

**DIRECTORATE GENERAL OF QUALITY ASSURANCE (DGQA)**DGQA, Tech Coord (16TC), R. No. 36, 'H' Block, New Delhi – 110011
Ph No. 23015445, 23016219, 23015574 Fax- 011-23013760/E-mail: ppt-dgqa@nic.in

TPI-001 (DGQA)

APPLICATION FOR THIRD PARTY INSPECTION (TPI) AGENCY REGISTRATION

To apply for registration, please complete this application form and send it to DGQA at the address mentioned above accompanied by:

1. Documents as listed in Part V of application;
2. Completed Cross Reference Matrix in accordance with ISO/IEC 17020 for Document Review by DGQA;
3. Registration fee (Non refundable) will be paid as under:-
 - (a) Registration fee of Rs 25,000/- in form of DD in favour of PCDA, HQ, New Delhi.
 - (b) Deposit GST (as applicable) under reverse charge directly with GST authorities and proof be submitted along with the application.

Before completing this application form and submitting application, relevant DGQA documents for Third Party Inspection Agency registration Scheme should be carefully studied. If any clarifications needed, please contact DGQA at dgqadefence.gov.in. Instructions to fill this Application are provided at the end of the format.

If additional space is required for providing information for any item, the information may be annexed as a separate sheet.

Please tick in the appropriate box.

Application for Accreditation

Initial

Renewal

Please provide information as per the format and in the space given.

PART – I GENERAL INFORMATION

1. Name of Inspection Body				
2. Type of Inspection Body				
		A	B	C
3. Address of Main Office				
		City		
		State	PIN	
4. Contact Details				
		Phone		
		Fax		
		E-mail		
		Web		

Signature & stamp of Authorised signatory

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5.	Ownership Details				
		<i>Also please provide Declaration on Shareholder(s) and Director(s) of the Inspection Agency.</i>			
6.	Legal Registration Details	<i>Status</i>			
		<i>Regn. No.</i>			
		<i>Date of Regn.</i>			
		<i>Regn. Authority</i>			
7.	Place of Registration				
		<i>Location of registered office in India. Also provide details of approval to operate or to do business and annex copy of the approval granted.</i>			
8.	Chief Executive	<i>Name</i>			
		<i>Designation</i>			
9.	Primary Contact Person	<i>Name</i>			
		<i>Designation</i>			
		<i>Phone</i>			
		<i>Mobile</i>			
		<i>E-mail</i>			
10.	Branch Office Location(s)				
		<i>Mention above the Branch Office locations and annex details as per the format in Table A.</i>			
PART – II TECHNICAL INFORMATION					
11.	Scope of Accreditation				
		<i>Mention above the range of products/field applied for registration and annex detailed as per format in Table B.</i>			

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12.	Inspection Equipment with Type, Make& Range / Capacity (if owned by TPIA)	<i>Calibration Status</i>		
		<i>Calibration Agency</i>	<i>Cal.Frequency</i>	<i>Calibration valid upto Date</i>
<i>Annex separate sheet if more space is required to provide information.</i>				

PART – III PERSONNEL INFORMATION

13.	Quality Manager	<i>Name</i>			
14.	Number of Personnel	<i>Technical Staff</i>	<i>Managerial Staff</i>	<i>Support Staff</i>	<i>Total</i>
	Location(s)				
<i>Mention only numbers above and annex details of all technical and Inspection Personnel as per the format in Table C.</i>					

PART – IV OTHER INFORMATION

15.	Other activities within the same legal entity	
16.	Related Organization(s), if any, and their activities,	

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17.	Major Clients	
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18.	Financial Performance (for last 3 financial years)	<i>Financial Year</i>	<i>Insp. Income</i>	<i>Total Income</i>	<i>Net Profit</i>

19.	Inspection Mark Registration, if any	<i>Regn. No.</i>	<i>Regn. Date</i>	<i>Regn. Authority</i>

20.	Other Accreditation(s), Approval(s) from Govt. or Regulatory Bodies, if any	
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PART – V ANNEXED INFORMATION

1.	Organization Registration Certificate & Memorandum / Articles of Association (<i>copy only</i>)	<i>Annex – 1</i>
2.	Declaration on Shareholder(s) and Director(s) of Inspection Body	<i>Annex – 2</i>
3.	Master List of Documents (<i>with issue and/or revision status</i>)	<i>Annex – 3</i>
4.	Quality Manual in accordance with ISO/IEC 17020 : 2012	<i>Annex – 4</i>
5.	Procedure Manual / Procedures including technical documents, formats, checklists etc.	<i>Annex – 5</i>
6.	Duly filled Cross reference Matrix Clause wise as per ISO/IEC17020 standard for Document Review by DGQA	<i>Annex – 6</i>
7.	Branch Office(s) to be covered under accreditation (<i>list as per format in Table – A</i>)	<i>Annex – 7</i>
8.	Scope of Accreditation applied (<i>details as per format in Table – B</i>)	<i>Annex – 8</i>
9.	List of Managerial & Inspection Personnel (<i>list as per format in Table – C</i>)	<i>Annex – 9</i>
10.	Previous inspection details for similar products (List as per format in Table D)	<i>Annex – 10</i>
11.	Business Liability Insurance (<i>copy only</i>)	<i>Annex – 11</i>
12.	Documented 'Inspection Contract / Agreement' (<i>as specimen</i>)	<i>Annex – 12</i>
13.	Recently Issued 'Inspection Reports / Certificates' (<i>few as specimen</i>)	<i>Annex – 13</i>
14.	Inspection Mark Specimen & its Registration Certificate (<i>copy only</i>)	<i>Annex – 14</i>
15.	Application Fee - <i>Amount, Cheque / DD No., Date:</i>	<i>Annex – 15</i>
16.	Other Documents (<i>annex list</i>)	<i>Annex – 16</i>

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We the Authorized Representatives on behalf of our inspection agency declare the following:

1. All statements, information and documents provided along with this application are correct to the best of our knowledge and belief.
2. DGQA registration criteria, requirements, procedures and documents have been read, understood and implemented.
3. The terms & conditions in the DGQA registration for TPIA available on the DGQA website have been read, understood and shall be promptly abided on receiving intimation of grant of registration from DGQA.
4. Have adequate resources to undertake inspection work for the scope of registration requested, undergo assessment as well as maintain registration, and shall pay all necessary fee and charges (including any applicable taxes) to DGQA.
5. Shall ensure that the operations, staff, facilities, and procedures of our inspection body will always continue to comply with the DGQA criteria, requirements, procedures & documents for registration.
6. Shall always maintain impartiality and integrity in operations as well as in inspection work.
7. Shall always provide, or give access to, all documents, records, information and facilities during the entire assessment process to enable a thorough evaluation of our inspection body and also later during the period of registration.
8. Shall take adequate and prompt corrective and/or preventive action(s) as may be necessary on the issues raised by DGQA.
9. Shall immediately notify DGQA of any significant changes in its organizational status / structure, operations, facilities, main policies, procedures, staff or competence, which are likely to affect our accreditation or the terms in which the scope of registration is expressed.
10. Shall undertake routine assessments, surveillances & reassessments as scheduled by DGQA and also the verification or surprise visits as decided by DGQA.
11. Any fee and charges payable by our inspection agency and which remains unpaid shall be recovered from our inspection agency with late payment charges as appropriate and decided by DGQA.
12. Unsatisfactory performance of inspection agency can result a withholding of payment or recovery as per terms & conditions of the contract.
13. If our inspection body at any time is found not complying with the above declaration or the requirements of ISO/IEC 17020 and/or DGQA or is found misrepresenting scope or misusing registration or carrying out malpractices or bringing DGQA into disrepute, any action against our inspection agency may be taken including suspension or withdrawal as deemed appropriate by DGQA.
14. Non disclosure agreement: Accessed details during course of conduct of TPI or otherwise will be kept confidential and will not be divulged to any other individual or party
15. If any information given along with this application is later found to be false, DGQA may decide to cancel our application.

	Authorized Representative	Alternate Authorized Representative
<i>Signature</i>		
<i>Name</i>		
<i>Designation</i>		
<i>E-mail</i>		
<i>Date</i>		
<i>Place</i>		

Office Seal

**DIRECTORATE GENERAL OF QUALITY ASSURANCE (DGQA)**

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TABLE – A		INSPECTION AGENCY BRANCH OFFICE LOCATION(S)	
S.No.	Branch Office location with complete address	Phone, Fax & E-mail; Local Contact Person (with Designation)	Activities Performed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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TABLE – B		THIRD PARTY INSPECTION: SCOPE OF REGISTRATION			
S. No.	Field of Inspection See Note 1 below the Table	Type and Range of Inspection See Note 2 below the table	Standards / Regulations / Methods / Procedures See Note 3 below the Table		Office(s) where competence for each scope exists
			Number identification with year of publication	Title	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Note 1. In Column 2, indicate the specific product (s)/ design(s)/instillation(s)/ process (s)/ service (s) for which registration is sought with relevant details.

Note 2. In Column 3, indicate type of inspection, for example, inspection of lot, witness of testing, design review, review of documents/records, inspection of processes, services etc. also indicate as applicable range of inspection-final, in service, processes, stage wise, quantity, quality, design inspection etc.

Note 3. In Column 4, indicates specific standards, regulations, specifications, methods & procedures etc applicable to the product/process/practice/service 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 4(i) & the corresponding title in column 4 (ii) where the inspection carried out with the QAP's provided, the standard referred in the QAP's shall be clearly mentioned.

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Sr. No	Name with Designation	Qualifications				Past experience						Competence for specify Sector
		Degree	Year	College & University	% of Marks secured	Manufacturing			QA			
						Company	Nature of Job	Experience in years	Company	Nature of Job	Experience in years	
1.												
2.												
3.												
4.												
5.												
6.												

Column 2: All details like Diploma, Degree Engg, Post graduate, MSc, Phd etc be mentioned.

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TABLE – D		PREVIOUS INSPECTION DETAILS FOR SIMILAR PRODUCT					
Sr. No.	Item/Product inspected	Qty Inspected	Man hours taken to inspect	Buyer details	Manufacturer details	Specify inspection carried out	
						Nature	Sector
1.							
2.							
3.							
4.							
5.							
6.							

Note: Column 4: Man hour taken specify separately highly skilled (M tech/PG), skilled (B. tech), Semi skilled (Diploma)

Column 7 (i) Specify nature: (like capacity assessment, input material inspection, process audit, Product audit, Defect investigation & root cause analysis be given)

7 (ii) Specify Sector: Ammunition, vehicle, earth moving plants: Gen engg & fabrications, General stores, electronics etc.

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Instructions to fill the Application Form

Before submitting a formal application for registration, inspection agency shall ensure that DGQA registration Criteria, Procedure and other conditions are understood, and shall ensure that their quality management systems, procedures, facilities, resources etc. comply with requirements.

Although the instructions are self-sufficient to guide the applicant to fill this application form, inspection agency may contact DGQA to seek any clarification on any of the information / document required to be provided along with the application or on DGQA registration Criteria and Procedure.

This application shall be submitted for initial application, renewal of registration (at least 6 months before expiry of registration) and for any extension of scope requested during the validity of the registration period. In the application for renewal of registration all information / documents as required in the application shall be provided and scope of accreditation requested may be revised (addition and/or deletion to current scope of registration) as required.

Instructions for providing information against each of the points in the application form are given below:

1. Specify your organization name (name of the legal entity) followed by the name of division / section, if any, under which inspection services are undertaken as you wish it to appear on the Certificate of Registration. Organization name specified shall have proper legal status as accepted by DGQA (refer registration Procedure). If an inspection body is a division / section of an organization, the legal status of the parent organization shall be indicated.

2. For describing the category of Inspection Body, refer to requirements as stated in ISO/IEC 17020:2012, Clause 4.1.6. on Type A, B or C Inspection Body.

3. Specify the postal address of the physical location of the Main Office of your inspection agency from where inspection activities are managed. Main Office of the Inspection agency is from where key activities relating to Top Management, Policy Formulation, Quality Management System, HR, Administration, Inspection etc. are performed.

4. Provide the phone, fax, e-mail of the Main Office & website details of your inspection agency.

5. Provide the information on the owner / majority stakeholder(s) of your inspection agency.

6. Provide the Legal Registration Status (e.g. Government entity, Limited company, Private limited company, Registered Society or equivalent) of your inspection agency or the organization (if inspection agency is a division / section of the parent organization); Registration No. (Notification details or equivalent in case of Government entity); Date of Registration and the Registration Authority. Also, annex a copy of the Registration Certificate and Memorandum / Articles of Association or equivalent documentation of the inspection agency or the organization of which if it is a part along with the application.

7. Specify the place where your inspection agency or the organization (if inspection body is a division / section of the parent organization) is registered.

8. Provide the name and the designation of the Chief Executive of the inspection agency.

9. Provide the name, designation and contact details of the person of the inspection agency who will be the primary point of contact on all matters related to application / accreditation.



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10. Mention the location of all the Branch Office(s) and their activities. Annex complete details as per format given in Table - A.

11. Please provide the scope of registration as precise and detailed as possible in the format as given in Table – B.

12. If the Inspection Agency owns or maintains equipment used to perform the inspections, then provide the list of major equipment and their calibration status.

13. Provide the name of Quality Manager who is overall responsible for maintaining quality management system of your inspection agency in accordance with ISO/IEC 17020 and DGQA requirements.

14. Provide the number of managerial, inspection and other support staff at the Main Office and Branch Office(s) of your inspection body.

Also annex details of key managerial and all inspection personnel as per the format given in Table – C.

15. Provide information on the other business activities / work of your inspection agency or the parent organization of which if it is a part.

16. Provide information on organization(s) directly / in-directly related to your inspection agency or the parent organization, and which may have any conflict of interest with the inspection services provided by your inspection body.

17. Provide the list of major clients of your inspection agency for the sectors applied for registration.

18. Provide audited inspection as well as total income (if legal entity include activities other than inspection) and net profits for last 3 financial years.

19. Provide details of registration such as Registration No., Date & Authority of Registration of the unique Inspection Mark of your inspection agency.

20. Provide information on other valid accreditation(s) your inspection agency holds with the activity for which accreditation has been granted and the name of the body providing such accreditation. Also, provide information on approvals granted by the Govt. or Regulatory Bodies to your inspection agency, if any.

21. Indicate your intent to have Pre-assessment of your inspection agency. The intent may also be informed to DGQA at the time of Document Review. Refer to the NABCB accreditation procedure for more details on [Pre-assessment](#).

Annex all documents as listed in Part-V of application and also those which you may consider relevant.

Provide signed Declaration as in Part-VI of application by two persons of your inspection agency, the Authorized Representative as well as the Alternate.