International Quality And Accreditation Services Pvt. Ltd.
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IQAS-016

Duties and Responsibilities of IQAS personnel

AMENDMENT SHEET

Sr. No.	Page No.	Clause No.	Date of Amendment	Reasons of amendment	Amendment details	Remarks	Approved by
1.	--	--	28.10.2026	Periodic Review as per document control procedure	Detailing as part of periodic review	Replaces previous issue 01 dated 20.11.2023	R.S. Rana

1. Objective.....4
2. Scope 4
3. Responsibility..... 4
4. Reference 4
5. Duties and responsibilities of IQAS personnel 4

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*/ Competent authority	1. Reports to the Directors of the Company or appropriately as per the organizational structure 2. Responsible for the day-to-day administration and operations of IQAS. 3. Interacts with APAC/ILAC/Global ACI for mutual recognition arrangement and related activities of IQAS. 4. Interact with NPL, BIS, BARC, FSSAI, Legal Metrology etc. regulatory bodies, Govt. agencies, Trade Bodies etc. for the support in accreditation activities. 5. Approving authority for various technical and accreditation committees. 6. Approving authority of Quality Management systems documentations. 7. Responsible for starting the new schemes as per ISO/IEC 17043, ISO 17034, ISO/IEC 17020, ISO/IEC 17021, ISO/IEC 17065 etc.
2	Executive Director/ Director-operation	1. Reports to the CEO/Competent Authority 2. Supervise accreditation of CABs as per ISO/IEC 17025, ISO 15189:2022, ISO/IEC 17043:2023, ISO 17034:2016 and ISO/IEC 17020:2026 in the field of testing, calibration, medical testing, RMP, PTP & Inspection Bodies 3. Organize awareness programs for the CABs and other interested parties. 4. Approving Authority for the assessment team proposed by the accreditation officer/ Deputy Director/Assistant Director 5. Initially train and supervise the work of newly

		recruited technical officers in IQAS 6. Organize awareness program for the CABS 7. Organize training program as per ISO/IEC 17025, ISO 15189:2022, ISO/IEC 17043:2023, ISO 17034:2016 and ISO/IEC 17020:2026 8. Any other task/responsibility assigned by reporting authority,
3	Deputy Director	1. Reports to the Executive Director/Director operations 2. Supervise the assistant Director/accreditation officer in day-to-day operations 3. Assist Executive Director/Director operations in the matter of technical issues related to the accreditation process 4. Scrutinize the application form, Quality manual, other requirements for accreditation. 5. Propose team leader for Quality manual adequacy for applicant CAB and assessment team for initial assessment and renewal of accreditation for accredited CABs. 6. Coordinate with CAB and assessment team with respect to the assessment. 7. Scrutinize the assessment report. 8. Scrutinize the corrective actions taken by the CAB for the NC raised (if any) discuss the assessment. 9. Prepare assessment summary report and present in the accreditation committee meeting. 10. Prepare / issue the accreditation certificate on behalf of competent authority. 11. Coordinate and conduct onsite surveillance/re-assessments as scheduled. 12. Timely inform CAB for the desktop surveillance. 13. Conveyer of various technical and accreditation committees. 14. Advise Account department about any outstanding with CABs 15. Any other task/responsibility assigned by reporting authority,
5	Accreditation officer	1. Report to Assistant Director 2. Scrutinize the application form, Quality manual, other requirements for accreditation. 3. Propose team leader 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. 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. Advise Account department about any outstanding with CABs 13. Any other task/responsibility assigned by reporting authority.
6	Manager Accreditation	1. Reports to the CEO/Director 2. Assist CEO/Director Documentation & implementation of Management System as per ISO/IEC 17011 to ensure that proper procedures are followed. 1. Supervise accreditation officer 2. Scrutinize the application form, Quality manual, other requirements for accreditation. 3. Propose team leader 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. 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 task/responsibility assigned by reporting authority,
7	Manager Admin	1. Reports to the CEO/Director 2. Responsible for the proper administration of the affairs and funds of IQAS. 3. In-Charge of the administration and accounts department 4. Responsible for the maintenance and up keep of the premises and the property of IQAS. 5. Responsible for processing of proposal relating to procurement of stores as per the delegated authority. 6. In Charge of the correspondence relating to IQAS administration. 7. Responsible for recovery of payments from the CABs. 8. Responsible for supervision and managing the accounts of IQAS with the help of accounts

		consultant. 9. To arrange the annual statutory audit of IQAS. 10. To render assistance particularly to the area relating to Legal and vigilance procedure, complaint handling mechanism to CEO/Director, IQAS as he/she may desire from time to time. 11. Any other task/responsibility assigned by reporting authority,
8	Manager HR	1. Reports to the CEO/Director 2. Planning of staff requirements under the guidance of higher authorities and initiate process for the recruitment, induction, career development and performance-based assessment of staff and their upward movement as per recruitment rules and eligibility criteria. 3. Ensure proper maintenance of personal files, service registers etc., of all the staff. 4. deal with the matters relating to telephone, housekeeping, horticulture, security, upkeep of the building, welfare of staff etc. 5. To initiate proposals for procurement of stores like computers, furniture, photocopier, stationery etc. 6. Arrange for insurance for all properties, vehicles, furniture, cash against fire, burglary and for its renewal. 7. To ensure safety and security of Office records and properties etc. 8. To help senior authorities in maintaining discipline and punctuality among staff. Any other task/responsibility assigned by reporting authority,
9	Manager Legal	1. Reports to the CEO/Director 2. Advise in case of any legal and statutory requirements 3. Responsible for taking care in case of any legal proceedings by any CABs, or any other organization

Note: In case of absence of any designation in the IQAS organisation structure, the CEO/Director/Competent Authority may allocate the work of other designation to the same personnel.