



MAURITAS

A19

Procedure for Extension of Scope of
Accreditation in Field of Activities
regarding System Certification

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 Extension of Scope of Accreditation in Field of Activities regarding System Certification

1. Purpose

1.1 This procedure shall ensure that applications for extension of scope from certification bodies that perform system certifications are handled in a professional manner.

2. Scope and Responsibility

2.1 The procedure concerns all MAURITAS staff and assessors and/or technical experts that evaluate applications for extension of scope. This procedure will also be valid in connection with first time accreditation of certification bodies that implement management systems certification schemes.

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

- 3.10 ISO/IEC 17011** : General requirements for accreditation bodies accrediting conformity assessment bodies.
- 3.11 IAF MD 1** : IAF Mandatory Document for the Audit and Certification of a Management System Operated by a Multi-Site Organization
- 3.12 IAF MD 2** : IAF Mandatory Document for the Transfer of Accredited Certification of Management Systems
- 3.13 IAF MD 4** : IAF Mandatory Document for the Use of Information and Communication Technology (ICT) for Auditing/Assessment Purposes
- 3.14 IAF MD 5** : Determination of Audit Time of Quality, Environmental Management Systems and Occupational Health and Safety Management Systems
- 3.15 IAF MD 7** : Harmonisation of Sanctions
- 3.16 IAF MD 12** : Accreditation Assessment of Conformity Assessment Bodies with Activities in Multiple Countries
- 3.17 IAF MD 15** : IAF Mandatory Document for the Collection of Data to Provide Indicators of Management System Certification Bodies' Performance
- 3.18 IAF MD 16** : Application of ISO/IEC 17011 for the Accreditation of Food Safety Management Systems (FSMS) Certification Bodies
- 3.19 IAF MD 17** : Witnessing Activities for the Accreditation of Management Systems Certification Bodies
- 3.20 IAF MD 20** : Generic Competence for AB Assessors: Application to ISO/IEC 17011
- 3.21 IAF ML 1** : Guidance for the Exchange of Documentation among MLA Signatories for the Assessment of Conformity Assessment Bodies
- 3.22 IAF COVID FAQs 5-8, 10, 13, 17, 18, 26, 27, 31 and 34**
- 3.23 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 Major non-conformities

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

4.3 Minor non-conformities

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

4.4 NACE code

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

4.5 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. Planning of extension

Responsibility	Activity	Documents
Support Services	Records applications for extension of accreditation in file according to the procedure and gives the application to the Case Officer.	F 4.01 MAURITAS filing system
Head of Quality and CB Section	<ul style="list-style-type: none"> ▪ Checks the contents of the Application and ensure that the application is complete and that all information have been provided; ▪ Ensures that cross reference matrices have also been submitted by the CB; ▪ Takes into consideration the scope of accreditation of the CB together with the associated risks related to activities, location and personnel and any cross-frontier activities for the accreditation cycle. <p>Gives feedback to the applicant about shortcomings in application and the documentation, if any.</p>	MAURITAS A24 IAF MD 12 F4.10, F4.11 or F4.13
Case Officer	At any point in the application for extension or during the assessment, if there is evidence of fraudulent behaviour, if the CB intentionally provides false information or if the CB conceals information, MAURITAS will reject the application and terminate the assessment process.	

