



QUALITY COUNCIL OF INDIA (QCI)

World Trade Centre, J 200, Block J, Nauroji Nagar,
New Delhi - 110029

Phone: 011-26186682/ 81/ 82; Web: www.qcin.org; E-mail ID: padd_schemes@qcin.org



Procedure for Provisional Approval and Extension
PADD: PR: 01

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Under

QCI Schemes



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1. Objective

This document sets out the requirements governing Provisional Approval (PA), extension of PA, and the transition to accreditation by the National Accreditation Board for Certification Bodies (NABCB) for Conformity Assessment Bodies (CABs) operating under the following schemes administered by the PAD Division, QCI:

- 1) India Good Agricultural Practices Certification Scheme (IndG.A.P.)
- 2) Voluntary Certification Scheme for Medicinal Plant Produce (VCS-MPP)
- 3) Certification Scheme for Unmanned Aircraft Systems (UAS)
- 4) Conformity Assessment System and Resource for Protection of Critical Information Infrastructure (CII):
 - a) Cyber Security Management System Scheme – Basic Technical Criteria (Level 1)
 - b) Cyber Security Management System Scheme – Supplementary Technical Criteria (Level 2)
 - c) Cyber Security Management System Scheme – Additional Technical Criteria (Level 3)
 - d) Personnel Certification Scheme for IT/ICS Cyber Security Professionals
 - e) Inspection Scheme for IT and ICS
- 5) Indian Forest & Wood Certification Scheme (IFWCS)
- 6) Voluntary Certification Scheme for AYUSH Products
- 7) Voluntary Certification Scheme for Traditional Community Healthcare Providers (VCS-TCHP)
- 8) Indian Certification of Medical Devices) Scheme (ICMED)
- 9) Ready Mix Concrete Plant Certification Scheme (RMPCPS)
- 10) Security Star Agencies Rating Scheme (STAR)

2. Requirements of Provisional Approval and Extension

- 2.1 Provisional Approval shall be granted to a CAB for a period specified in the respective Scheme. In the general course, a maximum extension of 06 months may be granted. During any such extension period, the CAB shall work towards obtaining full NABCB accreditation. Notwithstanding the above, the transition timelines specified at Clause 2.9 shall apply to all currently provisionally approved CABs and shall prevail over the general 06-month extension provision to the extent of any inconsistency.
- 2.2 For the purpose of this procedure, the following definitions apply:
 - **First-Time PA CABs:** CABs that are already operating under a Provisional Approval granted by the PAD Division under any scheme, and for whom this is the first such grant under that scheme, as of the date of this notification.
 - **Renewed PA CABs:** CABs that have previously held and renewed a Provisional Approval under a scheme, and are currently operating under a renewed PA.
 - **New CABs:** CABs applying to the PAD Division for Provisional Approval under any scheme for the very first time, on or after the date of issue of this notification.
- 2.3 Each scheme administered by the PAD Division prescribes NABCB accreditation as a requirement for a CAB to operate under that scheme on a sustained basis. All CABs operating under PA are accordingly required to obtain **full NABCB accreditation** within the timelines specified at Clause 2.9. Enrolment or application with NABCB alone does not satisfy this requirement.



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- 2.4 New CABs and First-Time PA CABs (where extension is sought beyond the transition deadlines in Clause 2.9) shall submit a formal request for extension to the PAD Division between **45 and 60 days prior to the expiry** of their current PA validity cycle. In the absence of such a request within this window, the PA shall automatically expire on its validity date.
- 2.5 For Renewed PA CABs and First-Time PA CABs covered under the transition plan at Clause 2.9, extensions shall be **self-executing** in accordance with that plan. QCI will communicate the applicable extended validity date to each such CAB. No separate extension request is required from these CABs for the purposes of the transition period.
- 2.6 Upon expiry of PA, the CAB shall immediately cease all operations under the respective scheme. The CAB shall neither service existing clients nor onboard new clients. All existing clients shall be transferred to other CABs in accordance with the Transfer Policy of QCI, available on the QCI website.
- 2.7 A CAB whose PA has expired without having obtained NABCB accreditation may reapply for Provisional Approval under the respective scheme, subject to the following conditions being met cumulatively:
- The CAB has an **active application for accreditation on record with NABCB** at the time of reapplication;
 - The CAB demonstrates a satisfactory compliance history under its earlier PA, including no outstanding non-conformities, fees, or adverse findings; and
 - The CAB submits a written undertaking to obtain NABCB accreditation within a period not exceeding 06 months from the date of fresh PA grant.
- Such fresh PA shall be for a non-renewable period of 06 months. If NABCB accreditation is not obtained within this period, the CAB shall exit the scheme and Clause 2.6 shall apply.*
- 2.8 In the event that a CAB's NABCB accreditation is withdrawn, suspended, or terminated, the CAB shall immediately cease all operations under the relevant scheme. The CAB shall arrange for the transfer of all existing clients to other accredited CABs in accordance with the Transfer Policy of QCI. The PAD Division will provide reasonable facilitation in identifying receiving CABs where required.
- 2.9 The following transition plan applies to all currently provisionally approved CABs. This plan is effective from 30 April 2026 and supersedes the general 06-month extension provision in Clause 2.1 for the categories and periods specified.

