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# MAURITAS

# A16

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## Procedure for transferring accreditation

**Mauritius Accreditation Service**

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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 transferring accreditation

## 1 Purpose

1.1 This procedure describes the steps to be taken by MAURITAS when transferring accreditation in cases where the legal status of a CAB changes.

## 2 Scope and Responsibilities

2.1 This procedure sets out how MAURITAS proceeds with transfers of accreditation and also details the conditions under which accreditation can be transferred.

2.2 The Director shall be responsible for the transfers of accreditation.

## 3 References

The following documents contain provisions which, through reference in this text, constitute provisions of the MAURITAS accreditation system. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. For undated MAURITAS references, the latest edition of the document referred to, applies. MAURITAS maintains a register of the current valid MAURITAS accreditation documents.

3.1 MAURITAS A Series documents

3.2 MAURITAS R Series documents

## 4 Definition

### 4.1 Accreditation

Accreditation is a third-party attestation related to a CAB conveying formal demonstration of its competence to carry out specific conformity assessment tasks.

## 5. Relevant conditions for transfer of accreditation

5.1 The system for performance of accredited conformity assessment activity shall not in principle be changed, and the changes shall not be in conflict with the accreditation conditions.

5.2 The changes shall not lead to weakening of the quality of the work or the integrity of the organisation.

5.3 The changes have no influence on fulfilment of the requirements of accreditation.

5.4 The transferring of accreditation does not mislead the market.

5.5 The organisation attends to the responsibility towards customers and MAURITAS. (This implies that, at any time, in the transfer process, there have to be a clearly defined legal body which is responsible towards customers and MAURITAS).

5.6 The changes are not in conflict with Mauritian (or other nations if the organisation is located in another country) laws.

## 6. Procedure

**6.1** If the transfer is requested, the accredited organisation has to send an application by letter for transfer of the accreditation.

**6.2** The application must include:

- Complete description of the background of the application;
- Clear and precise description of new legal status, where it is relevant;
- Description of possible changes in the management system;
- Company attestation;
- Binding statement from the new owner/management that they will fulfil the requirements for accreditation;
- Binding statement for the new owner/management that possible relevant responsibility is taken over from the one the accreditation was transferred from. (e.g. acceptance of previous contracts for delivery of accredited services),
- Plan for updating of the quality manual, procedures, catalogues, and other affected documents (e.g. change of name);
- Information regarding updating of necessary contract of employments, agreement with subcontractors etc. when relevant.

**6.3** When the ownership of a CAB is changed, MAURITAS shall consider whether there are any implications for the accreditation. If such issues arise, they shall be resolved before accreditation is continued. The register of accredited entities shall be updated accordingly if necessary.

**6.4** When such issues do not arise or have been resolved or when the name but not ownership changes, the MAURITAS records shall be updated and a new accreditation certificate issued. The register of accredited entities shall be updated accordingly.

**6.5** When the staffing of a CAB is significantly changed and when other significant changes are made to the CAB's resources, MAURITAS shall undertake a re-assessment.

## 7. Relevant forms