Responsibility	Activity	Documents
Case Officer	<p>Fills in the Resource Review Form and records the time schedule so as to:</p> <ul style="list-style-type: none"> • Review its ability to carry out the extension of scope in terms of its own policy, its competence and the availability of suitable assessors and technical experts; • Review its ability to carry out the extension of scope in a timely manner. <p>When preparing for the assessment, the assessment team as a whole shall have:</p> <ul style="list-style-type: none"> • appropriate knowledge of the specific scope of accreditation and • understanding sufficient to make a reliable assessment of the competence of the CB to operate within its scope of accreditation. 	<p>F 1.09</p> <p>IAF MD 20 IAF MD 16 IAF MD 13 IAF MD 17</p> <p>MAURITAS A25, A28</p>
Case Officer	<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 CB will be undertaken for a minimum duration of two (2) days (in case of office assessment). The number of days for the office assessment will be increased depending on:</p> <ol style="list-style-type: none"> a) complexity of the CB b) Number of geographical locations of the CB activities c) the structure of the quality system d) the proposed scope(s) of accreditation e) where relevant, the combination of multi-standards for accreditation f) Effective number of personnel involved within the scope of certification; g) Confirmed and planned audit schedules and locations; h) Audit time determination and justification to the client's organization; i) Number of qualified auditors (internal and external) involved in the relevant certification schemes; j) Number of certified companies; and k) Assessment/Auditing techniques. <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>F 1.09</p> <p>IAF MD 5 ISO TS 22003 ISO/IEC 27006</p>
Case Officer	<p>Finalises date and time for the assessment with the CB and the Assessors/Technical Experts.</p>	

Responsibility	Activity	Documents
Case Officer	<p>Submits Resource Review Form to Head of Quality and CB Section for recommendation and to the Director for approval.</p> <p>Reference is made to the established timeline in Annex A</p>	F 1.09
Director of MAURITAS	Evaluates and approves the Resource Review Form for allocated resources and that the competence is sufficient for the applicant.	F 1.09
MAURITAS Staff	<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 certification body to be assessed and sign the impartiality form.</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>	<p>F 1.23</p> <p>IAF MD20 MAURITAS A25, A28</p> <p>F 1.02</p>
Case Officer	<p>Gives information (within 2 weeks) 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>Within 2 weeks of the assessment date, all the above-mentioned information must be finalised with the accredited CB prior to carry out the assessment. The assessment for the extension of scope is planned within 6 months from scheduled date of assessment.</p> <p>Needs to consider the risks associated with the activities, locations and personnel covered by the scope of accreditation for which the CB has applied for extension of scope.</p>	MAURITAS A24
Case Officer	<p>Updates 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. This assessment programme will be reviewed and updated as and when required.</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 IAF MD12 MAURITAS A24

6. Execution of extension

Responsibility	Activity	Documents
Case Officer with Head of CB and Quality Section	<p>When needed, makes an agreement with the selected Team Leader, Assessors and/or Technical Experts to perform the extension.</p> <p>Asks applicant Certification Body for acceptance of the Team Leader/Assessors and/or Technical Experts along with MAURITAS Staff.</p> <p>Applicant needs to:</p> <ul style="list-style-type: none"> • Give a written feedback for acceptance of team leader, assessors and/or technical experts along with MAURITAS Staff; • Opportunity to lodge an objection to the appointment of the assessment team; and • Give reason for not accepting a member of the assessment team with supporting justifications 	<p>MAURITAS A9 MAURITAS A22 F 4.02</p> <p>IAF MD 20</p>
Case Officer with Head of CB and Quality Section	<p>Appoints new assessment team if they are not accepted by the CB, and recommends actions based on the CB's reason. If the reason given is not considered to be valid by the Quality and CB Section, and local Assessors/Technical Experts are not available, the CB will have to bear the cost of using foreign Assessors/Technical Experts.</p> <p>Carries out necessary changes in the cost estimate and time schedule by new appointment of Team Leader, Assessors and/or Technical Experts.</p> <p>Completes a new Resource Review for allocated Resources. Submits to Head of Quality and CB Section for recommendation. Clearly defines the assignment to the assessment team.</p> <p>Request prior to the extension, the updated Quality Documentation, as well as complaints received, latest management review and internal audit reports.</p> <p>MAURITAS shall make arrangements to carry out at least one of the following activities depending upon the request for extension of scope of accreditation:</p> <ul style="list-style-type: none"> ▪ Document review of performed audits in the field of activities / related field of activities and use of competence; ▪ Interviewing of qualified technical auditor as per MAURITAS A9; ▪ Witnessing of an audit of the field of activities as per MAURITAS A9 and MAURITAS A22. 	<p>MAURITAS A9 MAURITAS A22, A24, A25, A28 F 4.02</p> <p>IAF MD 20</p> <p>F 1.09</p>
In the event that an on-site assessment is arranged		

