

**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: Inspection Scheme| IT and ICS IBs: FR: 04

OFFICE ASSESSMENT REPORT**Inspection Body**

Inspection 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>		

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

Last Inspection (Type & Date)	NA
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Status of corrective actions on non-conformities in last inspection	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	

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



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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 Report, 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 :

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

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Remarks	Total				

Inspection Team Recommendations:

Report	(on grant / continuation / renewal / suspension / withdrawal of Report)
Scope of Inspection	
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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