IQAS-042

Application form for Inspection Bodies

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 31.07.2026	R.S. Rana
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Instructions for filling up the application.

1. The application shall be complete in all respects in the prescribed format of IQAS-042
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. Application Form

(Please put √ in the applicable box)

1.1	**New Application**	☐
1.2	**Renewal of existing IQAS Accreditation***	☐
1.3	**Name Change**	☐
1.4	**Premises Change**	☐

*If yes, then please provide accreditation certificate no. & accreditation validity…….

2. Inspection Body's Details:

2.1	**Name of the Inspection Body**	
2.2	**Complete Address(s) of Head Office**	
2.3	**Telephone**	**Mobile:** **Landline:**
2.4	**Email Id**	
2.5	**Website (if available)**	
2.6	**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.

2.7	**Inspection Body Branch Office Location(s):**			
	Sr. No.	**Address**	**Contact person (with designation) and contact details (Phone, Email)**	**Activities Performed at the branch office**

2.8	**Legal Identity** *(refer Annexure I)*	
2.8.1	**Government entity** *(Registration No. and date or Gazette Notification reference along with date)*	
2.8.2	**Limited Liability Partnership Company** *(Registration No. and date)*	
2.8.3	**Private Limited Company** *(Registration No. and date)*	
2.8.4	**Proprietary Firm/ One Person Company**	
2.8.5	**Partnership Firm** *(Registration No. and date)*	

2.8.6	**GST No.** *(Registration No. and date)*	
2.8.7	**Any other Registrations which IB desires to declare** *(Registration No. and date)*	
2.8.8	**Place of Registration** *If registered outside the country where Main Office is located. Also provide above the details of approval to operate or to do business in India / SAARC country and annex copy of the approval granted.*	
2.8.9	**Other Accreditations, if any** *(Name of Accreditation Bodies to be shared)*	
2.8.10	**Any adverse action been initiated/taken against the laboratory in the past by any Accreditation Bodies?** *(If yes, please provide the details with present status)*	**YES/NO**
2.9	**Name of the Inspection Body as required on the Accreditation Certificate** *(Note: If the desired name of the IB on the Accreditation Certificate is different from the Legal Identity, then the Certificate will be issued in the name of the Legal Identity only):*	
2.10	**Does the IB operate from different locations having same legal identity within the city?**	☐ **Yes** ☐ **No**
2.10.1	If yes, whether application for accreditation covers all locations	☐ **Yes** ☐ **No**
2.11	**Senior Management information**	
2.11.1	**Ownership Details** *Also please provide list of Directors and Shareholding pattern of the Inspection Body*	
2.11.2	Name of Chief Executive/Director/Head of the IB.	
2.11.3	Name and designation of the person responsible for the Quality management system	
2.11.4	Name and designation of the person responsible for technical operations	
2.11.5	Contact person for IQAS	
	Name Designation	

	Contact no	
	Mobile no.	
	Landline no.	
	Email	
2.12	**Organization structure**	
2.12.1	If part of a larger organization, mention the position of the IB in the organization structure. *(Attach the organization chart of the laboratory)*	
2.12.2	Mention how the IB is related to its parent organization. *(if applicable)*	

3. Type of IB by service

Type of IB by service	
Type A	**Yes/No**
Type non-A	**Yes/No**

4. Scope of Accreditation

Sr. 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.						

Note 1: *Specify 'Type' of Inspection Body (A or Non-A) – please refer ISO/IEC 17020:2026 standard. The inspection body should generally apply for only one 'Type' for the scope sectors for which it seeks accreditation. However, it may apply for different 'Types' for different scope sectors, but within a scope sector only 'Type' shall be allowed.*
Note 2*: In column 2, indicate the IAF scope sector classification code as given in Annex II of IQAS application form*
Note 3*: In column 3, indicate the specific Product(s) / Design(s) / Installation(s) / Process(s) / Service(s) etc. for which accreditation for inspection is sought within the relevant IAF code indicated in column 2.*
Note 4*: In column 4, indicate the Stage of inspection, for example- Stage-wise, Final, In-service, Quantity, Quality, Design Review, Documents Review, Inspection of Practices e.g., GMP/GHP, Process(es), Service(s) etc.*
Note 5: *The 'Range' of inspection defines limits of competence for specific item as mentioned in the scope. However, where no range is stated, it shall imply that the inspection body is competent to inspect the specified item as mentioned in the scope for its complete range.*
Note 6*: In column 5, indicate the specific Standards, Regulations, Specifications, Methods and Procedures etc.*

