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# MAURITAS

# P8

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## Procedure for governing Council/Committee Meetings

**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 governing Council/Committee Meetings

## 1. Purpose

1.1 The purpose of this procedure is to lay down the various rules/procedures governing the Council/Committee meetings.

## 2. Scope and Responsibilities

2.1 This procedure describes the process undertaken by MAURITAS for convening and holding Council and Committee meetings. It is the responsibility of all MAURITAS staff, especially those acting as Secretary, to ensure that the procedure is adhered to.

## 3. Reference

3.1 Mauritius Accreditation Service Act (Act 23 of 1998 - 1 August 1999 amended 10/17 (cio 24/7/17))

## 4. Definition

## 5. Despatch of documents for meetings

5.1 All documents including the agenda, the minutes of proceeding of the previous meeting and other relevant working papers shall be sent to members of the following committees as indicated below:

- MAURITAS Advisory Council (MAC): 10 days
- Accreditation Committee (AC): 5 days
- Technical Advisory Committees (TAC): 5 days

## 6. Numbering of documents

6.1 The numbering of all working documents for all the Committees, Sub-Committees and Advisory Councils/Committees shall follow the agenda and will reflect the meeting under consideration.

e.g. a paper marked NAS/MAC/1/0.0 will stand for

- ◆ NAS - MAURITAS File Code
- ◆ MAC - MAURITAS Advisory Council
- ◆ 1 - the 1<sup>st</sup> meeting
- ◆ 0.0 - agenda item number

6.2 Similarly, papers circulated by Secretary during a meeting will be numbered in a way to reflect the paper specific agenda item, e.g. a paper marked NAS/MAC/2/CL.1/3 will mean that:

- ◆ 2 - the paper has been circulated during the 2<sup>nd</sup> meeting held by the MAC
- ◆ CL.1/3 - first circulated document with respect to agenda item no . 3

## **7. Approval of minutes**

**7.1** The respective Secretary shall ensure that the minutes of the previous meeting are prepared within 7 days. In the case of MAC and AC, the minutes are cleared by the Director of MAURITAS and are sent to members for views, comments and amendments within 5 days. Subsequently, these minutes are then submitted to the respective Chairperson for approval.

**7.2** In the case of TACs, the minutes are cleared by the respective Chairperson and then circulated to members for views, comments and amendments within 1 month. The minutes are then approved at the next meeting.

**7.3** The outcome of the Accreditation Committee meetings requires that MAURITAS needs to initiate action in a timely manner. Hence the Secretary prepares a Decision Table after each meeting for signature by Chairperson and all members.

**7.4** The minutes of the MAC are approved at the next meeting. In the event that MAURITAS needs to take specific actions in a timely manner, a Table is prepared and signed by the Chairperson and 4 other members (to constitute the quorum).

**7.5** All minutes should bear signature of the Chairman and the Secretary in order to be effective.

## **8. Absentees**

### **8.1 For Accreditation Committee:**

Prior to the Accreditation Committee meeting, all members and co-opted members receive the accreditation report along with the relevant evidence for corrective actions taken. In the event of a member's absence, their views and comments are solicited via email, including confirmation of their agreement with the Director's recommendation. Following the meeting, the Summary of Decisions is circulated to members for their signature.

### **8.2 For MAURITAS Advisory Council / Technical Advisory Committee:**

The Secretary shall ensure that absentees receive the minutes and other relevant working papers so as to be informed of the development.

## **9. Related Forms**

**9.1** Notes of Meeting, **F 2.04**

**Appendix A: Amendment Table**

SN	Section	Amendment
1.		
2.		