

**QUALITY COUNCIL OF INDIA (QCI)**

2<sup>nd</sup> Floor, Institution of Engineers Building, Bahadur Shah Zafar Marg, New Delhi – 110002  
Phone: +91-11-2337 8056 / 57; Web: [www.qcin.org](http://www.qcin.org); E-mail ID: [padd\\_schemes@qcin.org](mailto:padd_schemes@qcin.org)



**PADD: Certification Scheme for Persons| IT/ICS CyberPros: FR: 04**

**OFFICE ASSESSMENT REPORT**

**Certification Body for Persons**

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

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

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

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



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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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***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.*

Version Number: 01  
Revision Number: 00

Issue Date: 25/02/2025  
Issued by: Scheme Manager

Approved by:  
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