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# MAURITAS P12

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## Variation Permit Procedure

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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# Variation Permit Procedure

## 1. Purpose

1.1 The purpose of the procedure is to consider specific cases where general rules of MAURITAS management system can be modified for a quantity or for a duration defined by the top management of MAURITAS, before implementation.

## 2. Scope and Responsibilities

2.1 This procedure is used in exceptional cases only and must not be used as a routine procedure. It is the responsibility of all MAURITAS staff to adhere to this procedure in case of deviation from general rules of MAURITAS management system.

## 3. Reference

- 3.1 MAURITAS R series
- 3.2 MAURITAS G series
- 3.3 MAURITAS A series
- 3.4 MAURITAS P series

## 4. Definition

### 4.1 Variation permits

Variation permits are written authorisations by the top management of an Accreditation Body, to temporarily forgo a rule of its management system and operating guidelines in the process of the accreditation of the laboratories, certification bodies and inspection bodies.

## 5. Procedure

5.1 The variation permit procedure can be used with valid reasons in the following scenarios but not limited to:

- Assessments not carried out within deadlines
- Internal audits not carried out within deadlines
- Corrective Actions not taken within deadlines
- Management Review Meeting not carried out according to scheduled period
- Number of documents planned to be reviewed during a period could not be reviewed

5.2 Any MAURITAS staff may request for a variation permit pertaining to any MAURITAS documents, forms and their implementation in the MAURITAS management system. The request for such variation is made by completing the MAURITAS form **F 2.12** and sending it to the Quality Manager on file.

5.3 The Quality Manager reviews and discusses the request with the Director of MAURITAS. After the review, the Director of MAURITAS takes a decision either to approve or not to approve the request.

5.4. In the event that the request is approved, the Director of MAURITAS together with the Quality Manager define a quantity or a duration for the variation permit taking into account the current situation.

5.5. The Quality Manager follows up on the variation permit with the appropriate MAURITAS staff and closes the variation permit for the fixed quantity or on the fixed date.

5.6. In the event that the request is not approved by the Director of MAURITAS, the Quality Manager shall inform the appropriate MAURITAS staff accordingly.

5.7. All records of implementation of the above procedure are kept by MAURITAS in file.

## **6. Related Forms**

6.1 Variation Permit, **F 2.12**