



MAURITAS

A18

Procedure for Assessment of Accredited Certification Bodies

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 Assessment of Accredited Certification Bodies

1. Purpose

1.1 This procedure shall ensure that all assessment activities of the accredited certification bodies shall be carried out in a professional manner.

2. Scope and responsibility

2.1 This procedure comprises handling of all assessments of MAURITAS accredited certification bodies. Where relevant, the procedure also includes activities related to an extension of accreditation within the existing scope of accreditation.

2.2 All personnel who perform assessment activities of accredited certification bodies shall adhere to this procedure.

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 **ISO/IEC 17021-1** : Conformity assessment – Requirements for bodies providing audit and certification of management systems- Part 1: Requirements

3.2 **ISO/IEC 17021-2** : Conformity assessment -- Requirements for bodies providing audit and certification of management systems -- Part 2: Competence requirements for auditing and certification of environmental management systems.

3.3 **ISO/IEC 17021-3** : Conformity assessment -- Requirements for bodies providing audit and certification of management systems -- Part 3: Competence requirements for auditing and certification of quality management systems.

3.4 **ISO/TS 22003** : Food safety management systems -- Requirements for bodies providing audit and certification of food safety management systems.

3.5 **ISO/IEC 27006** : Information technology -- Security techniques -- Requirements for bodies providing audit and certification of information security management systems.

3.6 **ISO/IEC 27006/ AMD 1** : Information technology -- Security techniques -- Requirements for bodies providing audit and certification of information security management systems – Amendment 1.

3.7 **MAURITAS A Series documents**

3.8 **MAURITAS G Series documents**

3.9 **MAURITAS R Series documents**

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- 3.10 ISO/IEC 17011** : General requirements for accreditation bodies accrediting conformity assessment bodies.
- 3.11 IAF MD1** : IAF Mandatory Document for the Audit and Certification of a Management System Operated by a Multi-Site Organisation
- 3.12 IAF MD 2** : IAF Mandatory Document for the Transfer of Accredited Certification of Management Systems
- 3.13 IAF MD 5** : Determination of Audit Time of Quality, Environmental Management Systems and Occupational Health and Safety Management Systems
- 3.14 IAF MD 7** : Harmonisation of Sanctions
- 3.15 IAF MD 12** : Accreditation Assessment of Conformity Assessment Bodies with Activities in Multiple Countries
- 3.16 IAF MD 15** : IAF Mandatory Document for the Collection of Data to Provide Indicators of Management System Certification Bodies' Performance
- 3.17 IAF MD 16** : Application of ISO/IEC 17011 for the Accreditation of Food Safety Management Systems (FSMS) Certification Bodies
- 3.18 IAF MD 17** : Witnessing Activities for the Accreditation of Management Systems Certification Bodies
- 3.19 IAF MD 20** : Generic Competence for AB Assessors: Application to ISO/IEC 17011
- 3.20 IAF ML 1** : Guidance for the Exchange of Documentation among MLA Signatories for the Assessment of Conformity Assessment Bodies
- 3.21 IAF COVID FAQs 8, 10, 13, 26, 27, 32 and 33**
- 3.22 ILAC/IAF JWG A-Series FAQ1**

4. Definitions

4.1 Accreditation

A third-party attestation related to a Certification Body conveying formal demonstration of its competence to carry out specific audit and certification activities.

4.2 Assessment

Process undertaken by MAURITAS to determine the competence of a certification body, based on standard(s) and/or other normative documents for a defines scope of accreditation.

4.3 Witnessing

Witnessing is the on-site assessment of a certification body to evaluate if audits are satisfactory performed.

4.4 Major non-conformities

Non-Conformities that affect the capability of the management system to achieve the intended results.

4.5 Minor non-conformities

Non-Conformities that do not affect the capability of the management system to achieve the intended results.