Responsibility	Activity	Documents
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 clauses of the relevant standard(s) as per the assessment programme.</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 • Briefing Meeting with Assessors and/or Technical Experts • Witness Assessment Report for Management Systems • Non-Conformity report • Recommendation report • Team Leader’s Report from assessment of Certification Bodies for Management Systems • Declaration of Confidentiality • Declaration of Impartiality • Attendance Sheet • Agenda Opening Meeting • Agenda Closing Meeting • Previous Non-Conformity Reports, if any • Checklist for Assessor Pack ISO/IEC 17021-1 • Filled Cross Reference Matrices by the CB • Previous Audit report for organisation to be witnessed • Relevant requirement documents including IAF documents and MAURITAS Regulations • Quality Documentation, Complaints, Internal Audit and Management Review reports. 	<p>IAF MD 20 MAURITAS A24</p> <p>F 1.15 F 4.03 F 4.05 F 4.06</p> <p>F 4.07</p> <p>F 1.02 F 1.23 F 1.03 F 1.01 F 1.04 F 4.05 F 1.18 F 4.10, F 4.11 or F 4.13</p>
Case Officer	<p>Is responsible for providing the following forms to the Assessor (at least one week before assessment):</p> <ul style="list-style-type: none"> • Assessment plan • Non-Conformity Report • Team Leader’s Report from assessment of Certification Bodies for Management Systems • Witness Assessment Report for Management Systems • Filled Cross Reference Matrix by CB • Relevant requirement documents including IAF documents and MAURITAS Regulations • Quality Documentation of CB 	<p>F 4.05 F 4.07</p> <p>F 4.03 F 4.11 or F 4.13</p>
Team Leader	<p>Carries out an Opening Meeting that sets the scene, defines clearly the accreditation requirements, confirms the assessment plan and the scope of the assessment. Its purpose is to ensure that the certification body management and staff understand how the assessment team will proceed with the assessment.</p>	<p>F 1.01</p>

Responsibility	Activity	Documents
Assessors/Technical Experts along with MAURITAS Staff	<p>Assess the following subjects based on 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>Is responsible that the assessment team assesses the performance of a sample of certification activities representative of the scope of accreditation of the CB. The sample 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 for extension.</p>	<p>Relevant requirement of the standard(s), F 4.07, F 4.05, F 4.06</p> <p>IAF MD20</p> <p>MAURITAS A24</p>
Assessors or Technical Experts along with MAURITAS Staff	<p>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 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>	<p>F 1.21 F 4.05</p>
Assessors/Technical Experts along with MAURITAS Staff	<p>Team Leader shall at the closing meeting:</p> <ul style="list-style-type: none"> ▪ Present a summary of the result of the assessment and the recommendation of the assessment team; ▪ Give the Certification Body representative a copy of the recommendation report and non-conformities, if any;(deadline for root cause analysis and 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/technical expert along with MAURITAS Staff shall within 3 weeks from assessment date issue a report and forward it to the Team Leader.</p>	<p>F 4.06</p> <p>F 4.05</p>
Team Leader	<p>Submits reports resulting from the assessment including the Assessor's/Technical Expert'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/technical expert, he/she shall submit two reports covering both functions.</p>	<p>F 4.07</p>

