

**Table of Contents**

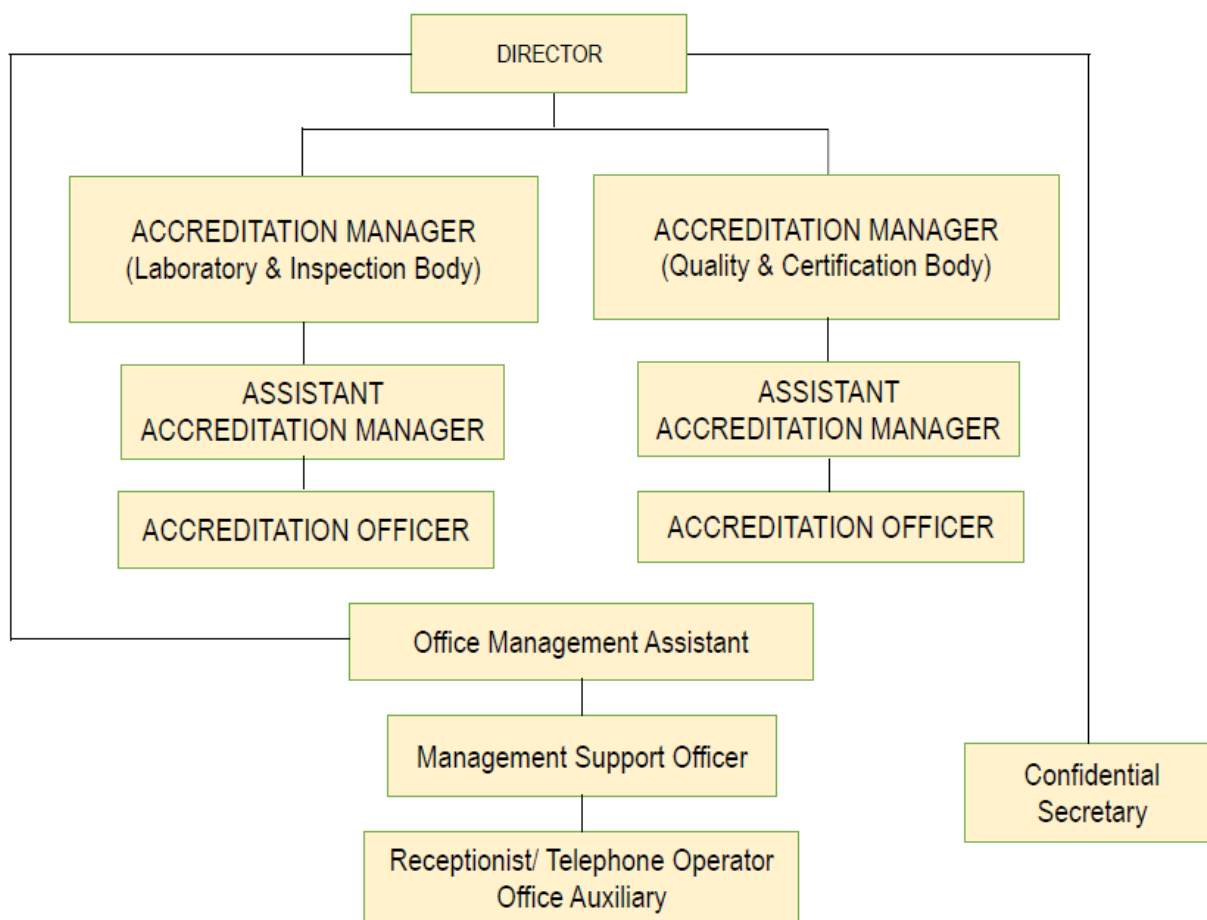
2.1	Organisation Structure.....	2
2.2	Authority and Decision .....	3
2.3	Description of accreditation infrastructure .....	3
2.4	Responsibility, Duties and Authorities – top management of MAURITAS .....	5
2.5	Authority and Responsibility – Top Management.....	10
2.6	Cross References:.....	11
	Appendix A: Amendment Table.....	12

## 2 Structure

### 2.1 Organisation Structure

2.1.1 As per the provisions of Section 3 of Act No 23 of 1998, MAURITAS is headed by the Director, who is a public officer.

2.1.2 Our organisation structure currently comprises the grades of Director, Accreditation Manager, Assistant Accreditation Manager and Accreditation Officer. A number of other grades in the government hierarchy is also included in the organisation structure so as to provide administrative support to the department such as Confidential Secretary, Office Management Assistant, Management Support Officer, Receptionist/Telephone Operator and Office Auxiliary. The organisation structure can be illustrated as below:



**2.1.3** The Director is responsible for the control, operation and day-to-day management of the Department. He is responsible to the Minister for the proper discharge of his functions under the MAURITAS Act and the implementation of such policies as may be determined. The officers of the different grades of MAURITAS are under the direct administrative control of the Director.