4.6 Assessment programme

Set of assessments consistent with a specific accreditation scheme that the accreditation body performs on a specific certification body during an accreditation cycle

4.7 Assessment plan

Description of the activities and arrangements for an assessment

4.7 Accreditation Body personnel

Internal or external individuals carrying out activities on behalf of the accreditation body

4.8 Assessor

Person assigned by an accreditation body to perform, alone or as part of an assessment team, an assessment of a conformity assessment body

4.9 Team Leader

Assessor who is given the overall responsibility for the management of an assessment

4.10 Technical Expert

Person assigned by an accreditation body, working under the responsibility of an assessor, who provides specific knowledge or expertise with respect to the scope of accreditation to be assessed and does not assess independently. However, a technical expert can work in an area alone if an Assessor/Team Leader is available and periodically checking and communicating with the technical expert (this includes also keeping in touch via email or telephone or a mobile application).

4.6 NACE code system

NACE code system is the European standard for industry classifications and was introduced in 1970. NACE stands for "Nomenclature Générale des Activités Economiques dans L'Union Européenne". The field of activities can be accessed on website:

http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-07-015/EN/KS-RA-07-015-EN.PDF

4.7 IAF scope of accreditation

IAF scope of accreditation is based on the statistical nomenclature for economic activities NACE Rev.2 published by the Commission of European Communities. The IAF scope for a Certification Body may be expressed in terms of one or more elements from a list of economic activities.

5 Assessment

5.1 Planning

Responsibility	Activity	Documents
Case Officer	<p>Reviews the assessment programme taking into consideration any cross-frontier activities and covering the scope of the applicant certification body together with the associated risks related to activities, location and personnel for the accreditation cycle.</p> <p>Factors such as knowledge obtained by MAURITAS about the CB's management system and activities and the performance of the CB are also considered when reviewing the assessment programme.</p> <p>Follows up with the CB to ensure that the latter sends a complete and updated schedule of confirmed and planned audits (dates, location, audit team composition, audit type and scope) on a yearly basis.</p>	IAF MD17
Case Officer	<p>Plans assessments for the whole accreditation cycle of four years. The first on-site assessment is carried out 6 months after grant of accreditation and thereafter annually.</p> <p>Ensures that all the requirements of ISO/IEC 17021-1, the relevant competence requirements as per Annex D of QAM1 and the scope of accreditation are assessed taking risks into consideration during one accreditation cycle.</p> <p>Ensures that the assessments be carried out within 1 month of its scheduled date.</p> <p>Where applicable, is responsible for analysing trends, if any, in non-conformities raised during the previous assessment visits at the CB for planning of its assessment in an accreditation cycle.</p> <p>MAURITAS may use assessment techniques other than on-site assessment in case of extraordinary events.</p>	IAF MD20 IAF MD17 MAURITAS A24
Case Officer	<p>Follows steps in the section on 'Resource Review' in MAURITAS A9 to carry out resource review. Resource review is carried out within 2 weeks of the date of assessment.</p> <p>Takes into consideration the duration of the assessment, when filling in the resource review form, based on the following factors:</p> <p>-The assessment of the CB will be undertaken for a minimum duration of two (2) days (in case of office assessment).</p> <p><i>The number of days for the office assessment will be increased depending on:</i></p> <ul style="list-style-type: none"> <i>a) complexity of the CB</i> <i>b) number of geographical locations of the CB activities</i> <i>c) the structure of the quality system</i> <i>d) the proposed scope(s) of accreditation and</i> 	MAURITAS A9

