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# MAURITAS

# P9

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## Procedure for extension/discontinuation of accreditation schemes

**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 extension/discontinuation of accreditation schemes

## 1. Purpose

1.1 The purpose of this procedure is to indicate how MAURITAS will proceed to extend and/or discontinue its accreditation schemes and to requests from other parties.

## 2. Scope and Responsibilities

2.1 This procedure describes how MAURITAS will proceed for extending and/or discontinuing its current accreditation schemes. It is the responsibility of all MAURITAS staff to ensure that the procedure is adhered to.

## 3. Reference

## 4. Definition

### 4.1 Accreditation Scheme

Rules and processes relating to the accreditation of conformity assessment bodies to which the same requirements apply.

## 5. Extending Accreditation schemes

5.1 On receipt of a request for extension of accreditation in new schemes and within existing accreditation schemes, the Director shall set up a team comprising himself, the Accreditation Manager(s), and the Assistant Accreditation Manager(s) in the relevant fields under consideration to discuss on feasibility of launching or extending same.

5.2. The team shall then assess the:

- (i) current resources and competencies;
- (ii) suitability and sustainability of the extension;
- (iii) need for recruitment of new additional staff and training of new and existing staff;
- (iv) need to identify, select and train new assessors/ technical experts;
- (v) need for new documents (application form, guidance, regulations, checklists and others);
- (vi) implementation of transition arrangements;
- (vii) prospect of accessing foreign technical expertise for building capacity in particular for (iii), (iv) and (v) above. This foreign technical expertise normally available from internationally reputed Accreditation Bodies shall be accessed through the local procurement policy of the Ministry. MAURITAS shall be responsible for preparing the Terms of Reference before launching the procurement exercise;

- (viii) plan with timelines indicating when the extension to the new field will be operational and the cost estimates;
- (ix) views of interested parties.

**5.3** Based on the assessment carried out at paragraph 5.2, in the case of extension of accreditation in new schemes and within existing accreditation schemes, MAURITAS will submit its recommendation to Top Management of the Ministry for further action.

**5.4** When there is extension within existing accreditation schemes and if there is no cost implication, MAURITAS will implement same after endorsement of MAC. The team shall then assess the requirements in paragraph 5.2.

## **6. Discontinuation of accreditation schemes**

**6.1** Before MAURITAS discontinues an accreditation scheme in part or in full, the following will be considered:

- (i) views of interested parties

The interested parties are the Regulators, the Association of Conformity Assessment Bodies, Consumer Protection Organisations, the Conformity Assessment Bodies (CAB), the Scheme Owners, members of the Technical Advisory Committees, Association of Business Operators, Association of Manufacturing Industries and Association of Exporters.

- (ii) contractual duties

As detailed in the contract agreement between CAB and MAURITAS.

- (iii) transition arrangements

The period over which the scheme will be discontinued will depend on the complexity of the activities of the CAB and also on the associated risks.

- (iv) external communication regarding the discontinuation

As per Government practice, the information will be published in the local newspapers, letters and emails to the interested parties and on MAURITAS website.

- (v) information published by MAURITAS

information on the scheme being discontinued, the effective date and reason(s) of the discontinuation and the transition arrangements.

## **7. Related Forms**

**Appendix A: Amendment Table**

SN	Section	Amendment
1.	6.1	1. Details have been added to section 6.1 under each bullet