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# MAURITAS

# P10

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## Control of MAURITAS documents

**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 categorised as follows:

- R series            Publication 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 organisations.

Mauritius Accreditation Service (MAURITAS)  
4th Floor, Crescent House  
Corner Deschartes and Foucault Streets  
Port-Louis  
Mauritius  
Tel: (230) 208 1690  
Fax: (230) 210 6101  
Email : [mauritas@govmu.org](mailto:mauritas@govmu.org)  
Website : [www.mauritas.org](http://www.mauritas.org)

# Control of MAURITAS documents

## 1. Purpose

1.1 The purpose of this procedure is to ensure that all new MAURITAS documents are in a suitable format, having been agreed upon by all relevant staff and are reviewed and approved prior to release. It shall also ensure that obsolete documents are promptly removed from use and records are kept by MAURITAS.

## 2. Scope and Responsibilities

2.1 The procedure sets out the methods used by MAURITAS to manage its documents. The responsibility for the on-going operation of this procedure lies with the Quality Manager, who may delegate responsibility to an authorised deputy.

## 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 master list of the current valid MAURITAS accreditation documents.

3.1 MAURITAS A Series documents

3.2 MAURITAS R Series documents

3.3 MAURITAS P Series documents

3.4 MAURITAS G Series documents

3.5 MAURITAS F Series

## 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. Control procedure

### 5.1 Generation of MAURITAS documents and forms

5.1.1 All documents which are referenced in the MAURITAS publications shall be controlled and identified as the following:

R1 and onwards: MAURITAS Regulations;

P1 and onwards: MAURITAS quality system procedures;

G1 and onwards: MAURITAS guidance documents;

A1 and onwards: MAURITAS assessment procedures;

F series: MAURITAS forms.

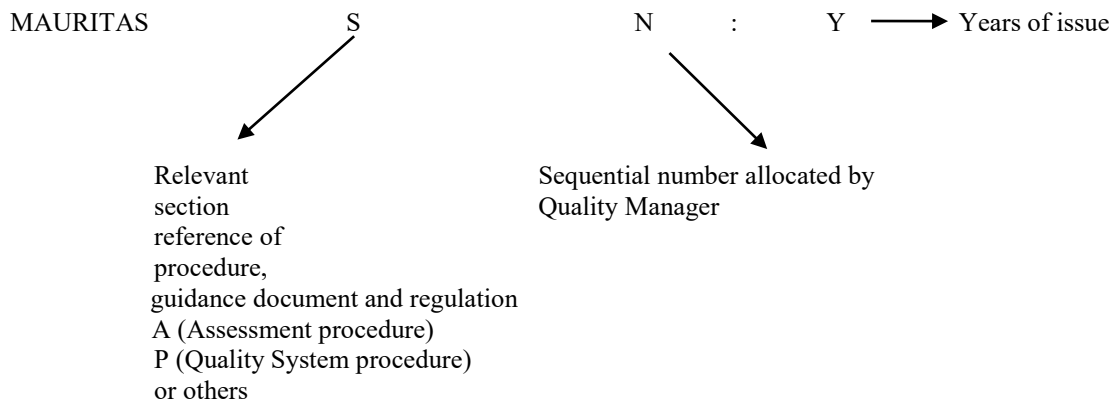
**5.1.2** Proposal for new document can be made by a MAURITAS Staff or committee member or any other stakeholder of the accreditation process. The proposal and the scope of the document shall be made in writing to the Quality Manager using form **F 2.19**.

If the need for the document is accepted by the Quality Manager, the latter will register the proposal by giving it a traceable number and will send same to the Director for approval to proceed with drafting of the new document.

It is the responsibility of the MAURITAS Staff or the committee proposing a document to prepare the first draft of the document which shall then be forwarded to the Quality Manager. The latter will then circulate to all members of staff for their comments and discuss/review in technical meetings. The Quality Manager will then finalise the document, as per relevant section of this document, based on the outcome of the technical meeting. The final document is approved by the Director before distribution to all relevant staff.