## **2.2 Authority and Decision**

**2.2.1** As per section 4 of Act No 23 of 98, the functions and powers of MAURITAS are as follows:

- to provide a national unified service for the accreditation of conformity assessment bodies;
- to promote widespread recognition of the competence of accredited calibration laboratories, testing laboratories, inspection bodies and certification bodies;
- to improve the standard of calibration, testing, inspection and certification within Mauritius to meet the needs of current and potential users;
- to monitor international activities relevant to its responsibilities;
- to establish agreements on mutual recognition with other national, regional and international accreditation bodies and to obtain and maintain international acceptance of the competence of organisations accredited by it; and
- to carry out such other activities in the accreditation field as may enhance the competitiveness of Mauritian goods and services.

**2.2.2** Section 8 of Act No 23 of 98 provides for the establishment of the Accreditation Committee (AC) which grants, maintains, extends or terminates an accreditation.

Section 8 (1) of Act No. 23 of 98 which refers to constitution of the Accreditation Committee has been amended on 24 July 2017 to provide for an independent accreditation decision mechanism. (copy of the MAURITAS Act and The Finance (Miscellaneous Provisions) Act No.10 of 2017 Section 32 in Annex B)

## **2.3 Description of accreditation infrastructure**

**2.3.1** The membership of MAURITAS with respect to ILAC, IAF, SADCA and AFRAC is as follows:

- ILAC – Member of the Mutual Recognition Arrangement
- IAF – Member of the Multilateral Recognition Arrangement
- AFRAC - Arrangement Member
- SADCA – Arrangement Member

for the following accreditation scopes:

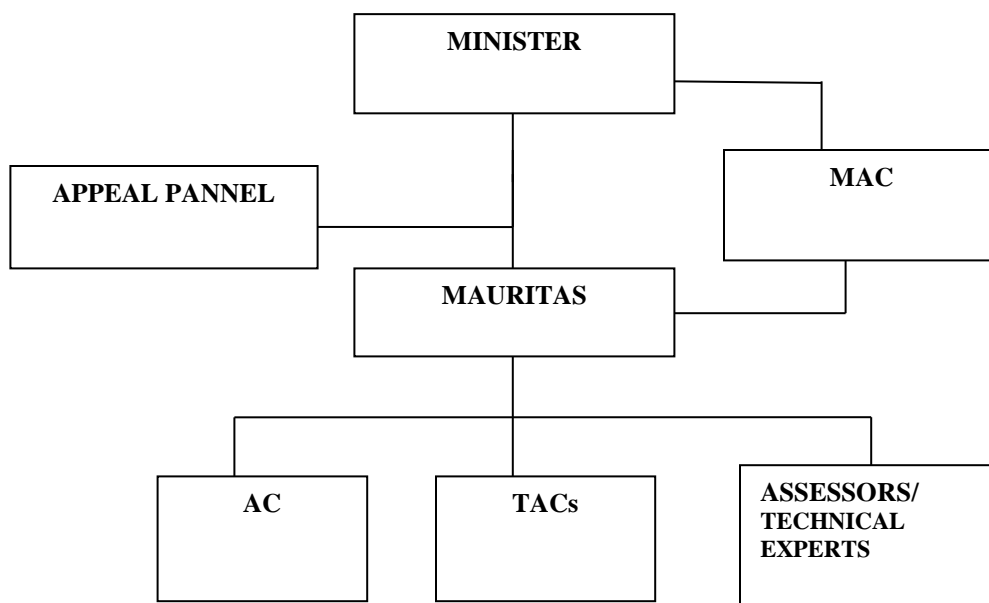
- Testing – ISO/IEC 17025
- Calibration - ISO/IEC 17025

- Management System Certification –

<b>Level 3</b>	<b>ISO/IEC 17021-1</b>	
<b>Level 4</b>	ISO/IEC 17021-3 (QMS)	ISO/TS 22003 (FSMS)
<b>Level 5</b>	ISO 9001	ISO 22000

**2.3.2** MAURITAS is the sole national accreditation authority for granting accreditation to calibration/testing laboratories, certification bodies and inspection bodies. MAURITAS is responsible for all its decisions related to accreditation.

