



Quality Council of India (QCI)

2nd Floor, Institution of Engineers Building, Bahadur Shah Zafar Marg, New Delhi – 110002
Phone: +91-11-2337 8056/57; Fax: +91-11-2337 8678; Web: www.qcin.org; padd@qcin.org

Empanelment of Assessors

Quality Council of India (QCI), provides accreditation/recognition to Certification / Inspection Bodies/Agencies based on assessment of their competence as per the criteria compliance and in accordance with National/International standards and guidelines. For more details, please visit QCI website www.qcin.org

PADD invites Applications for Empanelment of Assessors in the area of food.

Interested professionals working with Government and/or Industry having relevant domain expertise, good understanding of the FSMS and Quality Management Systems, having communication skills, and preferably knowledge of the Standards mentioned in table below, may send their CV in the prescribed format to padd_schemes@qcin.org

Accreditation / Recognition Scheme (Certification Standards referred, where applicable)	Accreditation Standard
Quality Management Systems (<i>ISO 9001</i>)	ISO/IEC 17021-1 & 2
Food Safety Management Systems (<i>ISO 22000</i>)	ISO/IEC 17021-1 & ISO/TS 22003
Product Certification (<i>esp. Food</i>)	ISO/IEC 17065
Inspection Schemes (<i>esp. Food</i>)	ISO/IEC 17020

Education Qualification: Graduate or Post graduate in Food Science/Engineering/Technology or any other equivalent degree related to food.

Experience: Applicants must have minimum of 10 years of experience in relevant areas including Conformity Assessment and Quality Assurance etc. Upper age limit is 60 yrs. Professional once selected for empanelment with QCI-PADD has to disassociate with certification and/or inspection bodies in all aspects w.r.t. training, auditing, inspection, certification etc., if any.

Prior auditing or inspection experience would be mandatory. Applicants for management systems, must have completed 5-days Lead auditor course (recognised course) for Food Safety Management Systems standard(s). Knowledge of relevant ISO standard would be preferable. *For more details on the competence criteria (please refer annexure – 1).*

Selection Procedure: Shortlisted professionals would undergo training and evaluation by PADD on relevant standards/schemes. Empanelment of assessor will be based after successfully undergoing PADD training and evaluation process.

Please submit your application in the prescribed format to padd_schemes@qcin.org (please refer annexure – 2)

For any queries, please write to padd_schemes@qcin.org

Please note submission of CV does not entitle you to get empanelled with PADD, QCI.



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Annexure - 1

Competence Criteria for Empaneling Assessor/Expert

Criteria	Assessor
Educational Qualification	Graduate/post graduate degree in food science/engineering/technology or other equivalent degree from a recognised university (minimum-mandatory requirement).
	Membership from a professional body in the area/s of expertise will be an added qualification.
Experience/Knowledge/Certification/Training	Minimum of 10 years of experience in the professional field (mandatory).
	Knowledge of third party certification/audits/accreditation system (mandatory).
	Successful completion of lead auditor course / updated ISO/IEC 17020/17021/17065 standard from a recognized body (mandatory).
	Understanding of the QCI approval/recognition process for conformity assessment (mandatory).
	Training/auditing experience will be an added advantage.
	In case, the professional has not successfully completed any of the above mentioned/lead auditor course, the assessor must have completed at least 20 man-days of 2nd/3rd party audits/assessments for relevant sector/scheme/program.
Criteria	Expert
Educational Qualification	Graduate/post graduate degree in food science/engineering/technology or other equivalent degree from a recognised university (minimum requirement).
Experience/Knowledge/Certification	Minimum of 10 years of experience in the professional field (mandatory).
	Knowledge of third party certification/audits/accreditation system (mandatory).
	Understanding of the QCI approval/recognition process for conformity assessment (mandatory).
	In case, professional possesses the technical competence for the applicable sector, total no of years of experience may be reduced to 7 years, if the professional can demonstrate the competence through personal interview, the approving authority may decide accordingly.



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Annexure-2

Application/CV for Empanelment as Assessor

Name (in capital letters)	
Contact address	Off: Res:
Phone	Off: Res:
Mobile	
Fax	
Email	
Date of Birth	
Educational Qualifications <i>(with specialization, institute/university & year of passing – post 12th standard)</i>	
Other Professional Qualifications <i>(with specialization, institute/university & year of passing)</i>	