## 5.2 Format of documents

**5.2.1** Procedures, guidance documents and regulations shall contain a header (as this page) and in order to provide reference for documentation, procedures, guidance documents and regulations shall be numbered and identified by alpha-numeric code. The title of the procedure, guidance document and regulation shall summarise its purpose and shall be identified in the following form:



ISSUE X                      →                      Issue reference of document

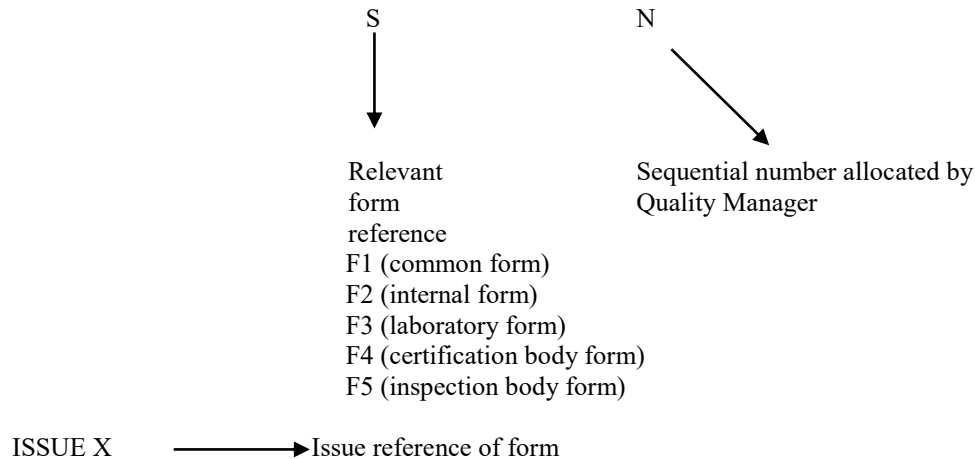
**5.2.2** The header shall appear on each page of the document along with the footer stating the page number, the total number of pages, the authorisation signature, and the MAURITAS Copyright.

**5.2.3** All MAURITAS documents shall start with a description of the 'Purpose' of the document, followed by 'Scope and Responsibilities', 'References' and 'Definitions' and they shall end with an Appendix A having an 'Amendment Table', where relevant. Within the four years' revision of the document, the amendment table shall be updated accordingly. At each revision, the amendment history shall be cleared.

**5.2.4** The Director shall approve all the documents prior to use. Staff shall be informed by the Quality Manager, of distribution of revised or new documents by email.

### 5.3 Format of Forms

5.3.1 All forms referred in the MAURITAS documents form an integral part of the management system and must be approved by the Director before use. All related forms used by MAURITAS shall be uniquely identified by alpha-numeric code. The title of the form shall summarise its purpose and shall be identified in the following form:



5.3.2 The Director shall approve all the forms prior to use. Staff shall be informed by the Quality Manager, of distribution of revised or new forms by email.

### 5.4 Control of MAURITAS documents

5.4.1 Each document shall show its documentation reference, issue status and date in the header. Only the Quality Manager shall hold a hard copy of all original controlled documents currently issued within MAURITAS.

5.4.2 Only the controlled copy of documents shall be subject to updating and change notification. The Quality Manager shall be the issue control authority for the MAURITAS publications.

5.4.3 The controlled forms are traceable to the master copy which has the authorised signature ensuring that MAURITAS staff, Assessors and Technical Experts are using the current ones.

### 5.5 Amendment and approval of MAURITAS documents

5.5.1 Where there is a need to amend MAURITAS documents, details shall be noted in form **F2.19** and sent to the Quality Manager. If the proposed amendment requires major changes in MAURITAS documents, the amendment shall be reviewed in technical meetings prior to authorised action being taken.

5.5.2 MAURITAS shall carry out a review of the whole documentation during technical meetings chaired by the Deputy Quality Manager once every four years. The new revision number of all the documents shall be raised by 1 and relevant changes are accepted at the technical meetings. Amended or additional text to quality documentation for such reviews shall be captured in the minutes of meeting which are kept in files in the registry of MAURITAS.

5.5.3 Following the revision of the whole documentation, the new master copy shall be considered as the current issue in use with the authorised signature of the Director. Review of the whole document shall also be carried out when a new edition of the International standard ISO/IEC 17011 is published.

**5.5.4** The documents may also be reviewed within the four years through technical meetings. Same procedure as described above in this document is followed for records of amended or additional text to procedures and forms. When such revision is carried out, the new issue reference number of the relevant document shall be raised by 1. Amended or additional text to quality documentation shall be identified in the 'Amendment Table' in the appendix of the document. A copy of the amended document shall be kept in the respective files together with the minutes of meeting to indicate the change and the current issue status until next revision of the whole documentation. These files are kept in the registry of MAURITAS.