Responsibility	Activity	Documents
Team Leader and assessor	<p>The report shall include comments on competence as determined through conformity, the scope assessed and a description of the 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
Head of the Quality and Certification Body 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 Certification Body within one month from assessment date and reminds them about the right to complain against actual errors in the reports.	F 4.07
Performance of witnessing		
Team Leader	<p>When the Certification Body Audit Team has completed the audit, the Team Leader in cooperation with the Assessor and/or Technical Expert along with MAURITAS Staff shall:</p> <ul style="list-style-type: none"> ▪ Prepare for a debriefing meeting with the team of auditors; ▪ Identify non-conformities, if any; ▪ Give a verbal feedback to the auditors after their closing meeting; ▪ Present the non-conformities (if any) that shall be signed by the Team Leader on behalf of the certification body. <p>If the Team Leader also is an assessor, a report for both functions shall be written and sent to the Case Officer.</p>	<p>IAF MD 17 MAURITAS A25, A28</p> <p>IAF MD20</p> <p>F 4.05</p> <p>F 4.03</p>
Assessors/Technical Experts along with MAURITAS Staff	<p>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.</p> <p>The Team Leader shall within 1 month from assessment date issue the report to the Case Officer.</p>	IAF MD20
Case Officer	<p>Forwards the witnessing reports from the assessment team within 1 month from assessment date to the certification body with information about the right to complain against actual errors.</p> <p>It must be ensured that the responsible person in the certification body receives the reports.</p>	F4.03
Support Services	Files all documents related to the assessment and the witnessing.	

7. Recommendation about the extension of scope of accreditation

Responsibility	Activity	Documents
Assessor or Technical Expert along with MAURITAS Staff	Give recommendations regarding accreditation of management systems for the extension applied for.	F 4.06 IAF MD20
Assessor or Technical Expert along with MAURITAS Staff	Give recommendations regarding accreditation of management systems only for reduced scope if: <ul style="list-style-type: none"> ▪ CB has applied only for parts of a field of activities; ▪ CB can only document a limited competence for administration of certification compared with the total field of activities; ▪ Certain activities of the CB are quite different from other activities listed under the scope sector; ▪ CB has limited experience. <p>Has an opportunity to recommend a larger part of a field of activities than applied for, or the total field of activities, if the competence is found satisfactory. This shall be agreed upon with the applicant.</p>	F 4.06 IAF MD20
Assessor or Technical Expert along with MAURITAS Staff	After evaluation, the assessment team may not recommend extension of scope of accreditation if major non-conformities are revealed at the certification body.	F 4.06 IAF MD20
Assessor or Technical Expert along with MAURITAS Staff	Submits reports to the Team Leader within 3 weeks from assessment date.	F 4.07 IAF MD20
Team Leader	The Team Leader shall within 1 month from assessment date issue the compiled report to the Case Officer.	F 4.07
Case Officer	Issues a report to the applicant CB within 1 month from scheduled date of assessment.	F 4.07

8. Clearance of proposed Corrective Actions

Responsibility	Activity	Documents
Case Officer	Receives from the organisation proposed corrective actions and root cause analysis for all non-conformities within the agreed time limit (2 weeks for assessment involving extensions) Forwards copies of non-conformities, root cause analysis and proposed corrective actions to the respective Assessors and/or Technical Experts asking for feedback on the root cause analysis and proposed corrective actions.	F 4.05
Assessor and/ or Technical	Within 1 week from date of receipt of proposed corrective action and root cause analysis, forwards to the Case Officer	

Responsibility	Activity	Documents
Expert/Team Leader	a recommendation about closing of each non-conformity. Alternatively, gives feedback in writing to the Case Officer about non-conformities where root cause analysis and /or proposed corrective actions are not acceptable.	
Case Officer	Acknowledges with the Assessor and/or Technical Expert about non-conformities where root cause analysis and /or proposed corrective actions are not acceptable. Gives feedback to the applicant about unsatisfactory root cause analysis and/or corrective actions and gives the applicant in writing a new deadline for root cause analysis and/or corrective actions (maximum 1 week).	
Head of CB and Quality section	Evaluates actions towards the applicant if corrective actions have not been made for all non-conformities within 1 month after the extension carried out.	

