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6.3 Document Control

6.3.1 General

6.3.1.1 Procedure **MAURITAS P10** has been established for controlling all documents related to its accreditation activities. These documents are uniquely identified.

6.3.1.2 The MAURITAS Quality Manual, associated procedures and forms bear the authorization of the Director MAURITAS prior to being put in use. The original signed MAURITAS Quality Manual and associated procedures are kept by the Quality Manager.

6.3.1.3 A copy of the original signed MAURITAS Quality Manual and associated procedures are kept in the respective files in the Registry of MAURITAS. All original signed forms are kept in the designated files in the Registry.

6.3.1.4 MAURITAS documents and forms are reviewed every four (4) years through technical meetings. This review is carried out so as to be completed before the next re-evaluation exercise.

For minor amendments and additions identified through Improvement Requests/Corrective Actions, in between reviews, same are authorised by the Director MAURITAS.

For more consequent amendments which may be needed following updates in technical requirements, a review is carried out among MAURITAS Staff and/or Technical Advisory Committees.

The detailed process of reviewing MAURITAS documents is described in **MAURITAS P10**.

6.3.1.5 The current and valid version of the MAURITAS Quality Manual, associated documents and forms are uploaded on the MAURITAS website and are accessible to all MAURITAS Staff. The Quality Manager informs MAURITAS staff about an updated or new document/form issued.

The original obsolete hardcopy is marked as “Obsolete Copy” and is kept in the designated file.

6.3.1.6 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 standards technical committees set up by the Mauritius Standards Bureau.

6.3.1.7 MAURITAS has defined the retention time for keeping accreditation records to be the current cycle and at least for the two previous accreditation cycles. Since the policy for disposal/archiving of records at the level of the parent Ministry under which MAURITAS operates is ten (10) years, records are therefore kept for a minimum of ten (10) years and a maximum of twelve (12) years.

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

6.3.2 Cross References

6.3.2.1 MAURITAS P6 & P10

Appendix A: Amendment Table

SN	Section	Amendment