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# MAURITAS

# P6

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Procedure for maintaining accreditation records

**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.

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)

# Procedure for maintaining accreditation records

## 1. Purpose

The purpose of this procedure is to maintain records on CABs to demonstrate that accreditation requirements have been effectively fulfilled.

## 2. Scope and Responsibilities

This procedure describes the different steps used by MAURITAS to maintain accreditation records on CABs. It is the responsibility of all MAURITAS staff to ensure that this procedure is adhered to.

## 3. Reference

## 4. Definition

### 4.1 Accreditation Report

A report prepared by the Team Leader after clearance of all non-conformities of the CAB. This report is used as reference during the decision-making process.

### 4.2 Assessment Report

Set of documents including checklists and forms that have been used when carrying out an assessment.

## 5. Procedure

**5.1** MAURITAS registry has established a list of files that are used for the running of MAURITAS accreditation activities. All the files shall be indexed and identified in the MAURITAS registry. All the files shall be properly stored and maintained in the mobile compactor and filing cabinets under lock and key. The list of files shall be updated twice yearly.

**5.2** The Manager of the relevant accreditation division shall ensure that a file is opened whenever an application for accreditation is received and file number allocated so that the unique identity can be retained.

**5.3** The following documents shall be retained permanently:

- applications for accreditation;
- details of the applicant's resources supporting the application;
- official documents granting or amending accreditation.

**5.4** Accreditation reports, queries/clarifications pertaining to the accreditation report, minutes of meeting of Accreditation Committee and summary of decision taken by Accreditation Committee shall be kept permanently in the Accreditation Committee file.

**5.5** The applicant's Quality Documentation shall be returned after decision has been made by the Accreditation Committee and duly communicated to the applicant.

**5.6** Files shall be audited periodically through internal audits as established by the Quality Manager.

**5.7** When an accreditation is withdrawn, the file shall be culled and then archived. Access to MAURITAS accreditation records shall be restricted to MAURITAS personnel who need to have access to those records in the course of their normal duties. MAURITAS contractual staff, trainees, Assessors/Technical Experts or members/co-opted members of the Accreditation Committee and Government Auditors shall have access to such records only if it is necessary to the fulfilment of their duties.

**5.8** Accreditation records and documents shall be kept for the current cycle and at least for the two previous accreditation cycles.

All other records which are 10 years and above should be scrutinised by a committee comprising Top Management of MAURITAS before recommending for archiving to the relevant Authorities.

## **6. Related Forms**