	<p><i>e) where relevant, the combination of multi-standards for accreditation</i> <i>f) Effective number of personnel involved within the scope of certification;</i> <i>g) Confirmed and planned audit schedules and locations;</i> <i>h) Audit time determination and justification to the client's organization;</i> <i>i) Number of qualified auditors (internal and external) involved in the relevant certification schemes;</i> <i>j) number of certified companies; and</i> <i>k) assessment/Auditing techniques.</i></p> <p>-The minimum number of days for witnessing a particular code/food chain category, for a given CB's client, shall be the same as the man days determined by the CB in compliance with IAF MD 5/ISO TS 22003/ISO/IEC 27006.</p> <p>Plans the assessment such that the assessment team assesses the performance of a sample of certification activities representative of the scope of accreditation of the CB. The assessment needs to cover a sample of locations and personnel to determine the competence of the CB activities in its scope of accreditation for which it has applied.</p>	<p>IAF MD 5 ISO TS 22003 ISO/IEC 27006</p> <p>MAURITAS A22 MAURITAS A24 MAURITAS A26</p>
<p>Case Officer</p>	<p>Within 2 months prior to the visit, the Case Officer is responsible for:</p> <ul style="list-style-type: none"> • Requesting to the CB its updated Quality Documentation as well as complaints, latest management review, complaints and internal audit reports. • Constitution of assessment team including information about their organisation and background; • Liaising with the CB for arrangements (witnessing and office assessment); • Liaising with foreign Accreditation Body (if any); • Proposing dates of assessment and witnessing; • Agreeing on organisations to be witnessed; • Discussing on tentative plan for assessment including covering all clauses of the relevant standard and witnessing. <p>The plan shall allow for:</p> <ul style="list-style-type: none"> • all parts of the accreditation scope and the management system be covered at least once during the accreditation cycle according to procedures; • key elements of the management system, including but not limited to complaints, management review and internal audit, to be assessed during each assessment; • every element in the relevant accreditation standard be assessed during the accreditation cycle; • every geographical/administrative unit be assessed during the accreditation cycle; • witnessing of certification bodies during on-site audits be included; • necessary resources be allocated for the assessment; • additional resources be allocated if the assessment includes an extension of scope. <p>Reference is made to the established timeline in Annex A.</p> <p>During planning, the Case Officer also:</p> <ul style="list-style-type: none"> • decides the tentative dates for the on-site assessment together with the CB; 	<p>IAF MD20</p> <p>MAURITAS A22, A24, A25, A28</p> <p>F 4.03 F 1.09</p>

	<ul style="list-style-type: none"> • makes an agreement with the Assessors and/or Technical Experts, where relevant; • makes records for use of Assessors and/ or Technical Experts. 	F 1.07
Director of MAURITAS	Approves assessment team, selected by Case Officer and recommended by Head of Quality and CB Section prior to each assessment.	F 1.09
Case Officer	<p>Requests all proposed members of the assessment team to declare any former, existing or envisaged link or competitive position between themselves/their parent organisation and the CB to be assessed.</p> <p>In the event that one or more of the proposed team member declares any interest or link, the resource review process will be repeated with new proposed team members.</p> <p>Also, requests all proposed members of the assessment team to take a confidentiality pledge.</p>	F 1.23 F 1.02
Case Officer	<p>Gives information (within 1 week) to the accredited CB about:</p> <ul style="list-style-type: none"> • Proposed assessment team including information about their organisation and background • Cost estimate • Time schedule <p>Note: The determination of the assessment durations is as determined during the resource review exercise.</p> <p>Finalises all the above-mentioned information with the accredited CB prior to carry out the assessment.</p> <p>Appoints new Assessors and/or Technical Experts if they are not accepted by the CB, and may recommend actions based on the CB's reason. If the reason given is not considered to be valid by the Case Officer, and local Assessors/Technical Experts are not available, the CB will have to bear the cost of using foreign Assessors/Technical Experts</p>	
Team leader/ Assessor/ MAURITAS Officer accompanying the Technical Expert	Reviews the Quality Documentation as well as latest management review, complaints and internal audit reports prior to the office assessment.	F 4.10 F 4.11 or F 4.13
Case Officer	<p>Is responsible that the assessment plan is adequately defined, including locations, personnel and activities as well as sufficient time to perform the assessment and covers all clauses of the relevant standard(s).</p> <p>Is responsible for providing the following forms to the Team Leader (at least one week before assessment):</p> <ul style="list-style-type: none"> • Assessment plan • Checklist for Assessor Pack • Briefing Meeting with Assessors and/ or Technical Experts • Witness Assessment Report for Management Systems 	IAF MD 20 MAURITAS A24 F 1.18 F 1.15 F 4.03

