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# APPLICATION FOR LABORATORY ACCREDITATION

Please type or use BLOCK CAPITALS

<b>Organisation</b>	
<b>Address of Laboratory</b>	
	<b>Tel:</b> <b>Fax:</b> <b>e-mail:</b>
<b>Name of contact</b>	
<b>Address of contact (if different from above)</b>	
	<b>Tel:</b> <b>Fax:</b> <b>e-mail:</b>

**Part 1 Organisation**

**1.1 Name and position (Director level) of person authorising this application**

<b>Name: Title</b>	<b>Initials</b>	<b>Surname</b>
<b>Position</b>		

**1.2 Name and address of parent organisation (if different from laboratory address on page 1)**

<b>Address</b>		
<b>Tel:</b>	<b>Fax:</b>	<b>e-mail:</b>

**1.3 Address for invoicing (if different from laboratory address on page 1)**

<b>Address</b>		
<b>Tel:</b>	<b>Fax:</b>	<b>e-mail</b>

**Part 2 Staff**

**2.1 Please list the names, technical qualifications and relevant experience of the following staff**

**Technical Manager for laboratory**

<b>Name</b>	
<b>Qualifications</b>	
<b>Relevant Experience</b>	

**Quality Manager for laboratory**

<b>Name</b>	
<b>Qualifications</b>	
<b>Relevant Experience</b>	

**Part 3 Scope of application: Calibration**

**3.1 List all the measurement parameters for which you seek accreditation. See MAURITAS document G5 for a description of calibration fields.**

<b>CALIBRATION FIELD</b>	<b>MEASURED QUANTITY INSTRUMENT OR GAUGE</b>	<b>RANGE AND SPECIFICATION WHERE APPROPRIATE</b>	<b>BEST MEASUREMENT CAPABILITY*</b>
<b>* Capabilities are to be expressed as expanded uncertainties (normally k=2) providing a confidence probability of approximately 95%</b>			

**Part 4 Scope of application: Testing**

**4.1 List all the tests for which you seek accreditation. See MAURITAS document G5 for a description of testing fields.**

<b>FIELD OF TEST</b>	<b>ITEMS, MATERIALS OR PRODUCTS TESTED</b>	<b>SPECIFIC TESTS OR PROPERTIES MEASURED RANGE OF MEASUREMENT</b>	<b>SPECIFICATION, STANDARD METHODS OR TECHNIQUE USED</b>

**4.2 List the major items of equipment currently used for the types of test listed in 4.1**

<b>Description (include make and model)</b>	<b>Range/capacity of equipment and other relevant information</b>

## **Part 5 Your Quality System**

**Please answer every question, adding comments as necessary**

### **A: Organisation and Management**

	<b>Yes</b>	<b>No</b>	<b>Quality Manual reference/other comment</b>
1. Is a copy of the Quality Manual supplied with this application? If "no" give reason			
2. Are policy and procedure for the operation of the organisation/ laboratory identified on the Quality Manual			
3. Are there documented procedures for control of changes to quality documentation?			
4. Does the Quality Manual contain charts showing: - the organisational structure within the laboratory? - the relationship to any parent organisation?			
5. Has the Quality Manager the responsibility and authority to identify quality problems and initiate effective solutions?			

## B: Quality Audit and Review

	Yes	No	Quality Manual reference/other comment
1. Are there documented quality procedures for auditing laboratory activities?			
2. How frequently are quality audits held?			
3. Are records of quality audits maintained?			
4. Is the laboratory's quality system reviewed at regular intervals			
5. How frequently are reviews of the quality system carried out?			

## C: Laboratory Staff

	Yes	No	Quality Manual reference/other comment
1. Does the Quality System contain provisions for the supervision of unqualified staff?			
2. Have the appropriate standards of professional ability, qualifications and experience been prescribed for technical managerial posts?			
3. Are documented training arrangements and records available?			

**D: Equipment and Calibration**

	Yes	No	Quality Manual reference/other comment
1. Does a fully documented calibration programme (as required by MAURITAS document R2) exist to ensure that the accuracy of equipment is adequate for the service operated by the organisation/laboratory?			
2. Is a record maintained for test equipment, including calibration results			
3. Are adequate facilities and environments provided for calibration, handling, control, storage and maintenance of all testing and measuring equipment?			
4. Are there documented procedures for calibrating all equipment and reference standards which cover the method of calibration, maximum intervals between calibrations and (where appropriate) the storing of equipment after calibration?			
5. Are the internal organisation/laboratory reference standards, and the calibration of key testing equipment traceable to national standards through: - MAURITAS accredited calibration laboratories? - Other bodies (specify)?			

