

**EXPORT INSPECTION COUNCIL
INSPECTION AGENCY RECOGNITION SCHEME-2012**

ANNEXURE B

Application for Approval/Renewal of recognition under EIC Inspection Agency Recognition Scheme, 2012

1.0 Name of the Applicant/Inspection Agency

1.1 Address of Head Office

1.2 Phone No. /Fax/ E-mail

1.3 Name of Head of Organization & Designation

2. Address & location for which recognition sought (if other than at 1.1)

2.1 Name of Head of Branch

2.2 Phone No. /Fax/ E-mail

3. Name of Head of Inspection Division & Designation

3.1 Phone No. /Fax/ E-mail

4. Name of Head of Laboratory Division & Designation

4.1 Phone No. /Fax/ E-mail

5. Legal Status (attach documentary evidence)

6. Scope for which recognition is sought
(Specify products/product groups & corresponding standards)

7. Date of validity of recognition (in case of renewal of recognition)
(attach documentary evidence)

8. Period for which recognition is sought:

9. Details of any criminal/civil proceedings initiated
(since inception or at least last 10 years)

10. INSPECTION CAPABILITIES

10.1 Have you implemented Quality Management Systems as per ISC/IEC 17020:1998 or 2012 or ISO 9001:2008 std.

10.2 Whether accredited /recognized as per ISO/IEC 17020: 1998 or 2012 or any other equivalent standard including ISO 9001 standard by other bodies? (attach documentary evidence)

10.2.1 If yes scope of accreditation/ recognition

10.3 Information regarding any individual or organization that has provided consultancy for preparing towards accreditation/ recognition against ISO standard.

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10.4 Previous inspection experience
(Please provide complete details in Annex-1 format of this application)

- 10.4.1 Whether the experience is of domestic trade
- 10.4.2 Whether the experience is of exported commodity(s)

11 LABORATORY CAPABILITIES

11.1 Whether accredited as per ISO/IEC 17025: 2005 or recognized by EIC other equivalent standard?
(Please attach documentary evidence)

11.1.1 If yes scope of accreditation/ recognition

11.2 Information regarding any individual or organization that has provided consultancy for preparing towards accreditation/ recognition against ISO standard.

11.3 List of products presently being tested by laboratory
(Please provide complete details in Annex-2 format of this application)

11.4 List of equipment available with laboratory
(Please provide details in Annex-3 format of this application)

12. MANPOWER RESOURCES

12.1 Inspection

- 12.1.1 Number of personnel
 - Senior Management
 - Inspecting staff

12.1.2 Details of professionally qualified staff with qualification & experience (Please attach as **Annex-4** in the given format)

12.2 Laboratory testing

- 12.2.1 Number of personnel
 - Senior Management
 - Testing staff

12.2.2 Details of professionally qualified staff with qualification & experience (please attach as **Annex-5** in the given format)

13.0. ADDITIONAL INFORMATION

- 13.1 Any other activities besides Inspection
- 13.2 Any other organization Linked with your organization carrying out inspection/testing/certification/consultancy
- 13.3 Any complaints/disputes in last three years pertaining to inspection lab testing activities
(Please attach as Annex- in the given format)

14.List of enclosures (please mark as applicable)

- a. Quality Manual
- b. Sample of the Inspection Certificate(s) and Test reports(s), if any
- c. Declaration as per Annex-7.
- d. Accreditation/EIC approval/recognition certificate no & date along with its scope
- e. Any other such as notification of recognition (Please specify)

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- f. Application Fee in the form of demand draft/pay order No.
Dated _____ Drawn on _____ Amount _____
- g. Other _____

Date: _____ Signature of Authorized Signatory
Place _____ Name _____
Designation _____
Stamp _____

Application (one copy) with fee is to be submitted to the concerned EIA as per address given below:

