



MAURITAS

P15

Procedure for Terms of Reference (ToR)
for the MAURITAS Advisory Council
(MAC), Accreditation Committee (AC)
and Technical Advisory Committees
(TAC)

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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 Terms of Reference (ToR) for the MAURITAS Advisory Council (MAC), Accreditation Committee (AC) and Technical Advisory Committees (TAC)

1. Purpose

1.1 The purpose of this procedure is to elaborate the ToR for the MAC, AC and TAC.

2. Scope and Responsibilities

2.1 This procedure describes the criteria, qualifications, experience and profile of members for appointment on the MAC, AC and TAC. It is the responsibility of all MAURITAS staff and MAC, AC and TAC members to abide by this procedure.

3. Reference

3.1 MAURITAS Act 1998 - 1 August 1999 amended 10/17 (cio 24/7/17)

3.2 MAURITAS P1

4. Definition

4.1 Impartiality

Presence of objectivity

4.2 The term "MAURITAS Act 1998" in the document refers to the "MAURITAS Act 1998 - 1 August 1999 amended 10/17 (cio 24/7/17)".

5. Procedure

5.1 ToR for the MAC

5.1.1 Introduction

5.1.1.1 The MAC has been established to provide a mechanism for the involvement of all interested parties in a balanced way, with no single-party dominating. Representatives are sought from organizations such as regulators, industry and stakeholders' associations, conformity assessment bodies such as laboratories, certification bodies and inspection bodies, consumer protection organizations, standards and metrology organizations.

5.1.2 Membership

5.1.2.1 The Members of the MAC are defined under sub-section 5(1) of the MAURITAS Act 1998 as follows:

- a Chairperson, appointed by the Minister;

- the Director, MAURITAS;
- a representative of the Ministry responsible for the subject of environment;
- a representative of the Ministry responsible for the subject of health;
- a representative of the Ministry responsible for the subject of agriculture;
- a representative of the Mauritius Chamber of Commerce and Industry;
- 3 representatives of conformity assessment bodies;
- One representative of consumer organizations;
- Up to 5 independent persons having a scientific or technical background.

5.1.3 Criteria for membership

5.1.3.1 The criteria for selecting the Chairman and members of the MAC is described in the table below and should be followed for making the selection in such a way so as to ensure a balanced representation of public and private interests:

Member	Qualifications	Experience	Other knowledge	Public/private
Chairman	Degree in Science or Engineering	At least five years of experience in an academic institution, conformity assessment body or in a senior position in a stakeholder association	Knowledge in conformity assessment standards and accreditation will be preferable.	Private or academic institution
Director	As per the scheme of service of Director, MAURITAS			Public
A representative of the Ministry responsible for the subject of: Environment, Health, Agriculture.	Academic qualification in Science or Engineering preferably	At least 5 years of experience in a conformity assessment body or in a senior position in the Ministry	Knowledge of conformity assessment standards or of technical regulations pertaining to the respective Ministry.	Three (3) public.
Representative of the Mauritius Chamber of Commerce and Industry	Academic Qualification in Science or Engineering preferably	At least 5 years of experience in a senior position	Knowledge in conformity assessment standards	Private
3 representatives of conformity assessment bodies	Academic Qualification in Science or Engineering preferably	At least 5 years of experience in a conformity assessment body	Knowledge of accreditation standard	One (1) Public and two (2) Private
One representative of consumer organizations	Academic qualification preferably	At least 3 years of experience working in a consumer protection organization		Private/non-governmental organization
Up to 5 independent persons	Academic qualification in Science or Engineering preferably	At least 3 years of experience working in a: conformity assessment body, or senior position in a stakeholder organization, or metrology or standards organization.	Knowledge in conformity assessment standards will be preferable.	Numbers to be chosen in such a way so as to maintain the overall balance of public and private organizations.

5.1.4 Role of the MAC

5.1.4.1 The role of the members of the MAC is to:

- advise the Minister on all matters relating to the functions of MAURITAS and any specific matter relating to accreditation which may be referred to it by the Minister;
- consider policy issues relating to accreditation raised by stakeholders; respond to requests from the Director for advice on specific issues.

5.1.5 Quorum

5.1.5.1 The quorum for the meeting shall be 5.

5.1.6 Frequency of meetings

5.1.6.1 The MAC shall meet at least 3 times a year. The Chairman and members shall hold office for 3 years and be eligible for re-appointment.

5.2 ToR for the AC

5.2.1 Introduction

5.2.1.1 The main function of the AC is to take decisions for granting, maintaining, extending or terminating an accreditation certificate.

5.2.2 Membership

5.2.2.1 Members of the AC are defined under sub-section 8(1) of the MAURITAS Act 1998 as follows:

- a Chairperson, appointed by the Minister;
- the Director, MAURITAS;
- two (2) members having a scientific or technical background, appointed by the Minister;
- a representative from the Ministry responsible for the subject of Industry.

5.2.2.2 The AC shall, as and when required under sub-section 8(2) of the MAURITAS Act 1998, co-opt one or two persons with expertise relevant to the type of conformity assessment body being considered.

