



IQCS Certifications Private Limited

Formerly Known as "Institute of Quality Certifications Services (India)"

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Application for Registration / Certification Agreement

Name of the Organization:			
Address:			
Telephone Number:		Fax Number:	
Contact:		Position:	
Email Address:			

Please indicate type of registration/certification required. Please Tick (√)

- | | |
|---|--|
| <input type="checkbox"/> ISO 9001:2015 | <input type="checkbox"/> ISO 14001:2015 |
| <input type="checkbox"/> ISO 45001:2018 | <input type="checkbox"/> OHSAS 18001:2007 |
| <input type="checkbox"/> HACCP | <input type="checkbox"/> ISO 27001:2013 |
| <input type="checkbox"/> ISO 22000:2005 /2018 | <input type="checkbox"/> SA 8000: 2014 |
| <input type="checkbox"/> ISO 13485:2016 | <input type="checkbox"/> ISO/TS 29001:2007 |
| <input type="checkbox"/> GMP | |

Please indicate type of accreditation for registration/certification required. Please Tick (√)

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> ASCB (E) | |
| <input type="checkbox"/> EIACI | <input type="checkbox"/> _____ Other Specify |

Description of products and services for which registration/certification is sought.
(Scope of registration/certification)

Details of approvals granted by other certifying bodies: _____

I/We undertake to pay all costs connected with the administration of pre-registration and conformity assessment for the certification/registration of the Management System of the organization/s to be assessed, irrespective of the eventual granting of a Certificate of Registration.

In the event of being granted a Certificate of Registration, I/We undertake to pay all fees charged.

I/We accept that any Registration entered into will be valid for a period of three years as per your quotation proposal No. _____ dated _____ and the continuity of the certification/registration will be subject to periodic surveillance audits of the management system, as mentioned in the proposal form. I/we undertake to abide by all the terms and conditions of the said proposal, renewable of registration every three years, subject to the terms and conditions, and also agree that in the event of our intention not to renew the Certificate of Registration, we will give a written notice to IQCS, 90 days before the renewal date.

We agree to comply with the following:

1. We are submitting this application for registration confirming acceptance of all Terms & Conditions as per proposal format for all sites/locations/addresses from where the activities within the organization's proposed scope of registration are carried out. It is our responsibility that the proposed scope of registration meets the requirements of standards.
2. We shall use the registered symbols/marks in accordance with the conditions defined in Appendix 1. (TMLA)

3. We shall claim registration and use of symbols/marks only for the management system and scope stated in the certificate of registration for the duration of validity of the registration.
4. We as IQCS Shall declare herewith the confidentiality statement that whatever information will be gathered during the onsite assessment of IQCS will be treated strictly confidential and shall not be disclosed to any third party(s).
5. If at all any complaints to be conveyed regarding the IQCS Services during or after execution of services shall be sent to IQCS Head Office at Nasik and the detail complaint procedure is available on website of IQCS, ie. www.iqcsindia.com
6. For the details of Terms and conditions of the contract please refer the Quotation document number IQCS.3010.09 with latest revision in force.
7. Regarding the Multiple site certification including QMS/EMS or any Integrated Management system, client may inform by adding the additional sheet declaring the information about scope of activity, multiple sites with addresses and Manpower. Related information about multiple sites is MUST in advance for IQCS before planning the audit activity on-site.
8. IQCS is fully responsible for providing the assessment and certification services to the registered clients and the process flow of certification process stage wise is mentioned on website of IQCS i.e. www.iqcsindia.com
9. We shall maintain and document a system in accordance with the relevant system standard and provide copies of documented system and procedures to IQCS Certifications Pvt. Ltd. for reference. We shall maintain a record of customer complaints and provide unrestricted access to the representatives of IQCS Certifications Pvt. Ltd. and Accreditation Body.
10. We hereby confirm and declare that we have no relationship with IQCS Management/ IQCS employee/ IQCS Auditors/ IQCS Technical Experts/ IQCS Associates/ IQCS Committee Member/ IQCS Staff such as, (i). Finances (ii). Commercial (iii) Common Ownership (iv). Familiarity with any Individual belonging to IQCS (v). Familiarity with any contracted person of IQCS (vi). Past Association with any member of IQCS as employee/ Employer/Co-Worker/ Associate/ Team Member.
11. In the event of any change, alteration or variation in the documented system and procedure/process/place in relation to the scope of registration, we shall be notifying the same in writing to IQCS Certifications Pvt. Ltd. and shall also declare that the change/alteration/variation will not alter the scope or render the certificate of registration invalid. If the changes/alterations/ variations are expected to cause change in scope or schedule of registration, we shall be bound to undergo fresh assessment, as per IQCS procedures.
12. We shall discontinue any use of the registered mark or symbol, which is unacceptable to IQCS and any form of statement of reference to the authority of the organization, which in the opinion of IQCS Certifications Pvt. Ltd. might be misleading.
13. We shall permit representatives of IQCS Certifications Pvt. Ltd. & to the representatives of its accreditation body ASCB(E) / JAS-ANZ/DAC for which the accredited certificates have been issued, unrestricted access during normal working hours to the premises where work subject to the Certificate of Registration is carried out, for the purpose of examining materials, processes, products, methods of test, records, data and systems or establishing that the procedures for termination of registration, as per IQCS procedures.
14. We shall provide office accommodation for the duration of the audit and ensure presence throughout of the organization's Management Representative.
15. We shall nominate, for the approval of IQCS, a management representative and one or more deputies authorized to act in the main nominee's absences who shall be responsible for all matters in connection with the requirements of the Certificate of Registration and who shall, upon each visit by the representative of IQCS sign a declaration to the effect that any changes in processes and procedures or other information relevant to the Certification have been notified to IQCS Upon termination of the Certificate of Registration, however determined, we shall forthwith discontinue the use of the registered symbol or mark and all advertising matter, which contains it or any reference thereto. Any other documents in the possession of the organization, which bear reference to the certificate shall, if IQCS Certifications Pvt. Ltd. so requires, have such references erased.
16. We agree to pay (i) A fee for audit, surveillance, supervision, re-issue or endorsement of the Certificate of Registration and administration which are determined from time to time by IQCS Certifications Pvt. Ltd. to be fair and appropriate; (ii) Final audit fee upon termination of the registration, however determined, if such audit is deemed appropriate by IQCS Certifications Pvt. Ltd.; (iii) Any additional costs incurred by IQCS Certifications Pvt. Ltd. due to the organization's non-conformity with the statutory and legal regulations.
17. In the event of non-Compliance of Terms & Conditions laid down in the proposal and failure in timely completion of periodic surveillance, the certification shall be cancelled and the we shall be under obligation to return the original Certificate with Registration and Schedule within 7 working days from the date of de-registration failing which legal action against the organization shall become enforceable.
18. Periodic surveillance audit compliance as stated in proposal if IQCS is mandatory to validate & continuation of Certificate of Registration at stated intervals non-compliance of such situation will lead to suspension of certificate for period of one month from date of such notice. During the suspension period you are not allowed to use marks of certification body & accreditation body under Trade Mark Regulation Act of Government of India.
19. Upon withdrawal of the certificate of registration, the copy of same has to be returned to IQCS.
20. **Total Man-day allotted as per IAF MD 5:2015 for Initial Assessment including stage 1 & 2: _____ & for Annual surveillance Assessment will be : _____**

For and On behalf of: IQCS

For and on behalf of: Client

Authorized signatory (mention Title/Position)

Details of payments:

Cheque/DD Amount

Cheque/DD Number

Date

PLEASE RETURN THIS FORM UPON FILLING TO IQCS FOR OFFICIAL USE.