5.2 Planning of witnessing

Responsibility	Activity	Documents
Case Officer	<p>Reviews the assessment programme taking into consideration any cross-frontier activities and covering the scope of the certification body together with the associated risks related to activities, location and personnel for the accreditation cycle.</p> <p>Follows up with the CB to ensure that the latter sends a complete and updated schedule of confirmed and planned audits (dates, location, audit team composition, audit type and scope) on a yearly basis.</p>	IAF MD17 MAURITAS A22, A24, A25, A28

<p>Case Officer</p>	<p>Plans the witnessing be based on:</p> <ul style="list-style-type: none"> ▪ The accredited scope of the CB; ▪ Competence of CB lead auditors/auditors; ▪ the CB's overall performance; ▪ factors such as risk, process complexity or legislation etc. which may influence the ability of the certified organisation to demonstrate its ability to meet the intended outcomes of the Management System; ▪ feedback from interested parties including complaints about certified organizations; ▪ the results of the CB's internal audits; ▪ scheme owner requirements, etc.; ▪ changes in CB work patterns – growth of work within a specific region or technical area; ▪ number of clients within the CB’s scope of accreditation; ▪ CB’s auditor evaluation and approval process; and ▪ previous witnessing assessment report. <p>The number of witnessing will depend upon:</p> <ul style="list-style-type: none"> ▪ The number and type/variations in the business sectors which are applied for; ▪ The certification scheme and scope of certification for which CB is accredited; ▪ In what countries the CB operates and has key activities. <p>Ensures when planning for the Witnessing Audit:</p> <ul style="list-style-type: none"> • Each accreditation scheme shall be witnessed as per the requirements listed in the respective IAF Mandatory documents, i.e.: <ul style="list-style-type: none"> - at least one witnessing activity in each technical cluster of each management system scheme to be complemented with an office assessment for QMS if the CB has demonstrated sufficient experience and performance for an enhanced scheme. When this happens, at least one witnessing activity in each technical cluster of each MS scheme shall be performed, to be complemented with other assessment activities to guarantee that each technical cluster is assessed during two successive accreditation cycles; and - at least one witnessing activity in Food Chain Category (C+D) (if covered by the accredited scope of the CB) each year and at least one audit in each of the other clusters during the accreditation cycle. <p>The witnessing frequency established for the 1st cycle should be reinstated if significant changes occur in the CBs' auditor qualification process, auditing practices or results and audit personnel</p> <ul style="list-style-type: none"> • A CB with more than 300 certificates shall be witnessed twice every year as a minimum; • Witnessing of auditor be done for a representative number of staff of the CB. 	<p>IAF MD12</p> <p>IAF MD5 IAF MD17</p> <p>IAF MD 16</p>
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Case Officer	<p>Each CB with more than 10 certificates in other countries shall be witnessed at least once during the accreditation cycle. However, witnessing shall be considered in 1 out of 2 accreditation cycles in cases where the number of certificates is less than 10.</p> <p>The extent of the witnessing shall be decided in the following way:</p> <ul style="list-style-type: none"> • In case of new lead auditors, full audits normally will be witnessed, unless the experience with the organisation shows that we have confidence with their performance; • For lead auditors who have been witnessed earlier, the witnessing do not need to be for the full audit; • In case of extension of scope, the witnessing can be limited to the technical part of the audit. 	IAF MD12
Case Officer	Records the selection of geographical locations.	IAF MD1
Team Leader and Assessor	<p>Receives the following documentation from CB prior to the witnessing through the Case Officer:</p> <ul style="list-style-type: none"> ▪ copy of the previous report of the certified company for the last audit if a surveillance audit or a renewal shall be witnessed; ▪ copy of audit plan; ▪ copy of audit team competence records and ▪ justification for calculation of audit time. 	IAF MD17 IAF MD5