<p>Export Inspection Agency-Delhi Thakkar Bapa Smarak Sadan, 2nd Floor Dr. Ambedkar Marg, (Link Road) (Behind Jhandewalan Metro Station) New Delhi -110055 Tel: 011-23626320/21/22/23/24/25/26/27 Fax: 23626328 E-mail: eiadelhi@eicindia.gov.in</p>
<p>Export Inspection Agency-Mumbai Aman Chambers – 4th Floor, 113, Maharshi Karve Roab,Mumbai – 400004. Tel: 022- 2363 0311 / 2363 0312 / 2363 0113 Fax: 022 – 2368 3927 E-mail: eiabom@eicindia.gov.in</p>
<p>Export Inspection Agency-Kolkata 14/1 B Ezra Street Kolkata-700 001 Tel: 033- 22354606/22352651 Fax:033-22354562 E-mail: eiacalcutt@eicindia.gov.in</p>
<p>Export Inspection Agency-Chennai 6th Floor CMDA Tower II, No: 1 Gandhi Irwin Road, Egmore, Chennai – 600 008 Tel: +91-44-2855 2841 / 42 Fax: + 91-44-2855 2840 E-mail: eamadras@eicindia.gov.in</p> <p>Export Inspection Agency-Kochi 27/1767/A, Shipyard Quarters Road, Panampily Nagar (South), Kochi- 682 036 Tel: 0484 – 2314645 / 2316946 / 2316949 Fax: 0484 – 2316948 E-mail: eiacochin@eicindia.gov.in</p>

One copy of application to be submitted to:
Director (I & QC),
Export Inspection Council of India
(Ministry of Commerce & Industry, Government of India)
IIIrd Floor- NDYMCA Cultural Center Building,

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1, Jaisingh Raod,
New Delhi-110001.
Tel: +91-11-23748188 /89, 23365540
Fax: 011- 23748024
E-mail: eic@eicindia.gov.in

Annex-1

Product group	Specifications	Years of experience	Data for number of inspections in last three years	Value of goods inspected	No. of clients	List 3 clients for each group

Annex-2

Product/Product Groups	Tests	Specifications against which tested	Range/accuracy level	Equipment used

Annex-3

Sl.No.	Name of equipment & Date of purchase	Model Range/Type and accuracy	Maintenance(In-house or outside)	Date of last calibration	Due date of next calibration

Annex-4

Sl.No	Name of official with designation	Academic & professional Qualification	Relevant experience including training	Area of specialisation in inspection

Annex-5

Sl.No	Name of official with designation	Academic & professional Qualification	Relevant experience including training	Area of specialisation in lab.testing

Annex-6

Sl.No.	Name of the client	Nature of complaint/dispute (enclose copy)	Whether resolved in favour of inspection agency/client	Latest status (if not resolved)

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Annex 7

DECLARATION

I/We on behalf of _____
apply for Recognition under EIC Inspection Agency Recognition Scheme, 2012 for the scope specified in item 6 of the Application and declare that:

- i) The information given in the application is true.
- ii) The recognition procedure has been read and understood.
- iii) The applicant body has adequate resources to conduct inspection in accordance with the recognition criteria and other guidance documents.
- iv) The applicant body shall pay fees as per the applicable schedule of fee.
- v) If any information given by the applicant body is wrong or the applicant body is found to be not complying with the criteria of recognition or other specified rules and regulations, the recognition may be suspended or withdrawn at the discretion of the EIC.
- vi) The applicant body agrees to provide access to all the information relevant to the inspection system (including details of complaints, disputes and appeals for which recognition is sought).
- vii) The applicant body, will from the date of signing of this application;
 - a) Comply with the recognition criteria and the rules of the EIC.
 - b) Shall ensure that none of the acts of omission or commission of the applicant body will bring the recognition system to disrepute.
 - c) Shall ensure that it will not overstate its capabilities with respect to the scope for which it has applied for recognition.
 - d) Shall take appropriate corrective & preventive actions on its conduct and issues that are identified by the EIC as contrary to the conditions of vii) a to vii) c.

Name,

Date
Place

Signature of Authorized Signatory

Designation and seal

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