**2.3.3** The national accreditation structure is centred around MAURITAS, the MAURITAS Advisory Council (MAC), the Accreditation Committee (AC), the Technical Advisory Committees (TACs) and assessors/technical experts as illustrated below:



**2.3.4** The duties and composition of the MAC, AC and TACs are defined in the Act No 23 of 98 and the Act No.10 of 2017 Section 32. The rules of procedure of the Committees and Advisory Council are laid out in the relevant MAURITAS P1 and P8 procedures. The ToR for all the committees (MAC, AC and TAC) are laid out in MAURITAS P15.

**2.3.5** MAURITAS has recourse to the MAC for advice on policy issues and to the TACs for advice on technical issues in specific sectors. The MAC, in accordance with Act No 23 of 98, advises the Minister on all matters relating to the functions of MAURITAS and to accreditation. The TACs are responsible for providing technical advice over the wide ranging fields, disciplines and sectors of accreditation. All members of MAC and TACs are provided with the relevant training with regards to the management system of MAURITAS and International Standards.

**2.3.6** The position of MAURITAS in the Ministry responsible for the subject of Industrial Development is illustrated in Annex C.

## 2.4 Responsibility, Duties and Authorities – top management of MAURITAS

**2.4.1** All the officers employed in MAURITAS, including the Director, have a scheme of service which defines their duties and responsibility. MAURITAS Staff shall conduct their work with professional integrity and shall implement and ensure compliance to the established management system comprising the policies and procedures as defined in this quality manual.

**2.4.2** The responsibility, duties, authorities and line of reporting of the **Director** are described below:

### **Responsibility:**

To be responsible for the efficient administration of the Mauritius Accreditation Service (MAURITAS) and to ensure the implementation of accreditation as per the Mauritius Accreditation Service Act 1998.

### **Duties:**

1. To be responsible for the execution of the policy of the MAURITAS and for the control and management of the day-to-day business of the Service.
2. To advise the Ministry on matters relating to national accreditation.
3. To make decisions on accreditation after assessment when there is no modification to the scope of accreditation.
4. To establish strategic alliances with the public/private sectors and external bodies/agencies like accreditation organisations of other countries and other reputed institutions.
5. To promote the role of the MAURITAS and its importance in the economy of the country.
6. To devise and manage accreditation schemes for testing and calibration laboratories, and bodies responsible for inspection, quality system certification, product certification, personnel certification, environmental system certification, and as appropriate in other related fields.
7. To devise and organise training programmes for potential assessors.
8. To be responsible for seeking recognition of the National Accreditation System by overseas accreditation bodies, be it at national, regional and international levels.
9. To select and monitor the performance of assessors and lead assessors.
10. To use ICT in the performance of his duties.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Director, MAURITAS in the roles ascribed to him.

### **Authorities:**

1. To approve the Quality Manual and documents forming part of the MAURITAS management system.
2. To approve the amendments to documents of the management system
3. To suspend accreditation of accredited CABs when they fail to meet the requirements of accreditation.
4. To sign accreditation certificates.

5. To make recommendation on accreditation to the AC
6. To make decisions on accreditation after assessment when there is no modification to the scope of accreditation.

**Line of Reporting:**

1. The Director is responsible to the Minister for the proper discharge of his functions under the MAURITAS Act.

**2.4.3** The responsibility, duties, authorities and line of reporting of the **Accreditation Manager (Laboratories & Inspection)** are described below:

**Responsibility:**

1. To be responsible for the effective and efficient implementation of accreditation programmes offered by the Mauritius Accreditation Service (MAURITAS) in line with international standards.

**Duties:**

1. To ensure that the accreditation system of the MAURITAS complies with the relevant international standards and guidelines.
2. To provide technical inputs on Laboratory and Inspection Body accreditation matters to the MAURITAS Advisory Council and to Sub-Committees set up by the MAURITAS Advisory Council.
3. To prepare projects, plans and develop strategies for the implementation of policies and procedures for the operation of Laboratory and Inspection Body accreditation activities.
4. To supervise, review and monitor the work of Assistant Accreditation Managers in respect of application for Laboratory and Inspection Body accreditation, effecting assessment visits and preparing assessment reports.
5. To act as lead assessor or assessor during Laboratory and Inspection Body assessment exercises.
6. To prepare reports, newsletters and other information and communication briefs on Laboratory and Inspection Body accreditation activities at national, regional and international levels.
7. To assist the Director in the development of budgetary plans, business plans and strategies for Laboratory and Inspection Body accreditation activities.
8. To assist the Director in the organisation of training courses, seminars and workshops related to Laboratory and Inspection Body accreditation.
9. To review and ensure that accurate information on Laboratory and Inspection Body are maintained on MAURITAS website.
10. To provide technical inputs on accreditation matters and to be involved in all activities pertaining thereto at the SADC and other regional blocks.
11. To promote accreditation in Mauritius.
12. To review, submit comments and recommend vote on accreditation standards, documents and guidelines from the International Laboratory Accreditation cooperation (ILAC).

