

**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: CSMS Scheme| ATC (Level 3): FR: 04****OFFICE ASSESSMENT REPORT****Certification Body**

Certification Body			
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	Total Staff		Examination Staff	

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

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**PADD: CSMS Scheme| ATC (Level 3): FR: 04****Organization Structure :****Integrity :****Impartiality :****Confidentiality :****Security :****Finance and liability :****Publicly Available Information :****Appeals :****Complaints :****Personnel Requirements :****Competence :****Outsourcing :**

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**PADD: CSMS Scheme| ATC (Level 3): 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.