

Annex C: Timeline for Extension of Scope of Accreditation

Process	Time Frame (Days)
<p>Application for Extension to Schedule of Accreditation</p> <p>When the laboratory applies for an Extension of its Schedule of Accreditation, it has to send a completed application form to MAURITAS along with the respective application fee, the method procedures, method validation reports and evidence of participation in Proficiency Testing for the scope applied.</p>	Day 01
↓	
<p>Review of Application Form and Selection of Assessors</p> <p>MAURITAS reviews the application form and performs a Resource Review for the availability of technical assessors/experts in the fields for which extension has been applied.</p>	Day 31
↓ (assuming that the lab is ready within 1 month)	
<p>On-site Assessment</p> <p>Following the Application review and Resource Review, MAURITAS will then inform the laboratory whether and when it will proceed with an on-site assessment. The on-site assessment is done to ascertain whether the laboratory is technical competent to carry out the extension it has applied for. The duration of the on-site assessment may vary from 1 DAY to 3 DAYS depending on the size of the extension applied.</p>	Day 61
↓	
<p>Proposed Corrective Action</p> <p>The laboratory has 1 weeks' time to send to MAURITAS the proposed corrective actions for the non-conformities raised during the on-site visit.</p>	Day 68
↓	
<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 89(Max) Day 75 (Min)
↓	
<p>Implemented Corrective Action</p> <p>Following the approval of assessors on the proposed corrective actions, the laboratory has 1.5 months' time from the date of the assessment to submit to MAURITAS evidence for implementation of corrective actions for the non-conformities.</p>	Day 134 (Max) Day 120 (Min)
↓	
<p>Acceptance of Implemented Corrective Actions</p> <p>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</p>	Day 149 (Max) Day 127 (Min)

week to send to MAURITAS further evidence for implemented corrective actions to which the assessors will take another 1 week for approval.



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 194
(Max)
Day 172
(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/maintain accreditation to the Laboratory.

Day
224(Max)
Day 202
(Min)

Total

Max of 224
days (7.5
mnths)
Min of 202
days (7
mnths)
