureau (MSB), as well as through MAURITAS staff who participate in relevant technical committees organized by MSB. Newly released relevant national and international standards are purchased by MAURITAS and their controlled hard copies are maintained by the registry. The master list of documents is updated accordingly to reflect the latest editions and their status.

5.5.2 To ensure that MAURITAS staff, Assessors and Technical Experts use the current versions of applicable standards, MAURITAS provides training on the updated or new standards prior to assessments based on these updated or new standards. In addition, all assessment plans make reference to the latest applicable version of national and international standards to be used during assessments. This ensures that only current standards are applied in accreditation activities.

5.6 Amendment and approval of MAURITAS documents and forms

5.6.1 Where there is a need to amend MAURITAS documents/forms, details shall be noted in the form **F 2.19** and sent to the Quality Manager. The latter shall register the proposal by giving it a traceable number and shall send same to the Director for approval to proceed with the amendment. If the proposed amendment requires major changes in MAURITAS documents/forms, the amendment shall be reviewed in technical meetings prior to authorised action being taken.

5.6.2 MAURITAS shall carry out a comprehensive revision of the whole documentation during technical meetings chaired by the Quality Manager or Deputy Quality Manager once every four years. A full revision of the whole document shall also be carried out when a new edition of the International standard ISO/IEC 17011 is published. The relevant changes shall be discussed and agreed upon during the technical meetings, after which the Quality Manager or Deputy shall update the document/form.

The amendment history, if any, which have been recorded within the previous four years in the Amendment Table at Appendix A, shall be cleared and all new amended or additional text to quality documentation/forms shall be recorded in the notes of meeting. The revision number of all documents/forms shall be incremented by one. Any new document or form previously created at Issue 1, shall now follow the same revision sequence of the MAURITAS quality documentation. The issue number reference shall restart at Issue 1 again.

5.6.3 The documents may also be revised within the four years through technical meetings. Same procedure as described in section 5.6.1 in this document shall be followed. For such revisions, all amendments or additions to the quality documentation shall be recorded in the Amendment Table at Appendix A, while changes to forms shall be captured in the notes of meeting. When such review is carried out, the issue reference number of the relevant document/form shall be incremented by 1, while the revision number shall remain unchanged.

5.6.4 When changes are made in MAURITAS procedures and/or regulations following changes in MAURITAS requirements for accreditation, the proposed changes shall be circulated to the relevant interested parties, for example to the relevant Technical Advisory Committees (TACs), for feedback. In specific cases, the views of the MAURITAS Advisory Council (MAC) are also sought. The views of interested parties shall be considered before finalising on the form of the document/regulations and determining the effective date from which the new requirements must be complied with. Once the documents/regulations are approved, the changes shall be communicated to all relevant stakeholders with due notice.

5.6.5 All revised and finalised document/form shall be approved by the Director. The Quality Manager or Deputy shall then forward the electronic version of the revised document/form to the Business Information Unit of the Ministry for uploading on the relevant section of the MAURITAS website. The Quality Manager shall inform staff by email whenever revised or new forms are to be uploaded. MAURITAS staff shall access the most up-to-date documents directly from the website.

5.6.6 The original signed document, approved by the Director's signature is kept in the Masterfile while a copy of the currently approved amended document or the original amended form with the approval signature of the Director, together with the minutes of meeting to indicate the change and the current issue/revision status, are kept in the respective files in the MAURITAS Registry.

5.6.7 The Masterfile is kept updated at all times and shall be considered as the current issue for documents in use with the authorised signature of the Director.

5.6.8 The relevant superseded master document shall be retained in the respective file in the registry of MAURITAS. Superseded master documents shall be clearly marked and identified by the undernoted statement:

“OBSOLETE COPY”

5.6.9 The Quality Manager shall maintain a master list, **F 2.05**, of the latest issue all the documents and forms. This list and the document status shall be updated upon issue of a new/updated document/form and shall be circulated by the Quality Manager electronically on a monthly basis. All documents and forms shall remain legible and readily identifiable. Handwritten changes in documents are not authorised.

5.7 Access and control of MAURITAS documents

5.7.1 Electronic copies of MAURITAS documents shall be available on its website and shall be the valid versions. No other documents, except those in the custody of the Quality Manager, shall be considered as controlled documents of the MAURITAS management system.

5.7.2 A backup of all electronic documents shall be made on external hard disk on a quarterly basis and will be kept under lock and key. The previous version is overwritten and a record is kept in **F 2.15**.

5.7.3 It is the responsibility of the relevant MAURITAS Staff receiving filled MAURITAS forms from respective Assessors/Technical Experts to ensure that the template of the received forms have not been altered by Assessors/Technical Experts. In case of changes, the Assessors/Technical Experts shall be requested to fill another form with the current template.

5.8 Update of ILAC/IAF/AFRAC/SADCA documents

5.8.1 Whenever there is a change in ILAC/IAF/AFRAC/SADCA document, MAURITAS is informed by the respective Secretariat. MAURITAS will implement necessary changes to its management system, where applicable.

6. Related Forms

6.1 Back-up of MAURITAS Management System, **F 2.15**

6.2 Improvement Request Form, **F 2.19**

6.3 Master List of Documents, **F 2.05**

Appendix A: Amendment Table

SN	Section	Amendment
Issue 1, Revision 5		
1.	5.5	(i) Previous section 5.5 is now 5.6 and so on (ii) New section 5.5 refers to the control of national and international standards
Issue 2, Revision 5		
1.	5.6.4	(i) A new section 5.6.4 has been included to cater for Clause 8.2.3 of ISO/IEC 17011:2017 (ii) Previous section 5.6.4 is now 5.6.5 and so on