



MAURITAS

A23

Procedure for Extraordinary Visits

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 Extraordinary Visits

1 Purpose

1.1 This procedure shall cater for extraordinary visits conducted by MAURITAS in CABs in addition to the planned Assessments and Re-assessments.

2 Scope and Responsibilities

2.1 Implementation of relevant standards and MAURITAS documents are verified during normal scheduled assessments and re-assessments. However, there may be need for additional visits by MAURITAS in certain cases.

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 A8 : Procedure for assessment - Laboratories
- 3.2 MAURITAS A9 : Procedure for Preliminary Visit, Initial Assessment and Re-assessment of Certification Bodies
- 3.3 MAURITAS A18 : Procedure for Assessment of Accredited Certification Bodies
- 3.4 MAURITAS A19 : Extension of Scope of Accreditation in Field of Activities regarding System Certification 3.5 MAURITAS R2
- 3.5 ISO/IEC 17011 : Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies

4 Definition

4.1 Extraordinary visit

An Extraordinary visit is an additional visit, initially not planned, carried out in order to ensure implementation and compliance of accreditation criteria.

5 Conducting Extraordinary visits

5.1 Extraordinary visits will be conducted following the recommendations of the Accreditation Committee/Director based on the following:

- Concerns raised by Assessment Teams;
- Concerns raised by the Accreditation Committee;
- Concerns raised by Regulators;
- Continued unsatisfactory participation in proficiency testing;
- Complaints from users of the services of accredited CABs;
- Complaints from users of the services of certified organisations;
- Reported misuse of the MAURITAS corporate logo or accreditation symbol/combined mark;
- Potential non-implementation of proposed Corrective Action or management system;
- Significant changes to the CAB.

5.2 The extraordinary visit will be to the extent as deemed necessary by the Director.

5.3 The extraordinary visit will be carried out in the same manner as any other assessments.

5.4 The Case Officer in collaboration with team members determines the duration of the extraordinary visit.

5.5 The Assessment Team will make use of the MAURITAS forms and checklists as required to verify the facts upon which the recommendation to perform the extraordinary visit has been based.

5.6 The Assessment Team shall report any findings identified during the extraordinary visit along with its recommendation to MAURITAS.

7 Related forms