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6.3 Document Control

6.3.1 General

6.3.1.1 We have established a procedure **MAURITAS P10** for controlling all documents related to our accreditation activities. These documents are uniquely identified.

6.3.1.2 Copies of the MAURITAS Quality Manual are distributed by the Quality Manager as per distribution list.

6.3.1.3 All controlled copies are kept up-to-date by the copy holders. Uncontrolled copies may be made and each page is clearly marked "Uncontrolled Copy" and will not be updated.

6.3.1.4 All amendments and additions are authorised by the Director MAURITAS and all superseded and obsolete pages are destroyed by copy holders after acknowledging receipt of amendments.

6.3.1.5 All procedures are authorised by the Director MAURITAS including all amendments to procedures. All controlled copies are monitored by Quality Manager. All amendments to procedures are reviewed by the Quality Manager and discussed with the Director prior to authorised action being taken.

6.3.1.6 All forms used by MAURITAS staff, assessors and technical experts are authorised by the Director MAURITAS. The Quality Manager will decide after discussion with the Director whether a new form needs to be developed or existing form needs to be revised. Staff are informed by the Quality Manager of distribution of revised or new forms by written note.

6.3.1.7 MAURITAS staff are individually responsible for ensuring that national and international standards, they are using, are the current versions. MAURITAS staff actively participate in the technical committees set up by the Mauritius Standards Bureau.

6.3.1.8 MAURITAS has defined the retention time for keeping accreditation records to be the current cycle and at least for the two previous accreditation cycles.

6.3.1.9 The procedure for document control takes into consideration the confidentiality of documents.

6.3.2 Cross References

6.3.2.1 MAURITAS P6 & P10