



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: 05

Witness Assessment Report *for* **Inspection Scheme for IT and ICS**



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WITNESS ASSESSMENT REPORT

Inspection Body

Name of IB			
Office Location	<i>Main Office</i>	Head Office	
	<i>Location Assessed</i>		<i>Main / Branch</i>
Address			
Scope of Inspection applied and/or approved			
	<i>Location Assessed</i>		
Key Personnel	<i>Chief Executive/Head</i>		
	<i>Technical Manager(s)</i>		

Inspection Type	
Inspection Date(s) and Man-days	
Inspection Team (Lead Inspector/Expert)	
Inspection Criteria (Applicable Standard / Requirements & Documents)	



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

Introduction about organization witnessed (About the organization, its legal status, management structure, financial performance, operations at location etc.)	
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Evaluation of the Previous stages in the process (Based on the documents provided by the Agency)	
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Comments on competence of person(s) witnessed	
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Overall Comments on Agency competence for applicable scope					
Inspection Findings .					
Inspection Summary					
Recommendations					
Non-conformities & Concerns	Scheme Requirements	Critical NC	Major NC	Minor NC	Concern

Date		Signature	
Place		Lead Inspector	