13. To use ICT in the performance of his duties.

14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Accreditation Manager in the roles ascribed to him.

**Authorities:**

1. To monitor the performance of assessors.
2. To deputise for the Director in his absence.
3. To make recommendation on accreditation when acting as Lead assessor.

**Line of Reporting:**

1. The Accreditation Manager (Laboratories & Inspection) reports to the Director.

**2.4.4** The **Accreditation Manager (Certification & Quality)** is the designated Quality Manager for the MAURITAS Management System. The responsibility, duties, authorities and line of reporting of the Accreditation Manager (Certification & Quality) are described below:

**Responsibility:**

1. To be responsible for the effective and efficient implementation of accreditation programmes offered by the Mauritius Accreditation Service (MAURITAS) in line with international standards.
2. To be responsible for the maintenance of the management of quality operations systems in the Mauritius Accreditation Service (MAURITAS) in line with international standards for the purpose of international recognition and multilateral recognition arrangements.

**Duties:**

1. To ensure that the accreditation system of the MAURITAS complies with the relevant international standards and guidelines.
2. To provide technical inputs on Certification Body accreditation matters to the MAURITAS Advisory Council and to Sub-Committees set up by the MAURITAS Advisory Council.
3. To prepare projects, plans and develop strategies for the implementation of policies and procedures for the operation of Certification Body accreditation activities.
4. To supervise, review and monitor the work of Assistant Accreditation Managers in respect of application for Certification Body accreditation, effecting assessment visits and preparing assessment reports.
5. To act as lead assessor or assessor during Certification Body assessment exercises.
6. To prepare reports, newsletters and other information and communication briefs on Certification Body accreditation activities at national, regional and international levels.
7. To assist the Director in the development of budgetary plans, business plans and strategies for Certification Body accreditation activities.
8. To assist the Director in the organisation of training courses, seminars and workshops related to Certification Body accreditation.

9. To review and ensure that accurate information on Certification Body are maintained on MAURITAS website.
10. To provide technical inputs on Certification Body accreditation matters and to be involved in all activities pertaining thereto at the SADC and other regional blocks.
11. To promote accreditation in Mauritius.
12. To be responsible for the establishment and maintenance of a quality system according to international standards.
13. To ensure that the quality system as documented in the Quality Manual is continually reviewed, maintained, controlled and updated.
14. To report directly to the Director on all matters pertaining to the quality system.
15. To organise internal audits and train new internal auditors.
16. To review, submit comments and recommend vote on accreditation standards, documents and guidelines from the International Accreditation Forum (IAF).
17. To use ICT in the performance of his duties.
18. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Accreditation Manager (Certification & Quality) in the roles ascribed to him

**Authorities:**

1. To monitor all controlled copies and maintain distribution list
2. To review all changes to documentation
3. To arrange and supervise internal audits
4. To deputise for the Director in his absence.
5. To make recommendation on accreditation when acting as Lead assessor.
6. To monitor the performance of assessors.

**Line of Reporting:**

1. The Accreditation Manager (Certification & Quality) reports to the Director.

**2.4.5** The responsibility, duties, authorities and line of reporting of the **Assistant Accreditation Manager** are described below:

**Responsibility:**

1. To be responsible for the effective and efficient implementation of accreditation schemes offered by the Mauritius Accreditation Service (MAURITAS) in line with international standards.

**Duties:**

1. To ensure that the laboratory /certification body/inspection body accreditation system of MAURITAS complies with relevant international standards.
2. To develop and implement detailed policies and procedures for the operation of laboratory/certification



body/inspection body accreditation system

3. To process applications for laboratory /certification body/inspection body accreditation system, effect assessment visits and prepares assessment reports.
4. To act as lead assessor or assessor during assessment exercises and prepare reports.
5. To ensure that accredited laboratory /certification body/inspection body accreditation system complies with the requirements of the MAURITAS.
6. To assist laboratories in the identification of appropriate proficiency testing and inter-laboratory comparisons
7. To supervise, review and monitor the work of Accreditation Officers.
8. To maintain an up-to-date database of qualified assessors for the purpose of laboratory accreditation/certification body/inspection body.
9. To carry out training courses for all accreditation stakeholder.
10. To promote accreditation in Mauritius.
11. To use ICT in the performance of his duties.