**E: Procedures**

	Yes	No	Quality Manual reference/other comment
1. Are all methods and procedures for calibration and testing fully documented?			
2. Does the organisation/laboratory use any non-standard methods (eg, documented in-house methods)?			
3. Are the documents referred to above available to all concerned?			

**F: Accommodation and environment**

	Yes	No	Quality Manual reference/other comment
1. Are the environments in which calibrations/tests are undertaken suitable for the accuracy of the determinations made?			
2. Is there control of access to work areas?			

**G: Handling and storage**

	Yes	No	Quality Manual reference/other comment
1. Are work and inspection instructions documented and implemented for the handling, storage and disposal of materials and samples?			
2. Is provision made to prevent deterioration or damage to materials or samples, both before and after tests?			
3. Are storage methods prescribed, including special environments?			
4. Are there prescribed procedures for the inspection of samples in storage?			
5. Are such stores accessible only to authorised persons?			

**H: Records**

	Yes	No	Quality Manual reference/other comment
1. Is there a prescribed system of recording calibration/test results?			
2. Are original observations and calculations recorded and stored?			
3. Are there arrangements for ensuring the accuracy, completeness and confidentiality of all records?			
4. For what period does the organisation/laboratory retain the original recorded observations and derived data?			

**J: Calibration/test reports**

	Yes		
1. Do you have a list of authorised signatories, by name or position			
2. Do calibration/test reports contain all the information required by			

**K: Complaints and anomalies**

	Yes	No	Quality Manual reference/other comment
1. Do you have a documented procedure for handling complaints/anomalies?			
2. Do you keep records of complaints/-anomalies and actions taken?			

**L: Subcontracting**

	<b>Yes</b>	<b>No</b>	<b>Quality Manual reference/other comment</b>
1. Do you sub-contract calibrations or tests?			
2. Do you have a documented policy on subcontracting?			
3. Do you have a register of all sub-contractors used and a record of all sub-contracted work?			

**M: Outside support services**

	<b>Yes</b>	<b>No</b>	<b>Quality Manual reference/other comment</b>
1. Do you have a documented policy on the procurement of support services?			
2. Do you keep records of such suppliers?			

## **N Compliance with ISO/IEC 17025 and, MAURITAS Regulations**

1. Do you consider that your laboratory complies with ISO/IEC 17025 and MAURITAS Regulations?

Yes  No

If "no", in which areas does it not comply, and when do you expect non-compliances to be rectified?

<b>Area of non-compliance</b>	<b>Rectified by (date)</b>

### **Part 6 Other approvals**

**Please detail current approvals held by your laboratory's calibration/testing facility**

<b>Name and address of approval body</b>	<b>Scope of accreditation/ approval and number of certificate if any</b>	<b>Period of Accreditation</b>	
		<b>Start</b>	<b>Finish</b>

**Part 7 Declaration**

7.1 The organisation applies for accreditation by MAURITAS

Calibration

Testing

An extension in schedule of existing accreditation for a:

Calibration laboratory

Testing laboratory

7.2 The organisation/laboratory agrees to comply, upon accreditation, with ISO/IEC 17025, MAURITAS Regulations and any other publication as specified by MAURITAS.

7.3 I enclose a copy of the Quality Manual

7.4 I understand the manner in which the accreditation system functions

7.5 I declare that the information given in this form is correct to the best of my knowledge and belief

7.6 I undertake that the organisation will pay all fees due to MAURITAS in accordance with the MAURITAS fee structure, whether or not accreditation is granted.

7.7 I enclose the application fee. (Cheques should be made payable to “**The Government of Mauritius**”).

Signed : \_\_\_\_\_ Date: \_\_\_\_\_

Name : \_\_\_\_\_

Position: \_\_\_\_\_

The completed form should be forwarded to the following address:

**The Director  
Mauritius Accreditation Service (MAURITAS)  
5<sup>th</sup> Floor, Air Mauritius Centre  
President John Kennedy Street  
Port Louis  
Mauritius**

**Tel: +230 208 16 90  
Fax: +230 210 61 01**