

**APPLICATION FORM**  
**For**  
**Approval of CSP Audit Organisation/Auditors**  
**April 2017**  
**(CSP-02-01), Issue-1**

STQC Directorate,  
Ministry of Electronics & Information Technology,  
Electronics Niketan, 6 CGO Complex, Lodi Road,  
New Delhi – 110003.

**APPLICATION FORM**

**1. Audit Organisation:**

Name of the Audit Organisation: (Permanent Facility)	
Address:	
Telephone No.:	
E-mail:	
Website:	
Multi-location? If Yes, pl. enclose list with addresses & local contact details.	

**2. Legal status of Audit Organisation and date of establishment (please give Registration No. and name of authority who granted the registration). Enclose**

**2.1 Copy of legal identity/certificate of Incorporation.**

**2.2 Copy of ISO 9001 certificate covering CSP auditing as one of the scope item**

**3. Other approvals/certifications/accreditations if any of audit organisation as of date:**

**4. Senior Management**

**4.1 Chief Executive/Head of the Audit Organisation:** \_\_\_\_\_

Telephone No.	Mobile No.	Email ID

**4.2 Person responsible for the organisation management system:** \_\_\_\_\_

Telephone No.	Mobile No.	Email ID

**4.3 Person responsible for Technical operations:** \_\_\_\_\_

Telephone No.	Mobile No.	Email ID

**4.4 Contact person for interacting with STQC:** \_\_\_\_\_

Telephone No.	Mobile No.	Email ID

5. *Organization Chart*

5.1. Indicate in an organization chart the operating departments of the Audit Organisation for which approval is being sought (please append)

5.2 Indicate how the audit Organisation is related to external organizations or to its own parent organization (where applicable)

5.3 How do you establish independence of Audit Organisation from other activities of the parent organization?

6. *Auditors*

S. no	Name	Designation	Academic and Professional Qualifications with field of specialization	Experience related to present work (in years)	Total Experience

7. *Declaration by the Audit Organisation:*

We declare that –

7.1 We are familiar with the terms and conditions of maintaining approval as per Approval Criteria **CSPCS-01-03** and will abide by them.

7.2 We agree to comply fully with ISO/IEC 17021 based Approval Criteria for the approval of audit organisation.

7.3 We agree to comply with approval procedures, pay all costs for pre-assessment, assessment, verification visit (if any), surveillance and reassessment irrespective of the result.

7.4 We agree to co-operate with the assessment team appointed by STQC Approval Body for examination of all relevant documents by them and their visits to those parts of the audit organisation that are part of the scope of accreditation.

7.5 We satisfy all national, regional and local regulatory requirements for operating an audit organisation.

7.6 All information provided in this application is true.

Signature of Head of Audit Organisation  
Name & Designation

Place :

Date :

8. *Enclosures:*

1. Certificate of Incorporation

2. Quality Manual