5.3 Execution of office assessment/witnessing

Responsibility	Activity	Documents
Performance of office assessment		
Team Leader	<p>Carries out a briefing session with assessment team so that they are aware of their duties during the assessment.</p> <p>Carries out an Opening Meeting that sets the scene, and its purpose is to ensure that the CB management and staff understand how the assessment team will proceed with the assessment.</p>	F 1.15 F 1.01 IAF MD20
Team Leader/Assessors/ Technical Experts along with MAURITAS Staff	<p>Assess the following subjects as per the assessment plan:</p> <ul style="list-style-type: none"> • Selected elements in the relevant standard; • Selected parts of the management system. <p>Assess the main office and selected geographical locations (if any) that are covered by the accreditation.</p> <p>Analyse all relevant information and objective evidence gathered in order to determine the competence of the applicant CB as determined through its conformity with the requirements of accreditation.</p>	F 4.10, F 4.11 or F 4.13
Assessors or Technical Experts along with	Prior to the closing meeting, an Assessors' meeting is held. In the event that the members of the assessment team cannot reach a conclusion with respect to a particular finding, the Team Leader shall report same to the relevant	F 1.21 F 4.05

MAURITAS Staff	<p>management level staff of MAURITAS (Assistant Accreditation Manager/Accreditation Manager/Director).</p> <p>The Team Leader shall inform MAURITAS in the event that the assessment team is not able to perform the office assessment as per the assessment plan and the reasons thereof.</p>	
Assessors/Technical Experts along with MAURITAS Staff	<p>A Closing Meeting is held to present a summary of the results of the assessment, report on the findings identified during the assessment and to inform the management of the recommendations that the Assessment Team will make to MAURITAS. No matters shall be included in the formal presentation of findings that do not appear in the Recommendation Report.</p> <p>Team Leader shall at the closing meeting:</p> <ul style="list-style-type: none"> • Give the CB representative a copy of the recommendation report and non-conformities, if any (deadline for root cause analysis and proposed corrections/corrective actions 2 weeks and for corrections/corrective actions 2 months for assessment). <p>The CB is provided an opportunity to seek clarification on the findings, if any, and their basis.</p> <p>The Assessor/ MAURITAS Staff accompanying the Technical Expert shall within 3 weeks from assessment date issue a report and forward it to the Team leader.</p>	<p>F 1.04</p> <p>F 4.06</p> <p>F 4.05</p> <p>F 4.07</p>
Team Leader	<p>Submits reports resulting from the assessment including the Assessor's/MAURITAS Staff's report to the Head of CB and Quality section within 1 month from assessment date.</p> <p>If the Team Leader also is the Assessor, he/she shall submit two reports covering both functions.</p>	F 4.07
Team Leader and Assessor	<p>The reports shall include comments on competence as determined through conformity, the scope assessed and a description of non-conformities. The comments on competence in the assessment report shall be adequate to support the conclusions reached during the assessment. The team's observations on areas of improvement may be presented to the CB without recommending specific solutions.</p> <p>If the report on the outcome of the assessment differs from the outcome delivered at the closing meeting, MAURITAS shall provide a written explanation to the assessed CB.</p> <p>The implementation of the corrective actions shall be verified at the next visit.</p>	F 4.07 IAF MD20