5.2.2.3 No substitutes shall be allowed in the AC.

5.2.3 Criteria for membership

5.2.3.1 The criteria for selecting the Chairperson and members/co-opted members on the committee is described in the table below and should be followed for making the selection in such a way so as to ensure a balanced representation of public and private interests:

Member	Qualifications	Experience	Other knowledge	Public/private
Chairperson	Degree in Science or Engineering	At least five years of experience in an academic institution or in a senior position in a stakeholder association or at least five years of past experience in a conformity assessment body	Knowledge in conformity assessment standards and accreditation will be preferable.	Private or academic institution
Director	As per the scheme of service of Director, MAURITAS			Public
Two (2) Members	Academic qualification in Science or Engineering	At least 5 years of experience in a conformity assessment body or in a senior position in a stakeholder association	Knowledge of conformity assessment standards	One (1) public and one (1) private.
Representative of Ministry of Industry	As per scheme of service of Analyst (Industry cadre)		Knowledge in conformity assessment standards	Public
Co-opted Members (as and when required from the list of assessors and experts or from other organizations)	Academic Qualification in Science or Engineering	At least 5 years of experience in a conformity assessment body or in a senior position in a stakeholder association	Knowledge of accreditation standard or expertise in the conformity	Public or Private

5.2.4 Role of the AC

5.2.4.1 The roles of the members of the AC are to:

- verify that the assessment process has been performed in accordance with the MAURITAS requirements and that it has been conducted in an impartial manner;
- verify that objective evidence is available to support the recommendation from the assessment team; and
- approve the recommendation of the assessment team made in the light of the above evidence.

5.2.5 Voting and Quorum

5.2.5.1 The quorum for the meeting shall be 3. The AC shall attempt to reach decisions by consensus. In the event this is not possible, the AC shall proceed by voting. All members and co-opted members are eligible for voting and in case of a tie, the Chairperson shall have the casting vote. In cases where permanent or co-opted members are absent from the AC, the accreditation report shall be sent to them for review and they shall submit their recommendation for decision prior to the meeting. The Decision Table shall be signed by all AC members (present or absent).

5.2.6 Frequency of meetings

5.2.6.1 The AC shall regulate its meetings and proceedings so as to meet whenever decisions are to be taken in a timely manner and as a minimum at least every 2 months.

5.3 ToR for the TACs

5.3.1 Introduction

5.3.1.1 TACs are established so as to provide a mechanism for MAURITAS to seek advice on technical issues relating to specific accreditation standards that are applicable to the various accreditation schemes operated by MAURITAS. The documents developed by the relevant TACs are in line with and include the requirements in the relevant international standards and/or other normative documents.

5.3.2 Membership

5.3.2.1 The membership of the TAC is defined under sub-section 6(1) of the MAURITAS Act 1998 as follows:

- a Chairperson having a scientific or technical background and relevant experience; and
- not more than 4 members having a scientific or technical background and relevant experience.

5.3.2.2 In the event that for specific competence is not available within a TAC, the latter may seek advice from members of MAURITAS pool of assessors/technical experts with that specific competence.

The selected assessor/technical expert shall meet the criteria for members as detailed in 5.3.3.1 below.

5.3.3 Criteria for membership

5.3.3.1 The criteria for selecting the Chairperson and members on the TAC is described in the table below and should be followed for making the selection in such away so as to ensure a balanced representation of public and private interests:

Member	Qualifications	Experience	Other knowledge	Public/private
Chairperson	Degree in Science or Engineering	At least five years of experience in an academic institution, conformity assessment body or in a senior position in a stakeholder association	Knowledge in conformity standards and accreditation will be preferable.	Private or academic institution

<p>Up to Four (4) Members</p>	<p>Academic qualification in Science or Engineering</p>	<p>At least 5 years of experience in a conformity assessment body or in a senior position in a stakeholder association or in a related manufacturing industry or in a management systems consultancy firm.</p>	<p>Knowledge of conformity assessment standards</p>	<p>Two (2) public and Two (2) private.</p>
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5.3.4 Role of the TAC

5.3.4.1 The roles of the members of the TAC are to:

- advise on matters pertaining to scientific and technical aspects of the main disciplines and sectors of accreditation;
- advise on or formulate specific technical criteria to improve the standard of calibration, testing, certification, inspection and accreditation in Mauritius;
- consider the acceptability of measurement procedures as a basis for accreditation; and
- provide advice on the identification of potential assessors.

5.3.5 Voting and Quorum

5.3.5.1 The quorum for the meeting shall be 3 and shall take into account the need to have a balanced representation. The TAC shall attempt to reach decisions by consensus. In the event this is not possible, the TAC shall proceed by voting. All members are eligible for voting and in case of a tie, the Chairperson shall have the casting vote.

5.3.6 Frequency of meetings

5.3.6.1 The TACs shall hold their meetings and proceedings so as to be able to complete the work plans established for 3 years. It is suggested that the TACs meet every quarter and are reconstituted every 3 years.

5.4 Monitoring of Committee/Council Members

5.4.1 The members of the various committees/councils will be monitored at the end of each term (3 years) as per Competency Criteria table listed in **section 3.2** of the Quality Manual.

6. Related Forms

6.1 Monitoring of Advisory Committee/Council Members, **F 2.24**

6.2 Monitoring of Accreditation Committee Members, **F 2.21**

Appendix A: Amendment Table

SN	Section	Amendment
Issue 1, Revision 5		
1.	5.2.3.1	1. Updated column 3 “Experience” as below: - “or at least five years of past experience in a conformity assessment body.” has been added at the end of the paragraph - “conformity assessment body” has been deleted after “institution, ...”
Issue 2, Revision 5		
1.	5.3.2.2	1. A new sub-section 5.3.2.2, “In the event that for specific competence is not available within a TAC, ... shall meet the criteria for members as detailed in 5.3.3.1 below.” has been added