applicable to the product / process / practice / service/ installation etc. in column 3 clearly giving the following information in respect of each one of them. Number identification of the standard, regulation, specification, method etc. along with year of publication in column 5(i) and corresponding Title in column 5(ii). Where the inspections are carried out in accordance with the QAP's (Quality assurance plan) provided by clients, the standards referred in the QAPs shall be clearly identified and included in column 5.

5. Details of CAB's staff

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

6. Details of Inspection equipment (if owned by IB):

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)

7. Other Information

7.1 Other activities within the same legal entity……

7.2 Related Organization(s), if any, and their activities _____

7.3 Describe the different relations which senior management personnel, involved in inspection process, have with related entities

Name of person and designation	Relationship with different organisation	Role in the other organisation	Comments/Remarks

7.4 Major Clients _____

7.5 Financial Performance

(For last 3 financial years, if applicable)

Financial Year	Annual turnover	Profit

7.6 Inspection Mark Registration, if any

Registration No.	Date	Registration Authority

7.7 Other Accreditation(s), Approval(s) from Govt. or Regulatory Bodies, if any

8. Internal Audit and Management Review

8.1 Date of last Internal Audit ……

8.2 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**

8.3 Date of last Management Review ……

9. Application Fees

9.1 Application Fees (Rs.) …… [Rs …….. *(in words)*] (for applicable fee calculation refer IQAS-001)

9.2 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

10. Declaration by the IB

We declare that

10.1 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.

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

10.3 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.

10.4 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.

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

10.6 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).

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

10.8 We have opted/not opted for pre-assessment.

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

Name & Designation

Date & Place

11. List of enclosures Application Form - Check List

Sr. no.	Documents/Details provided by the IB	Yes/No
1.	Complete application in all respect duly signed by the IB representative	
2.	Quality Manual/ Quality Management System Document as per ISO/ IEC 17020:2026 (latest version)	
3.	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 InternationalQuality and Accreditation Services (IQAS)	
4.	Copy of Legal Identity (Registration Details of the IB)	
5.	Goods and Service Tax (GST) Number along with PAN/TAN Number	
6.	Declaration about the Consultant (if any)	
7.	Signed copy of IQAS Terms and Conditions IQAS-006 (latest issue)	
8	Master List of Documents (with issue and/or revision status)	
9	Procedure Manual / Procedures including technical documents, formats, checklists etc.	
10	Duly filled Document Review Report cum Adequacy Checklist (IQAS-CL-IB-06)	
11	Branch Office(s) to be covered under accreditation (list as per format in Table – 2.7)	
12	Scope of Accreditation applied (details as per format in Table – 4)	
13	Details of staff & Inspection Personnel (list as per format in Table – 5)	
14	Business Liability Insurance (copy only)	
15	Recently Issued 'Inspection Reports / Certificates' (few as specimen)	
16	Inspection Mark Specimen & its Registration Certificate (copy only)	
17	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 or 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.

Annexure II

Classification of Groups of scope sectors Groups of the Scopes

Group	Critical Scope	General Scopes
A	03	01, 30
B		02, 15
C		04, 05,06
D	11, 13	07, 10, 12. 14
E		08, 09
F	21	17, 18, 19,20,22, 23
G		16,24
H	28	25,26,27
I	33	29,31, 32, 34,35
J	38	36, 37,39

List of Scope of Accreditation

The list of scope of accreditation presently being undertaken by IQAS is based broadly on IAF scope sector classification as under-

Scope/IAF Sector	Description
3	Food products, beverages and tobacco
4	Textiles and textile products
12	Chemicals, chemical products and fibers
14	Rubber and plastic products
17	Basic metals and fabricated metal products
18	Machinery and equipment
19	Electrical and optical equipment
22	Other transport equipment
23	Manufacturing not elsewhere classified
27	Water supply