

Quality and Accreditation Institute
Centre for International Accreditation



Change Adapt Improve

ACCREDITATION TIMELINE

Issue No.: 04

Issue Date: November 2023

Quality and Accreditation Institute		
Centre for International Accreditation		
Doc. No.: QAI CIA 030	Accreditation Timeline	
Issue No.: 03	Issue Date: November 2023	Page No.: 1/5

CHANGE HISTORY

Sl. No.	Doc No.	Current Issue No.	Revised Issue No.	Date of Issue	Reasons
1	CLA 030	1	2	September 2020 (08 September 2020)	'On-site' changed to 'Onsite/Remote/Hybrid'
2	CLA 030	2	3	July 2022 (21 July 2022)	<ul style="list-style-type: none"> • APAC evaluation-Change in decision making process
3	CIA 030	3	4	November 2023 (7 November 2023)	<ul style="list-style-type: none"> • Centre for Laboratory Accreditation (CLA) changed to Centre for International Accreditation (CIA) • Office Address changed from A-34, Sector 48, Noida to 709, Wave Silver Tower, Sector-18, Noida • Added Mobile number, Border and QAI logo in the header. • Soft copy added

CONTENTS

Sl. No.	Title	Page No.
1.	Accreditation timeline	4

1. Accreditation Timeline

Duration (Days)	Requirements on the Part of CABs	Requirements on the Part of QAI-CIA Secretariat	Requirements on the Part of Assessors	Total Timeline
Day Zero	Submission of application (along with fee) + self-assessment toolkit + documents	Receipt of application (along with fee) + self-assessment toolkit + documents	--	--
Within 10 Days of receiving application		<ul style="list-style-type: none"> - Review application package for completeness and ask for additional information - Issue of acknowledgement letter to CAB along with unique ref no. - Reflect same on the website 	---	10
Within 10 Days	CAB to submit the requisite information regarding application, if any.			20
14 days	Ask for suitable dates from CAB for assessment		Document review e.g., Quality Manual Adequacy	34 days
Within 30 days	Onsite/Remote/Hybrid assessment scheduled	Onsite/Remote/Hybrid scheduled	Onsite/Remote/Hybrid assessment	64 days
At the end of on-site and within 3 days of the remote/hybrid assessment	--		Assessment team will compile and submit the report of Onsite/Remote/Hybrid assessment to the CAB	67 days
Within 10 days	--	--	Submit report to Secretariat	77 days
Within 7 days	--	Request CAB for corrective action	--	84 days
Within 30 days	Provide corrective actions	--	Comments by assessment team	114 days
Within 14 days	--	Recommendation by Reviewers Panel and Preparation of Accreditation Summary by Accreditation Officer and approval of the CEO	--	128 days
Within 2 days	--	Communication of	--	130

Quality and Accreditation Institute

Centre for International Accreditation

Doc. No.: QAI CIA 030

Accreditation Timeline

Issue No.: 03

Issue Date: November 2023

Page No.: 4/6

		decision to CAB		days
Within 10 days	--	Dispatch of accreditation certificate and scope (soft copy)		140 days

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709, Wave Silver Tower, Sector 18, Noida-201301, India

Email: info@qai.org.in Website: www.qai.org.in

Mobile No.: +91 8287841146

Ph. No.: +91 120-6664189

[LinkedIn](#) | [Twitter](#) | [Facebook](#) | [YouTube](#) | [Instagram](#)

Quality and Accreditation Institute		
Centre for International Accreditation		
Doc. No.: QAI CIA 030	Accreditation Timeline	
Issue No.: 03	Issue Date: November 2023	Page No.: 6/6