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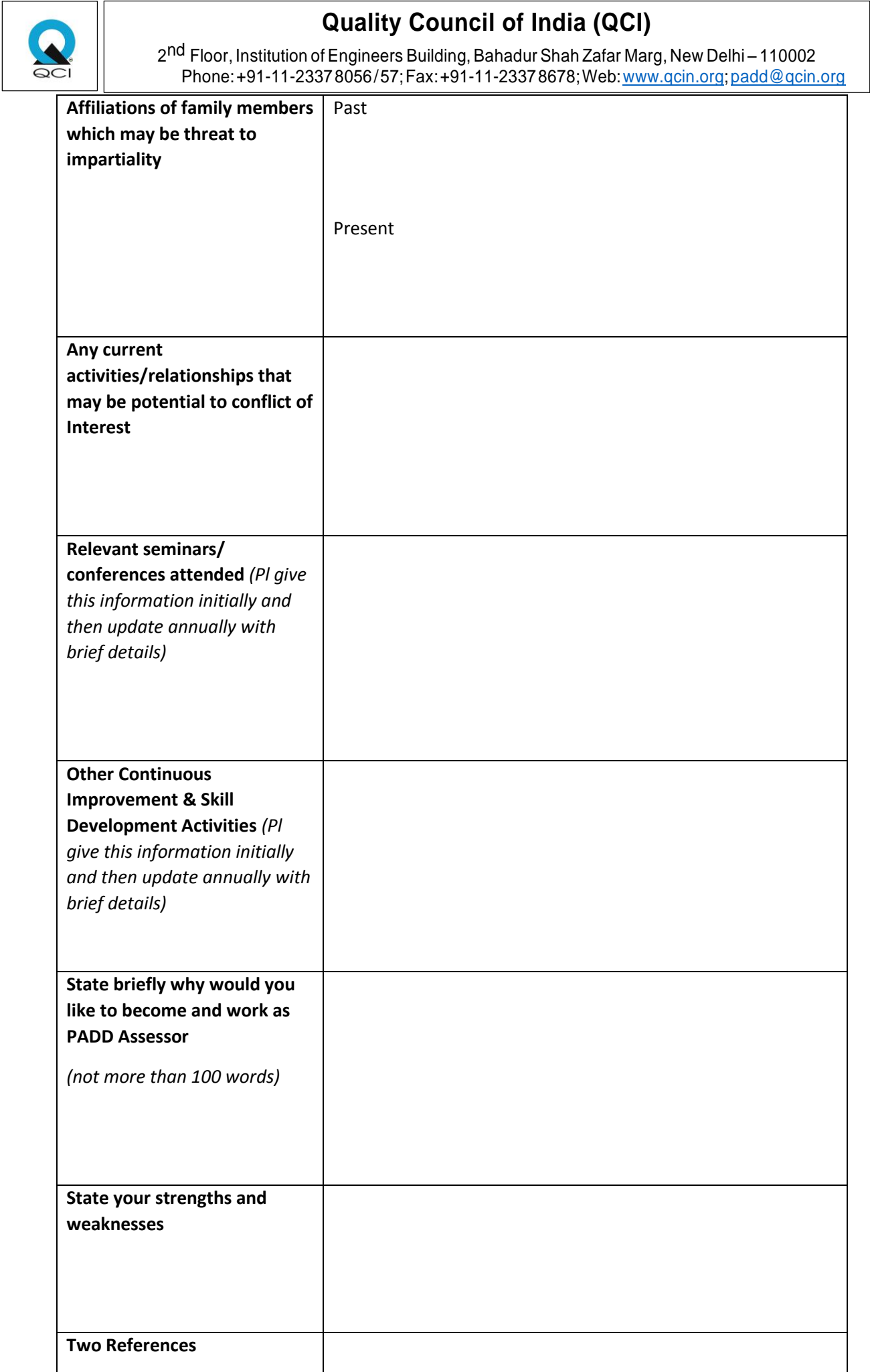
Training <i>(with brief details & year of training)</i>	
Auditor Training	QMS: FSMS: Any other
Other Training received Relevant to Schemes	QMS: EMS: FSMS: Inspection: Scheme specific knowledge – Product Certification Scheme: Any Other:
Work Experience <i>(in chronological order starting with the most recent experience)</i>	<div style="text-align: right;"><i>(mm/yy – mm/yy)</i></div>
Audit / Assessment Experience <i>(Third party / Second party / First party with approx number)</i>	QMS: EMS:



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<p><i>of audits / assessments conducted/mandays)</i></p>	<p>FSMS:</p> <p>HACCP:</p> <p>Inspection:</p> <p>Product Certification:</p> <p>Any Other:</p>
<p>Areas of Expertise</p> <p><i>Management systems (explicitly specify IAF Scope sectors based on your education / work experience / audit experience)</i></p> <p><i>FSMS Sector as per ISO 22003</i></p> <p><i>Product Certification Scheme</i></p>	
<p>Inspection Activities <i>(specify IAF scope sector with specific products/product groups/processes/service type and range of inspections, standards / methods & regulations)</i></p>	
<p>Affiliation with any Certification/Inspection Bodies</p>	<p>Past:</p> <p>Present:</p>





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(with their names, addresses
and contact details)

Notes:

1. Please provide typed information as per the specified format above and use separate pages for providing additional information, if any
2. Please attach copies of educational qualification and auditor/assessor training certificates.
3. Please provide us your updated CV.

Declaration:

I hereby certify that the above information is true to the best of my knowledge.

Signature: _____

(name)

Date:

Place: