



**International Quality And
Accreditation Services Pvt. Ltd.**

(Formerly International Quality And Accreditation Services LLP)
307/20, 2nd Lane No. 5A, Ranjit Nagar, New Delhi 110008, India

IQAS-016

Duties and Responsibilities of IQAS personnel

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1. Objective

To define the duties and responsibilities of IQAS personnel involved in the execution of CAB accreditation process.

2. Scope:

IQAS personnel involved in the execution of CAB accreditation process come under the purview of this document.

3. Responsibility

The competent authority shall approve duties and responsibilities of IQAS personnel.

4. Reference

Clause 6.2 of quality manual

5. Duties and responsibilities of IQAS personnel

Sr. No.	Designation	Duties and responsibilities
1	CEO/Director*	<ol style="list-style-type: none">1. Responsible for the day to day administration and operations of IQAS.2. Interacts with APAC for ILAC for mutual recognition arrangement of IQAS.3. Interact with NPL, BIS and other organizations for the support in accreditation activities.4. Approving authorities of various committees.5. Approving authority of Quality Management systems documentations.6. Approving authority for assessment schedule.7. Supervise accreditation of CABs as per ISO/IEC 17025, and ISO 15189 in the field of testing, calibration and medical testing.8. Organize awareness programs for the CABS and other interested parties.
2	Accreditation Staff**	<ol style="list-style-type: none">1. Report to CEO/Director2. Scrutinize the application form, Quality manual, other requirements for accreditation.3. Propose lead assessor for Quality manual adequacy for applicant CAB and assessment team for initial assessment and renewal of accreditation for accredited CABs.4. Coordinate with CAB and assessment team with respect to the assessment.5. Scrutinize the assessment report.6. Scrutinize the corrective actions taken by the CAB for the NC raised (if any) discuss the assessment.7. Prepare assessment summary report and present in the accreditation committee meeting.



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		<ol style="list-style-type: none">8. Prepare / issue the accreditation certificate on behalf of competent authority.9. Coordinate and conduct onsite surveillance/re-assessments as scheduled.10. Timely inform CAB for the desktop surveillance.11. Conveyer of various technical and accreditation committees.12. Any other work assigned by the CEO/Director.
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* includes designation such as Dy. Director, Asst Director etc. that may be added from time to time who report into the CEO and/or the authorised competent authority. Duties and responsibilities may be suitably divided amongst personnel or even duplicated depending upon personnel and areas of operations handled.

** includes designations such as Manager Accreditation, Dy. Manager Accreditation, Asst. Manager Accreditation, Accreditation Officer, Trainee Accreditation Officer etc. Duties and responsibilities may be suitably divided amongst personnel or even duplicated depending upon CABs and areas of operations handled.