Head of the Quality and CB section	Reviews and approves the report(s), if it is in accordance with MAURITAS' policy and practice. Forwards the report(s) to the Case Officer.	F 4.07
Case Officer	Forwards the report(s) to the assessed CB within one month from assessment date and reminds them about the right to complain against actual errors in the reports. MAURITAS shall be responsible for the content of all of its assessment reports.	F 4.07
Performance of witnessing		
Team Leader	Carries out briefing meeting with the assessment team prior to the opening meeting of the CB at its client's place.	F1.15
Assessors/Technical Experts along with MAURITAS Staff	Stay with the audit team as silent observers and do not interfere in the audit throughout while taking notes on how the audit is being carried out.	
Team Leader	When the CB has finished the audit, the Team leader in cooperation with the Assessor and/or Technical Expert along with MAURITAS Staff shall: <ul style="list-style-type: none"> ▪ Prepare for a debriefing meeting with the team of auditors; ▪ Register non-conformities, if relevant; ▪ Give a verbal feedback to the auditors after their closing meeting; ▪ Present the non-conformities (if any) that shall be signed by the lead auditor of the CB. <p>If the Team leader also is an Assessor, a report for both functions shall be written and sent to the Case Officer.</p>	IAF MD20 F 4.05 F 4.03 IAF MD20
Assessors/Technical Experts along with MAURITAS Staff	The Assessor and/or Technical Expert along with MAURITAS Staff shall after the witnessing, within 3 weeks, issue reports and forward them to the team leader. The Team Leader shall within 1 month from assessment date issue the report to the Case Officer.	IAF MD20 F 4.03
Case Officer	Forwards the witnessing reports from the assessment team within 1 month from assessment date to the CB with information about the right to complain against actual errors. Where suitable, the reports may be written and presented on site. However, it must be ensured that the responsible person in the CB receives the reports.	F4.03
Support Services	Files all documents related to assessment and witnessing.	

6. Transition with respect to a new accreditation standard

Responsibility	Activity	Documents
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Case Officer	Be responsible to plan the assessment process as per the transition plan developed by MAURITAS. The transition plan is also available on MAURITAS website. Be responsible to follow the accreditation process with the accredited CBs.	IAF MD20
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7. Reporting of major non-conformities after assessments

Responsibility	Activity	Documents
Team Leader	Immediately after the assessment, during the closing meeting, informs the CB that a recommendation about suspension will be evaluated by MAURITAS if several non-conformity reports of type major have been issued and there is significant doubt that the capability of the management system to achieve its intended results is affected. In case of recommendation for suspension, immediately presents the recommendation about suspension to the Case Officer.	IAF MD7
Case Officer	Handles the recommendation for partial/full suspension as per MAURITAS A15.	MAURITAS A15

8. Closing of non-conformities

Responsibility	Activity	Documents
Case Officer	Receives from the organisation proposed and implemented corrective actions for all non-conformities within the agreed time limit (for proposed corrective actions: 2 weeks from date of assessment and for implemented corrective actions: 2 months from date of assessment) Forwards copies of non-conformities and corrective actions to the respective Team Leader/Assessors/Technical Experts along with MAURITAS Staff asking for feedback on the corrective actions and to determine if proposed corrective actions and the root cause analysis carried out are sufficient and appropriate.	
Case Officer	Convenes the Team Leader, Assessors and/or Technical Experts along with MAURITAS Staff where necessary for meetings at MAURITAS office to review the technical non-conformities, root cause analysis and the corrective actions and asking for feedback on the corrective actions.	IAF MD20

Team Leader/ Assessors/Technical Experts along with MAURITAS Staff	<p>Closes the non-conformities based on the following judgement:</p> <ul style="list-style-type: none"> ▪ If the non-conformity shall be closed based on satisfactory descriptions of corrective actions and objective evidence; ▪ If the non-conformity shall be closed after a visit to verify the implementation of the corrective action; <p>All non-conformities shall be verified at the next visit.</p>	IAF MD20 F 4.05
Team Leader/ Assessors / Technical Experts	<p>Within 2 weeks from date of receipt of corrective action, forwards to the Case Officer a recommendation about closing of each non-conformity.</p> <p>Alternatively, gives feedback in writing to the Case Officer about non-conformities where corrective actions are not acceptable.</p>	
Case Officer	<p>Acknowledges with the Assessors/Technical Experts along with MAURITAS Staff about non-conformities where corrective actions are not acceptable.</p> <p>Gives feedback to the CB about unsatisfactory corrective actions and gives the CB in writing a new deadline for corrective actions (maximum one month).</p>	
Head of CB and Quality section	<p>Evaluates actions towards the accredited CB if corrective actions have not been made for all non-conformities within 2.5 months after the assessment.</p>	