#	Status of CAB	PA Validity / Expiry	Extension to be Granted
1	Renewed PA CABs	Expiring after 31st March 2027	No extension shall be granted
		Expiring on or before 31st March 2027	Automatically extended till 31st March 2027
2	First-Time PA CABs	Expiring on or before 31st Oct 2026	Automatically extended till 31st March 2027
		Expiring between 1st Nov 2026 and 31st March 2027	Maximum 06 months from the date of expiry
		Expiring after 31st March 2027	Maximum 06 months from the date of expiry
3	New CABs (Applying on or after 30 April 2026)	As per the PA cycle for the respective scheme	Maximum 06 months from the date of expiry, subject to formal request as per Clause 2.4

Note: Best effort has been made to accord at least 11 months of transition time to each category of CAB. The extended validity dates under the transition plan will be communicated individually by the PAD Division to all Renewed PA CABs and First-Time PA CABs.



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- 2.10 A CAB that is in the process of obtaining NABCB accreditation and proposes to undergo a Witness Assessment (WA) with NABCB during its PA validity period shall be permitted to do so. The CAB shall submit a copy of the WA report to QCI within 30 days of receipt of the same from NABCB.
- 2.11 CABs shall maintain publicly available information regarding their approved scope and shall provide QCI with a database of certified clients, number of certificates issued, and other details as per the format prescribed by the PAD Division, updated at intervals specified by QCI.
- 2.12 The CAB shall maintain a register of all agreement documents — including Undertakings, MoUs, and contracts — executed with its clients during the PA validity period and shall make these available to QCI on request.
- 2.13 The CAB shall inform QCI of any change in its Management, premises, or office address within **15 days** of such change occurring. In the case of a change of premises or office address, a mandatory one (01) man-day compliance assessment shall be carried out by QCI. Failure to notify QCI within the stipulated timeframe shall attract appropriate adverse action.
- 2.14 QCI may, at its discretion, plan a Compliance Assessment or Special Assessment of any CAB operating under any scheme, on the basis of a recommendation from regulators, the Scheme Owner, the scheme manager, or in response to any feedback or complaint received. Such assessments may be conducted with or without prior notice, as deemed appropriate by QCI.
- 2.15 CABs shall familiarise themselves with, and comply with, all scheme-related requirements as updated by QCI from time to time. It is the responsibility of the CAB to monitor updates published by QCI and ensure timely compliance.
- 2.16 QCI shall not be held responsible for any delay, loss, or consequence arising from a CAB's failure to initiate or complete the extension or accreditation process within the prescribed timelines.

3. Suspension and Cancellation of Provisional Approval

- 3.1 The PAD Division, QCI reserves the right to suspend or cancel the Provisional Approval of a CAB upon occurrence of any of the following:
 - i. Non-payment of fees within the defined timelines.
 - ii. Failure to close non-conformities within the prescribed timeframe.
 - iii. Receipt and substantiation of complaints regarding the CAB's audit process or conduct.
 - iv. Evidence of fraudulent behavior, or intentional provision of false or misleading information to QCI.
 - v. Non-conduct of surveillance or witness assessment where applicable under the scheme.
 - vi. Refusal to undergo, or non-cooperation with, a compliance audit requested by QCI.
 - vii. Liquidation or dissolution of the organisation.
 - viii. Improper use of QCI's approval symbol, marks, or logo.
 - ix. Any misleading declaration in the application for Provisional Approval.
 - x. Expiry of PA validity without the CAB having obtained NABCB accreditation, where no valid extension is in force.



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xi. Any other reason determined by QCI to be necessary for the fulfilment of the objectives and intent of the respective scheme.

3.2 Before issuing an order of suspension or cancellation, QCI shall provide the CAB with a written notice of the proposed action and the grounds therefor. The CAB shall have an opportunity to submit a written representation to the **Head of Department, PAD Division** within **15 days** of receipt of such notice. QCI shall consider the representation before passing a final order. This provision does not apply where immediate cessation of operations is required to protect the integrity of the scheme or the interests of clients.

4. Fee Requirements

- 4.1 All fees are payable in Indian Rupees (INR). Applicable taxes shall be charged separately over and above the stated fee.
- 4.2 QCI shall raise invoices in advance of scheduling any assessment activity. The CAB shall ensure full payment of the applicable assessment fee **prior to commencement of any assessment or scheme-related activity**. For the avoidance of doubt, this requirement applies to all categories of charges including administrative fees and assessment fees.
- 4.3 All CABs, whether operating under PA or under NABCB accreditation, shall pay the annual administrative, client, and product fees as applicable under the defined fee structure of the PAD Division, and shall maintain a valid agreement with QCI for the respective scheme, as a condition of continued operation.
- 4.4 Travel and stay arrangements for the QCI Assessment Team shall be facilitated by the CAB, as per the norms communicated by QCI.
- 4.5 QCI reserves the right to revise the fee structure as and when required, subject to a minimum cooling period of 12 months between successive revisions. Revisions shall be communicated to CABs with reasonable advance notice.

Amendment Record

S.No.	Date	Issued by	Approved by	Description
1	12 July 2022	N/A	N/A	Original issue.
2	09 Sep 2024	Project Manager	Joint Director	Restructuring of documentation and editorial revisions.
3	30 April 2026	Project Manager	HoD, PADD	Revised provisions for PA and transition to NABCB accreditation; introduction of defined CAB categories; self-executing transition plan; reapplication pathway after PA expiry; appeal/representation mechanism; alignment of fee clauses.