9. Closing of non-conformities

Responsibility	Activity	Documents
Case Officer	Receives from the organisation implemented corrective actions for all non-conformities within the agreed time limit (2 months for submission of implemented Corrective Actions for extension activity). Forwards copies of non-conformities and implemented corrective actions to the respective assessors/experts asking for feedback.	
Case Officer	Convenes the Team leaders/Assessors/Technical Experts along with MAURITAS Staff, where necessary, for meetings at MAURITAS office to review the technical non-conformities and the implemented corrective actions and asking for feedback.	IAF MD20
Team Leader	Closes the non-conformities based on the following judgement: <ul style="list-style-type: none"> - If the non-conformity shall be closed based on satisfactory implemented corrective actions and objective evidence; - If the non-conformity shall be closed after a visit to verify the implementation of the corrective action; All non-conformities shall be verified at the next visit.	IAF MD20

Responsibility	Activity	Documents
Assessor/Technical Expert along with MAURITAS Staff/Team Leader	Within 2 weeks from date of receipt of implemented corrective action, forwards to the MAURITAS Staff a recommendation about closing of each non-conformity. Alternatively, gives feedback in writing to the Case Officer about non-conformities where implemented corrective actions are not acceptable.	
Case Officer	Acknowledges with the Assessors/Technical Experts about non-conformities where implemented corrective actions are not acceptable. Gives feedback to the applicant about unsatisfactory implemented corrective actions and gives the applicant in writing a new deadline for implemented corrective actions (maximum one month).	
Head of CB and Quality section	Evaluates actions towards the applicant if implemented corrective actions have not been made for all non-conformities within 2.5 months after the assessment.	

10. Accreditation Report and Decision Making

Responsibility	Activity	Documents
Team Leader. Case Officer in case Team Leader is external	Prepares the accreditation report, within one and a half months from clearing of non-conformities, based on the following: <ul style="list-style-type: none"> ▪ Accreditation standard ▪ Accreditation process ▪ Relevant reports ▪ Closing of non-conformities ▪ Recommendations from assessment team ▪ Reasons for recommendation ▪ Remarks <p>Drafts a new scope of accreditation and if relevant, a new accreditation certificate based on the recommendation of the assessment team.</p>	Relevant requirement documents F 4.07, F 4.03 F 4.05 IAF MD20
Team Leader. Case Officer in case Team Leader is external	Gives the accreditation report together with the application and the draft accreditation schedule(s) as annex to the team for review and comments After amendments, Team Leader submits the accreditation report to the Head of CB and Quality section for review, if Team Leader is not the Head of CB and Quality, within 1.5 months from clearance of all non-conformities. Submit the finalised accreditation report to Registry for further processing.	

Responsibility	Activity	Documents
Accreditation Committee	Decides regarding extension of scope of accreditation based on the recommendation presented by the Director without undue delay.	
Director	Signs the new accreditation schedule(s) and if relevant, the new accreditation certificate prepared by the Case Officer.	

10.1 By granting in accordance with the application

Responsibility	Activity	Documents
Support Services	Forwards the new accreditation certificate(s) and/or schedule(s) without undue delay to the applicant on return of the old one(s).	

10.2 By partial granting of accreditation

Responsibility	Activity	Documents
Case Officer	Issues a letter to the applicant without undue delay in which: <ul style="list-style-type: none"> ▪ Gives the reason for partial granting; ▪ Reminds about the right to appeal on the decision; ▪ Encloses accreditation schedule(s) and asks for feedback whether the decision of Accreditation Committee is accepted to the applicant. 	
Director	Signs the letter.	
Director	Handles appeals, if any, on the decision of Accreditation Committee according to the MAURITAS P2 document. If the decision of Accreditation Committee is accepted by applicant, then proceeds as per MAURITAS A9 document.	MAURITAS P2 MAURITAS A9

10.3 No granting of accreditation

Responsibility	Activity	Documents
Case Officer	Issues a letter to the applicant without undue delay in which: <ul style="list-style-type: none"> ▪ Gives the reason for the refusal; ▪ Reminds about the right to appeal on the decision. <p>The reason may be insufficient competence, non-conformities cannot be closed, unsatisfactory audits, problem with the certification body to meet other requirements etc.</p>	

Director	Signs the letter.	
Director	Handles appeal on the decision of Accreditation Committee according to the MAURITAS P2 document.	MAURITAS P2

11. 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	

12. 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 EXTENSION OF SCOPE OF ACCREDITATION FOR CERTIFICATION BODY