9. Decision and registration

Responsibility	Activity	Documents
Team Leader or Case Officer in case Team Leader is external	<p>Prepares and submits an accreditation report, based on the recommendation of the assessment team, to the team for review and comments.</p> <p>After amendments, Team Leader submits the accreditation report to Head of CB and Quality section for review, if Team Leader is not the Head of CB and Quality (within one and a half months from clearance of all non-conformities).</p> <p>Submit the finalised accreditation report to Registry for further processing.</p>	
Support Services	<p>Registration of the Accreditation Report and submission to assessment team for signature.</p>	F 4.07
Accreditation Committee	<p>Takes the decision about the status of the accreditation(s) (maintenance) based on the recommendation presented by the Director without undue delay.</p> <p>If the conclusion of the Accreditation Committee leads to negative consequences for the accredited CB, the decision table is given to the Director of MAURITAS for necessary actions.</p>	

Director and Case Officer	Handles the negative conclusion as defined in MAURITAS A9.	MAURITAS A9, A14 and A15
Support services	Makes records about the decision.	
Case Officer	Forwards the letter to the accredited CB without undue delay. Informs the accredited CB of its right to appeal in the letter.	
Director of MAURITAS	If the conclusion of the Accreditation Committee is positive, gives the accreditation report back to the Case Officer to forward same to the CB. Takes the decision when the maintenance of accreditation is not related to a re-assessment and there is no modification to the scope.	
Case Officer	If the accreditation is maintained, forwards a letter without undue delay to the CB including: <ul style="list-style-type: none"> ▪ Decision of the Accreditation Committee; ▪ A new accreditation schedule if there are any changes; By changes in the accreditation schedule, updates the scope and keeps a signed copy of the schedule in the respective client file.	

10. Amended certificate/schedule

Responsibility	Activity	Documents
Case Officer	Where a certificate/schedule has been amended, shall upload the updated certificate/schedule on the MAURITAS website	

11. Contact with the accredited organisations between two assessments

Responsibility	Activity	Documents
Case Officer	All inquiries from the accredited organisations shall normally be answered within 2 weeks.	

12. Assessment visits carried out in other countries

Responsibility	Activity	Documents
Case Officer	Assessment of the accreditations granted to foreign CBs shall be planned and performed according to this procedure and IAF MD12.	IAF MD12 IAF MD20

13. Related Forms

- Resource Review Form, F 1.09
- Team Leader/Assessor/Technical Expert Monitoring Checklist – Certification bodies, F1.27
- Contract Agreement between CAB and MAURITAS, F 1.13
- Combined Mark Contract Agreement – Certification Body, F 1.25
- Briefing Meeting with Assessors/Technical Experts, F1.15
- Contract Agreement for the provision of independent assessor/technical expert services, F 1.07
- Checklist for Assessor’s pack ISO/IEC 17021-1, F1.18
- Preliminary Visit Findings Form, F1.20
- Declaration of Confidentiality, F 1.02
- Attendance Sheet, F 1.03
- Agenda Opening Meeting, F 1.01
- Agenda Closing Meeting, F 1.04
- Declaration of impartiality, F 1.23
- Application for Accreditation of certification body for management systems certification, F 4.01
- Report from Document Review, F 4.02
- Non-Conformity report, F 4.05
- Recommendation Report, F 4.06
- Team Leader’s Report from assessment of Certification Bodies for Management Systems, F4.07
- Witness Assessment Report of Management Systems, F 4.03
- Cross Reference matrix-cum-checklist for ISO/IEC 17021-1:2015 Management Requirement, F4.10
- Cross Reference matrix-cum-checklist for ISO/IEC 17021-1:2015 Technical Requirement for QMS, F4.11
- Cross Reference matrix-cum-checklist for ISO/IEC 17021-1:2015 Technical Requirement for FSMS/HACCP, F4.13

Appendix A: Amendment Table

SN	Section	Amendment

Annex A

TIMELINE FOR ASSESSMENT OF CERTIFICATION BODIES