**Authorities:**

1. To make recommendation on accreditation when acting as Lead assessor.
2. To deputise for the designated Quality Manager in his absence

**Line of Reporting:**

1. The Assistant Accreditation Manager reports to the respective Accreditation Manager.

**2.4.6** The responsibility, duties, authorities and line of reporting of the **Accreditation Officer** are described below:

**Responsibility:**

1. To be responsible for ensuring that applicants and accredited conformity assessment bodies comply with the requirements of the Mauritius Accreditation Service (MAURITAS).

**Duties:**

1. To process applications for accreditation, carry out document reviews, and prepare assessment plans and associated documentation.
2. To follow-up with conformity assessment bodies on matters pertaining to accreditation and its maintenance.
3. To follow-up with lead assessor/technical assessors and experts for briefing sessions, conduct of assessments and review of corrective actions.
4. To carry out assessment visits and to act as lead assessor or assessor during assessment exercises and prepare reports.

5. To ensure that accredited conformity assessment bodies comply with the requirements of the MAURITAS.
6. To produce and keep up-to-date a directory of accredited conformity assessment bodies.
7. To prepare articles, briefs and other promotional materials on MAURITAS.
8. To maintain and update the website of MAURITAS and the Management Information System of MAURITAS.
9. To assist Assistant Accreditation Managers in the organization of training courses and in the implementation of the management system for MAURITAS.
10. To use ICT in the performance of their duties.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the outputs and results expected from the Accreditation Officer in the roles ascribed to him.

**Authorities:**

1. To make recommendation on accreditation when acting as Lead assessor.

**Line of Reporting:**

1. The Accreditation Officer reports to the respective Assistant Accreditation Manager.

**2.5 Authority and Responsibility – Top Management**

**2.5.1 Annex B** defines the following authorities and responsibilities:

	<b>Authority</b>	<b>Responsibility</b>
1	Minister of Industrial Development	<ul style="list-style-type: none"> <li>• Responding to appeals in a timely manner.</li> </ul>
2	The MAURITAS Advisory Council	<ul style="list-style-type: none"> <li>• Advice on policy issues relating to accreditation.</li> </ul>
3	Technical Advisory Committees	<ul style="list-style-type: none"> <li>• To advise on specific technical issues related to accreditation process.</li> </ul>
4	Director, MAURITAS	<ul style="list-style-type: none"> <li>• Development of policies relating to operation of MAURITAS.</li> <li>• Control, operation, management and supervision of the daily business of MAURITAS;</li> <li>• Compliance of the policies and procedures of MAURITAS with international standards;</li> <li>• Supervision of the implementation of the policies, processes and procedures of MAURITAS;</li> <li>• Development or adoption of activities for the schemes for which MAURITAS provides accreditation;</li> </ul>

		<ul style="list-style-type: none"> <li>• Performance of assessments and accreditation processes;</li> <li>• Responding to complaints in a timely manner;</li> <li>• Setting up of Technical Advisory Committees to advise on technical issues;</li> <li>• Making recommendations on accreditation to AC</li> <li>• Suspension of Accreditation.</li> <li>• Contractual Arrangements</li> <li>• Safeguarding of impartiality</li> <li>• Responding to appeals in a timely manner</li> </ul>
5	Accreditation Committee	<ul style="list-style-type: none"> <li>• Grant, maintenance, renewal, extension and termination of accreditation.</li> <li>• Delegation of power to the Director for making decisions on maintenance of accreditation after assessment when there is no modification to the scope of accreditation.</li> </ul>
6	Minister of Industrial Development	<ul style="list-style-type: none"> <li>• Appointment of Appeals Panel</li> <li>• Making of regulations related to:                             <ul style="list-style-type: none"> <li>- Fees and charges;</li> <li>- Definition of obligation of accredited bodies;</li> <li>- Conditions for the use of MAURITAS accreditation symbol.</li> </ul> </li> </ul>
7	Ministry of Finance, Economic Planning and Development	<ul style="list-style-type: none"> <li>• Approval for allocation of funds.</li> <li>• Provision of adequate resources</li> </ul>
8	Ministry of Civil Service, Administrative and Institutional Reforms	<ul style="list-style-type: none"> <li>• Provision of adequate resources</li> </ul>
9	Ministry of Industrial Development	<ul style="list-style-type: none"> <li>• Supervision of all the financial transactions of MAURITAS by the Finance Section of this Ministry.</li> </ul>

**2.6 Cross References:**

**2.6.1** Annex B, MAURITAS P1, P2, P8 & P15

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**Appendix A: Amendment Table**

SN	Section	Amendment
1.	2.5.1	'Responding to appeals in a timely manner' has been added to the responsibility of the Director