**5.5.5** Once changes are made by the Quality Manager and approved by the Director, the documents shall be forwarded to the Business Information Unit of the Ministry for uploading same on the MAURITAS website. MAURITAS Staff shall access the updated documents directly on the website. The Master List and the document status are updated and re-issued on a monthly basis.

**5.5.6** The relevant superseded master document shall be retained in file in the registry of MAURITAS. Superseded master document shall be clearly marked and identified by the undernoted statement:

**Obsolete Copy**

**5.5.7** The Quality Manager shall maintain a master list of the latest issue of all the documents. This list will be circulated by the Quality Manager electronically on a monthly basis. All documents shall remain legible and readily identifiable. Handwritten changes in documents are not authorised.

## **5.6 Access and control of MAURITAS documents**

**5.6.1** Electronic copies of MAURITAS documents shall be available on its website and shall be the valid versions. No other documents, except those in the custody of the Quality Manager, shall be considered as controlled documents of the MAURITAS management system.

**5.6.2** A backup of all electronic documents shall be made on external hard disk on a quarterly basis and will be kept under lock and key. The previous version is overwritten and a record is kept in **F 2.15**.

**5.6.3** It is the responsibility of the relevant MAURITAS Staff receiving filled MAURITAS forms from respective Assessors/Technical Experts to ensure that the template of the received forms are duly completed and have not been altered by Assessors/Technical Experts. In case of changes, the Assessors/Technical Experts shall be requested to fill another form with the current template.

## **5.7 Update of ILAC/IAF documents**

**5.7.1** ILAC/IAF list of documents will be verified and updated on a frequency not more than 3 months.

## **6. Related Forms**

**6.1** Verification and Updating of ILAC/IAF Documents, **F 2.17**

**6.2** Improvement Request Form, **F 2.19**

## Appendix A: Amendment Table

SN	Section	Amendment
1.	5.2.3	1. 'where relevant' has been deleted and replaced by 'and they shall end with an Appendix A... history shall be cleared.' in line 2
2.	5.2.4	1. "Approval is required only for the master copy of the current issue in use" has been deleted in line 1 2. "internal memo as and when required." has been replaced by "e-mail" in line 3
3.	5.3.2	1. "Approval is required only for the master copy of the current issue in use" has been deleted in line 1. 2. "internal memo as and when required." has been replaced by "e-mail" in line 3
4.	5.4.1	1. "The" has been replaced by "Only" in line 1 2. "master" has been replaced by "hard" in line 2
5.	5.4.2	1. In line 1, the following changes have been made: <ul style="list-style-type: none"> <li>• "the" has been added after "All..."</li> <li>• "copies" has been replaced by "copy"</li> </ul> 2. "Uncontrolled copies shall... undernoted statement: Uncontrolled Copy" has been deleted in line 3
6.	5.4.3	1. Sections 5.4.3 and 5.4.4 has been deleted, previous section 5.4.5 is now section 5.4.3 2. Line 1, "Controlled forms used... since this is not applicable" has been deleted.
7.	5.5.3	1. 'During' has been replaced by 'following the' at the beginning of the sentence.
8.	5.5.5	1. "the amendment sheet,... document holders" has been deleted. 2. A new line "the documents shall be forwarded to the Business Information Unit ...on the website." has been added after "...Director"
9.	5.5.6	1. Previous section 5.5.6 has been deleted. Previous section 5.5.7 is now section 5.5.6
10.	5.5.7	1. "and a list of all holders of controlled copies of documents." has been deleted in line 1
11.	5.6.1	1. The entire section has been re-written as "Electronic copies of MAURITAS... management system.
12.	5.6.2	1. Lines 1 & 2, "All MAURITAS ... in pdf version" has been deleted
13.	5.6.3	1. Previous section 5.6.3 has been deleted. Previous section 5.6.4 is now section 5.6.3 2. In line 1, "forwarding the forms to" has been replaced by "receiving filled MAURITAS forms from" 3. "by Assessors/Technical Experts." has been added after "...altered" in line 3.
14.	6.1	1. Reference to amendment sheet F2.03 has been removed.
15.	Throughout the document	1. 'accreditation cycle' has been replaced by 'four years'.
16.	5.5.2 and 5.5.4	1. These sections have been amended so as to differentiate how changes to issue numbers are captured in the amendment sheet and changes to revisions are captured in the minutes of meeting instead of the amendment sheet.