TIMELINE FOR INITIAL ASSESSMENT FOR CERTIFICATION BODIES

Application (Refer to Section 5)
- Submission of completed application, relevant documentation and application fee
- Registration of Application

REVIEW OF APPLICATION (Refer to Section 6)
- Application is reviewed

Application complete?

No

Feedbacks are given to the applicant

RESOURCE REVIEW (Refer to Section 7)
- A resource review, along with cost estimate, is performed and communicated to applicant (Within 2 weeks of the initial assessment date)

DOCUMENT REVIEW (Refer to Section 8)
- Document review is carried out (Within 3 months of receipt of application)

PRELIMINARY VISIT (Refer to Section 9)
- A preliminary visit is carried out

INITIAL ASSESSMENT (Refer to Section 10, 11, 13)
- Initial assessment is planned (based on preparedness of applicant)
- Initial assessment is carried out
- Assessment team makes recommendation on accreditation

REPORTING OF ASSESSMENT/WITNESSING AUDIT (Refer to Section 12, 13)
- The A submits a report to the TL (Within 3 weeks from assessment date)
- The TL submits a report to the Head of CB and Quality section (within 1 month from assessment date)
- A report is submitted to the applicant (Within one month from assessment date)

Contd.
DECISION ON ACCREDITATION (Refer to Section 15)
- An accreditation report is submitted to the Head of CB and Quality section and to the Director (Within one and a half months from clearance of all non-conformities)
- The Accreditation Committee reviews the recommendation presented by the Director and makes decision on accreditation

REGISTRATION OF ACCREDITATION (Refer to Section 17)
- New accredited CAB is registered on the MAURITAS website

RENEWAL OF ACCREDITATION (Refer to Section 19)
- Renewal activities are planned (At least 2 months prior to Re-assessment)
- Renewal activities are carried out in accordance with the procedure for first time accreditation

CLOSING OF NON-CONFORMITIES (Refer to Section 14, 15)
- Non-conformities raised are addressed by the applicant (Within 1 month from assessment date for Proposed and 3 months from assessment date for Implemented)
- New deadline for unsatisfactory corrective actions is given (A maximum of 1 (one) more month)
- Recommendation from assessment team about closing of each non-conformity (Within 2 weeks from date of receipt of corrective actions by assessment team from MAURITAS)

Decision of Accreditation Committee?
- Positive
  - The applicant is informed in writing about the decision of Accreditation Committee
  - Accreditation documents and symbol are forwarded to the CB
  - Accreditation is valid for a period of 4 years

- Negative
  - MS handles the negative conclusions as per MAURITAS A9
  - Any appeals by the CB are handled as per MAURITAS P2

(Refer to Section 16)