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# MAURITAS

# P4

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## Procedure for management system review

Mauritius Accreditation Service

**CONTENTS**

**FOREWORD** ..... 2

**ABOUT MAURITAS PUBLICATIONS** ..... 2

**1. PURPOSE** ..... 3

**2. SCOPE AND RESPONSIBILITIES** ..... 3

**3. REFERENCE**..... 3

**4. DEFINITION** ..... 3

**5. PROCEDURE**..... 3

**6. RELATED FORMS** ..... 4

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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 management system review

## 1. Purpose

1.1 This procedure lays down the requirements for management system review in order to ensure that the system continues to meet its stated policies and quality objectives.

## 2. Scope and Responsibilities

2.1 This procedure describes the procedure for the review of the MAURITAS management system. It is the responsibility of all MAURITAS staff to ensure that this procedure is adhered to.

## 3. Reference

## 4. Definition

## 5. Procedure

5.1 Every year or when justified by other circumstances the Quality Manager shall call a meeting of the Director, Accreditation Managers, Assistant Accreditation Managers, Accreditation Officers and a representative of Top Management of the Ministry of Industrial Development.

5.2 The Quality Manager shall provide a report covering all the management review inputs that are on the agenda for the meeting. The report shall indicate the effectiveness of the management system. These management review inputs shall cover at least:

- results of audits;
- results of peer evaluation where relevant;
- participation in international activities, where relevant;
- safeguarding impartiality;
- feedback from interested parties;
- new areas of accreditation;
- trends in non-conformities;
- status of corrective actions;
- status of actions to address risks and improvement/opportunities;
- follow-up actions from earlier management reviews;
- fulfilment of objectives;
- changes that could affect the management system;
- analysis of appeals;
- analysis of complaints.

**5.3** The minutes of the meeting shall cover the discussions related to the management review inputs and outputs. The outputs of the management review shall include further actions. These actions shall be recorded by the Secretary of the Management Review Committee and followed-up by the Quality Manager. These actions shall be related to:

- improvement of the management system and its processes,
- improvement of the services and accreditation process in conformity with the relevant standards and expectations of interested parties,
- need for resources, and
- defining or redefining of policies, goals and objectives.

**5.4** The Quality Manager shall maintain minutes of the meeting.

## **6. Related Forms**