IQAS-042 A

Application form for Inspection Body Scope Extension

AMENDMENT SHEET

Sr. No.	Page No.	Clause No.	Date of Amendment	Reasons of amendment	Amendment details	Remark	Approved by
1.	--	--	28.10.2026	Periodic Review as per document control procedure	Detailing as part of periodic review	Replaces previous issue 01 dated 05.08.2026	R.S. Rana
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8.							

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Instructions for filling up the application.

1. To apply for scope extension the application shall be complete in all respects in the prescribed format of IQAS-042 A
2. The application fee and other requirements are to be referenced to the latest IQAS-001 General Information Brochure available on IQAS website, as applicable and relevant.
3. The Inspection body shall have adequate personnel, application reviewer, inspectors and reviewers etc. as per the scope of accreditation along with ISO/IEC 17020 /relevant latest national/international or regional standards and IQAS-001 General Information Brochure guiding documents of IQAS.
4. Inspection body shall be a Legal Identity as per the law/rule of the Government of India.
5. Inspection body shall take corrective action within the time frame specified by IQAS as mentioned in IQAS-001 General Information Brochure.
6. Terms and conditions between Inspection body and IQAS (IQAS -006) shall be duly signed by the CAB along with the Application Form.

1) Inspection Body's Details:

1.1	**Name of the Inspection Body**	
1.2	**Complete Address(s) of Head Office**	
1.3	**Telephone**	**Mobile:** **Landline:**
1.4	**Email Id**	
1.5	**Website (if available)**	
1.6	**Type of Inspection Body**	**Type A** ☐ **Type non-A** ☐ **Note 1:** Specify 'Type' of Inspection Body (A/Non-A) – please refer ISO/IEC 17020 standard. The inspection body should generally apply for only one 'Type' for the field/sub-fields. However, it may apply for different 'Types' for different field/sub fields, but within a sub field only one 'Type' shall be allowed.

1.7	**All Office Location(s) where scope(s) for which Extension is sought is/are covered**			
1.8	**Sr. No.**	**Address**	**Contact person (with designation) and contact details (Phone, Email)**	**Activities Performed at the branch office**

1.9	Contact person for IQAS	

Name	
Designation	
Contact no	
Mobile no.	
Landline no.	
Email	

1.10	**Date of grant of Initial Accreditation**	
1.11	**Date of Validity & Certificate Number**	
1.12	**Scope(s) under Accreditation**	

2) Scope(s) of Accreditation for which scope extension is sought

S. No.	IAF Scope Sector Classification Code2 (Indicative)	Inspection Field and Specific Item(s)[3]	Stage[4] and Range[5] of Inspection(s)	Inspection Requirement(s)[6] [Standards / Regulations / Methods/ Procedures] See Note 4 below the Table		Office(s) where competence for each scope exists
				Number identification with year of publication	Title	
1.						
2.						
3.						
4.						

3) Details of CAB's staff

Sr. No.	Name	Designation	Professional Qualifications and year of experience*	Location	Permanent/Contractual /Empaneled	Scope (sub fields/products/services)

4) Details of Inspection equipment (if owned by IB) related to scope(s) for which extension is sought:

Sr. No.	Name of equipment	Sr. No. of Equipment	Model/ Make/type/ year of make	Receipt date & date placed in service	Range and accuracy	Date of last calibration	Calibration due on*	Calibrated by** (In-House/ External)

5) Other activities within the same legal entity related to scope(s) for which extension is sought

5.1 Major Clients related to scope(s) for which extension is sought
5.2 Other Accreditation(s), Approval(s) from Govt. or Regulatory Bodies, if any

6) Internal Audit and Management Review

6.1 Date of last Internal Audit ……

6.2 Whether all requirements of ISO/IEC 17020 covering all activities of the laboratory have been audited at least once in the last one year ☐ **Yes** / ☐ **No**

6.3 Date of last Management Review ……

7) Application Fees

7.1 Application Fees (Rs.) …… [Rs …….. *(in words)*]

(for applicable fee calculation refer IQAS-001)

7.2 DD/at par cheque number/ bank transfer reference number and date

Note: Bank details:
INTERNATIONAL QUALITY AND ACCR SERV P L
HDFC BANK LTD
A/c. NO. 50200091849719
RTGS/NEFT IFSC: HDFC0002008

8) Declaration by the IB

We declare that

8.1 We shall abide with the terms and conditions of IQAS for maintaining the accreditation as per the IQAS-006 Signed copy of the terms and conditions, for maintaining the accreditation, is attached.

8.2 We shall fully comply with the requirements of ISO/ IEC 17020:2026 for the accreditation of Inspection Bodies

8.3 We agree to comply with the accreditation procedures of IQAS and pay all fees for the assessments or any other charges incurred in the process of accreditation irrespective of the result of the assessment.

8.4 We agree to cooperate and coordinate with the assessment team appointed by IQAS for the examination of all relevant documents required by the assessment team and their visits to those parts of the Laboratory that are part of the scope of accreditation.

8.5 We undertake to abide all national, regional, and local regulatory requirements for operating the IB.

8.6 No adverse action has been initiated/ taken against the laboratory in the past by statutory authority and/or Accreditation body. (If yes, please provide the details with present status).

8.7 All information provided in this application is true to the best of our knowledge and ability.

Signature of CEO/ IB Head/ Director/Partner/Proprietor

Name & Designation

Date & Place

9) List of enclosures Application Form - Check List

Sr. no.	Documents/Details provided by the IB	Yes/No
1.	Procedure Manual / Procedures including technical documents, formats, checklists etc. For the scope(s) for which extension is sought	
2.	Branch Office(s) to be covered under accreditation (list as per format in Table – 1.8)	
3.	Scope(s) for which extension is sought (details as per format in Table – 2)	
4.	List of Staff related to scope(s) for which extension is sought (list as per format in Table – 3)	
5.	Recently Issued 'Inspection Reports / Certificates related to scope(s) for which extension is sought (few as specimen)	
6.	Competence matrix of personnel related to scope(s) for which extension is sought	
7.	Application fees a) As per IQAS-001, for applied discipline, group and sub groups. b) Demand Draft / details of NEFT/at par cheque in favor of International Quality and Accreditation Services (IQAS)	
8.	Signed copy of IQAS Terms and Conditions IQAS-006 (latest issue)	
9.	Other Documents (annex list)	

Verified the above documents/details and confirmed the availability of all required documents/ details declared in Application Form.

Signature of CEO/ IB Head/ Director/Partner/Proprietor

Name & Designation

Date & Place

Annexure-I

Legal Entities

Legal Entity -The term legal entity refers to any organisation which is constituted as per the regulation and laws under the Government of India. Legal entity could be any individual, group, person, or organisation that has legal rights and obligations related to the agreements, contracts, payments, penalties etc.

1. Who are legal entities
    a. Any and all Govt. organizations by their very nature.
    b. Public companies, Pvt. Companies, Pvt. Ltd. companies. by requirement of law.
    c. Partnership firm registered with Registrar of Partnership firms.
    d. Proprietary Firms having following
        - Bank Account (copy of bank passbook with account statement of CAB.
        - PAN card of Proprietor
        - Aadhar card of Proprietor.
        - Proof that Cab premises are in name of Proprietor or rented by Proprietor.
2. Who are not Legal entities
    a. Partnership firm **NOT** registered with Registrar of Partnership firms.
    b. Proprietary Firms **NOT** having documents as mentioned in 1d above.

Note:

A. Application of only organizations that are legal entities, as described above, will be processed for further accreditation process.
B. Decision of Authorised Competent Authority of IQAS will be final with regard to application submitted and will be binding on applicant.