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# MAURITAS

# P6

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## Procedure for maintaining accreditation records

**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 categorized as follows:

- R series                      Publications 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 organizations.

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# Procedure for maintaining accreditation records

## 1. Purpose

The purpose of this procedure is to describe how MAURITAS maintains records on CABs to demonstrate that accreditation requirements have been effectively fulfilled.

## 2. Scope and Responsibilities

This procedure describes the different steps used by MAURITAS to maintain accreditation records on CABs. It is the responsibility of all MAURITAS staff to ensure that this procedure is adhered to.

## 3. Reference

## 4. Definition

### 4.1 Accreditation Report

A report prepared by the Team Leader after clearance of all nonconformities of the CAB. This report is used as reference during the decision-making process.

### 4.2 Assessment Report

Set of documents including checklists and forms that have been used when carrying out an assessment.

## 5. Procedure

**5.1** MAURITAS registry has established a list of files that are used for the running of MAURITAS accreditation activities. All the files shall be indexed and identified in the MAURITAS registry. All the files shall be properly stored and maintained in the mobile compactor and filing cabinets under lock and key. The list of files shall be updated twice yearly.

**5.2** The Manager of the relevant accreditation section shall ensure that a file is opened whenever an application for accreditation is received and file number allocated so that the unique identity can be retained.

**5.3** The following documents shall be retained permanently:

- applications for accreditation;
- details of the applicant's resources supporting the application;
- official documents granting or amending accreditation.

**5.4** Accreditation reports, queries/clarifications pertaining to the accreditation report, minutes of meeting of Accreditation Committee and summary of decision taken by Accreditation Committee shall be kept permanently in the Accreditation Committee file.

**5.5** The applicant's Quality Documentation shall be returned after decision has been made by the Accreditation Committee and duly communicated to the applicant.

**5.6** Files shall be audited periodically through internal audits as established by the Quality Manager.

**5.7** When an accreditation is withdrawn, the file shall be culled and then archived. Access to MAURITAS accreditation records shall be restricted to MAURITAS personnel who need to have access to those records in the course of their normal duties. MAURITAS contractual staff, trainees, Assessors/Technical Experts or

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members/co-opted members of the Accreditation Committee and Government Auditors shall have access to such records only if it is necessary to the fulfilment of their duties.

**5.8** Accreditation records and documents shall be kept for the current cycle and at least for the two previous accreditation cycles.

All other records which are 10 years and above should be scrutinised by a committee comprising Top Management of MAURITAS before recommending for archiving to the relevant Authorities

## **5.9 Archiving and Disposal of Records**

**5.9.1** Every three (3) years, a Committee chaired by the Director of MAURITAS shall be established, comprising all Accreditation Managers and the Office Management Assistant (OMA), with other staff co-opted as required.

**5.9.2** All records that have reached or exceeded the retention period of ten (10) years and above shall be reviewed by the Committee, whereby key documents (e.g. accreditation certificates and schedules, contract agreements etc) are scanned and securely stored in the MAURITAS shared electronic system.

**5.9.3** The Committee also identifies a list of records, identified for archiving and/or disposal. This list shall be submitted to the Supervising Officer of the Ministry for approval and thereafter forwarded to the Archives Division of the Government. Following a joint meeting between MAURITAS and the Archives Division, a mutually approved list of records to be archived and those to be retained is generated. This list shall be published in the Government Gazette to allow for any objections from the public or relevant stakeholders. In the absence of objections within the stipulated period, the final list shall be published in the Government Gazette.

**5.9.4** The Ministry shall thereafter contract the services of an authorized recycling company for the disposal of the records. A date shall be scheduled for MAURITAS officers to witness the disposal process. Upon completion of the disposal process, a certificate of destruction/disposal shall be issued by the recycling company to MAURITAS for record purposes.

## **5.10 Back-up of electronic records**

**5.10.1** The following documents, in the most usable electronic format, shall be retained electronically on the "MAURITAS shared" folder:

- (i) Assessment programmes;
- (ii) List of accreditation certificates and schedules;
- (iii) List of Assessors and Technical Experts;
- (iv) Any other documents relevant to MAURITAS activities; and
- (v) MAURITAS management system

**5.10.2** All electronic records stored in the "MAURITAS shared" folder cannot be accessed remotely, as access requires a Local Area Network (LAN) connection. In addition, the computers of MAURITAS technical personnel are password-protected, and sensitive documents, including those related to assessment programmes and the assessor database, are also secured with passwords.

**5.10.3** Backups of MAURITAS electronic records shall be carried out monthly by a designated MAURITAS personnel for each section and backups of the electronic version of MAURITAS management system shall be carried out on a quarterly basis. The backups shall be stored in an external hard disk. Each backup is saved in a new folder without overwriting previous data to ensure traceability. The external hard disk is stored within MAURITAS premises at all times. The backup log, **F 2.29** for electronic records and **F 2.15** for MAURITAS management system, shall be updated each time a backup is done for audit trail.

## **6. Related Forms**

- 6.1** Back-up of MAURITAS Management System, **F 2.15**
- 6.2** Back-up of MAURITAS Electronic Shared Folder, **F 2.29**

## Appendix A: Amendment Table

SN	Section	Amendment
Issue 1, Revision 5		
1.	5.9	i. A new sub-section 5.9 on “Archiving and Disposal of Records” has been added
2.	6	i. Reference to F 2.15 and F 2.29 has been added at sub-sections 6.1 and 6.2 respectively