

CITIZEN'S CHARTER FOR INSPECTION AGENCY RECOGNITION SCHEME-2012

A DECLARATION OF OUR COMMITMENT TO THE INSPECTION AGENCIES

SR. NO.	KEY SERVICES	TIMELINES IN WORKING DAYS
1	Scrutiny of application for fresh/renewal recognition	15 days from receipt of the application from Agency
2	Adequacy audit (for fresh recognition/major change in quality manual) of the application & Quality Manuals by Lead auditor chosen by EIC	15 days from acceptance of the application form
3	Site audit of the facility by panel of auditors	30 days from adequacy audit NC closer report
4	Site audit report by Lead auditor	15 days from date of site audit
5	Final site audit report with NC closer & recommendation by Lead auditor	15 days from date of verification audit (if done)/NC closer report by Agency
6	Recommendation proposal preparation & approval by competent authority for Department of Commerce (Ministry of commerce & Industry)	15 days from receipt of Final site audit report with recommendation from LA
7	Intimation to Agency on Gazette notification approval & annual recognition fees submission	5 days from receipt of Gazette notification approval.