

Annex A: Timeline for Applicant Laboratories

Process	Time Frame (Days)
<p>Application</p> <p>MAURITAS receives a Complete Application form from Laboratory with associated documents (Quality Manual and Procedure Manual) and the application fee.</p>	Day 01
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<p>Review of Quality Manual, Application Form and selection of assessors</p> <p>MAURITAS reviews the application form and verifies that the Quality Manual addresses all the key elements as specified in ISO/IEC 17025, ISO 15189 and MAURITAS R Documents. This process lasts for a maximum of <u>3 MONTHS</u>.</p>	Day 90
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<p>Pre-assessment (Optional)</p> <p>After reviewing the Quality Manual, MAURITAS will inform the laboratory whether it is in a position to proceed with a pre-assessment, an initial assessment or it is not ready at all. The optional pre-assessment exercise is usually carried out by the Lead assessor in <u>1 DAY</u>.</p>	Day 120
↓ (assuming that the lab is ready within 3 months)	
<p>Initial Assessment</p> <p>Based on the recommendations of the Lead Assessor on the Document review or the pre-assessment, the laboratory will inform MAURITAS when it is ready for an initial assessment. MAURITAS will then inform the lab of the initial assessment plan, the proposed assessment team and the assessment Fee. The initial assessment will normally last for <u>3 DAYS</u>.</p>	Day 210
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<p>Proposed Corrective actions submitted by CAB</p> <p>Within 1 month, the CAB shall provide any proposed corrective action that they intend to implement in order to address the non-conformities raised during the initial assessment.</p>	Day 240
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<p>Acceptance by Assessors</p> <p>MAURITAS will then consult with the assessors involved and within 1 week, the latter will confirm whether the non-conformities have been satisfactorily addressed. If not, the laboratory is given an additional 1 week to send to MAURITAS a new proposed corrective action to which the assessors will take another 1 week for approval.</p>	Day 254(Max) Day 247 (Min)
↓	
<p>Implemented Corrective Action</p> <p>Following the approval of assessors on the proposed corrective actions,</p>	Day 344 (Max) Day 337 (Min)

the laboratory has 3 months' time from the date of the assessment to submit to MAURITAS evidence for implementation of corrective actions for the non-conformities.



Acceptance of Implemented Corrective Actions

After receiving evidence of implemented corrective action, MAURITAS will again consult with the assessors to confirm whether the non-conformities have been satisfactorily discharged within 1 week. If not, the laboratory is given an additional 1 week to send to MAURITAS a further evidence for the implemented corrective action to which the assessors will take another 1 week for approval.

Day 365 (Max)
Day 344 (Min)



Accreditation Report

Upon satisfactory clearance of all non-conformities, within 1.5 months, the lead assessor will prepare the Accreditation report where he/she will present evidence of discharge of non-conformities. This Accreditation report will be submitted to the Accreditation Committee.

Recommendation for accreditation is also made to the Accreditation Committee.

Day 410 (Max)
Day 389 (Min)



Accreditation Committee

Based on the Accreditation report and on satisfactory evidence that the requirements of standards and regulations are being met, the Accreditation Committee will grant accreditation to the Laboratory.

Day 440(Max)
Day 419 (Min)

Total

Max: 440 days (15 months)
Min: 419 days (14 Months)
