

**QUALITY COUNCIL OF INDIA (QCI)**

2nd Floor, Institution of Engineers Building, Bahadur Shah Zafar Marg, New Delhi – 110002
Phone: +91-11-2337 8056 / 57; Web: www.qcin.org; E-mail ID: padd_schemes@qcin.org



PADD: Accreditation Scheme| TBs: FR: 04

OFFICE ASSESSMENT REPORT

IT/ICS Training Bodies

Training Bodies			
Office Location	<i>Main Office</i>		
	<i>Location Assessed</i>		<i>Main / Branch</i>
Address			
Scope of Approval applied and/or approved			
	<i>Location Assessed</i>		
Key Personnel	<i>Chief Executive</i>		
	<i>Quality Manager</i>		
	<i>Technical Manager(s)</i>		
	<i>Local Contact Person</i>		

Assessment Type (tick as applicable)	Initial / Surveillance / Reassessment / Scope Extension / Verification
Assessment Date(s)	
Assessment Team (LA / AS / TE / OB)	
Assessment Criteria (Applicable Standard / Requirements & Documents)	

Last Assessment (Type & Date)	NA
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Status of corrective actions on non-conformities in last assessment	NA
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Off-site Document Review Summary (if conducted)	
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Introduction (About the organization, its legal status, management structure, financial performance, operations at location etc.)				
Personnel (at location assessed) Persons responsible for key activities	<i>Total Staff</i>		<i>Examination Staff</i>	

Assessment Findings	(describe in detail on documentation, implementation, competence etc. as per the scope)
Responsibility for decision on accreditation:	



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Organization Structure :

Integrity :

Impartiality :

Confidentiality :

Security :

Finance and liability :

Publicly Available Information :

Appeals :

Complaints :

Personnel Requirements :

Competence :

Outsourcing :

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**PADD: Accreditation Scheme| TBs: FR: 04*****Other Resources :******Examination Process :******Records of Examination :******Use of Certificates, Logos and Marks :******General Management System Requirements :******Scheme Requirements & Other Requirements :******Personnel Certification Files Examined :******Scope of Approval (any revisions and/or deletions) :******Other Observations :*****Assessment
Summary**

Summarize (in about 500 words) on the Management System, its overall compliance to the requirements & and any scope for further improvement.



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Suggested Audits for Witness

Advice to Witness Assessment Teams for any follow-up required

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Non-conformities & Concerns	Scheme Requirements	Critical NC	Major NC	Minor NC	Concern
	<i>General Requirements</i>				
	<i>Technical requirements</i>				
	<i>Examination Process</i>				
	<i>Scheme requirement</i>				
	<i>Any Other</i>				

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Remarks	Total				

Assessment Team Recommendations:	
Approval	(on grant / continuation / renewal / suspension / withdrawal of approval)
Scope of Approval	
Conditions	
Nil	

List of documents annexed:	
Annex – 1	
Annex – 2	
Annex – 3	
Annex – 4	
Annex – 5	
Annex – 6	

Date		Signature	
Place		Lead Assessor	

Please add rows above where necessary.