



भारतीय मानक ब्यूरो  
BUREAU OF INDIAN STANDARDS

उपभोक्ता मामले, खाद्य एवं सार्वजनिक वितरण मंत्रालय  
भारत सरकार

Ministry of Consumer Affairs, Food & Public Distribution  
Government of India

By Post/ Mail

Ref: QM/L-7004898.0

13 Nov 2024

Sub: Intimation of Audit team for Recertification Audit

M/s Quality Assurance Establishment (EFS)  
NMRL Building, 9th Floor, Tiger Gate,  
Naval Dockyard, S. B. S. Road, Mumbai – 400001

*Kind Attn: Shri J Chandrashekhar, AE (NQA) ISO Coordinator & MR*

This has reference to your application for Recertification of Quality Management Systems Certification licence as per IS/ISO 9001:2015 vide no QM/L-7004898.0 valid upto 12.12.2024.

It is now proposed to carry out the ~~initial/certification~~/Recertification audit of your organization in consultation with Team leader for **02 mandays**. The audit will be carried out by the following team:

Sl. No	Name	Status in the team	Telephone
01	Smt Seema Sinha	Team Leader	09323933222
02	Sh Adbhut Singh	Auditor-In-Training	09868225565

In case you have any objection against the appointment of any particular auditor, external auditor or expert, we may be informed about the same with sound reasons. In case, BIS does not accept the objection of a particular team member, you will be informed in writing stating the reasons.

In case no objection is received, the same shall be treated as consent for the above mentioned auditors, experts, auditor-in-training, team leader, lead auditor and external auditors.

You are required to remit charges towards the **Audit Fee & Licence Fee** total amounting to **Rs 23,600/- (inclusive of 18.0 % GST)** This amount includes licence fees of **Rs 2,360/- (inclusive of 18.0 % GST)** and audit charges of **Rs 21,240/- (inclusive of 18.0 % GST)** for **02 man-days**. The travel (limited to a distance of 250 km from the location of the unit) & Stay on actual basis for auditors at **Sl. No. 1** as per their entitlement are to be borne by you. The travel and stay expenses for **Sl No 2** will have to be borne by Firm/BIS.. Alternately, if the auditors make their own arrangements as per their entitlement, the same has to be reimbursed by you.. **Kindly arrange to pay Rs 21,240/- before audit on MSCD Portal and after audit pay Rs 2,360/- on MSCD Portal. Please don't deduct TDS as our organisation is exempted.**

You are requested to inform your GSTN Number also, so that an appropriate Tax Invoice can be issued.

Requesting you to kindly intimate us about payment via email.

Thanking you,

Yours sincerely,

(Alok Singh)

Sc- E & MSCO (W)

प्रबंधन पद्धति प्रमाणन विभाग : पांचवी मंजिल, एमटीएनएल, सीईटीटीएम बिल्डिंग, टेक्नोलॉजी स्ट्रीट हीरानंदानी गार्डन्स पवई, मुंबई - 400076.  
Management System Certification Department : 5th Floor, MTNL CETTM Building, Technology Street, Hiranandani Gardens, Powai, Mumbai - 400076.

दूरभाष / Tel : 022-25702718 ईमेल / E - mail : qscowro@bis.gov.in वेबसाइट / Website : www.bis.gov.in

मुख्यालय : मानक भवन, 9 बहादुर शाह जफर मार्ग, नई दिल्ली - 110002 / Headquarter : Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi - 110002.

**FORM FOR INTIMATION OF AUDIT TEAM TO TEAM LEADER AND MEMBER  
OF AUDIT TEAM AND OBTAINING THEIR CONFIDENTIALITY STATEMENTS**

Ref: QM/L-7004898.0

13 Nov 2024

Subject: Audit team & Date for Recertification Audit

This has reference to the Recertification audit of **M/s Quality Assurance Establishment (EFS), Mumbai** for Quality Management Systems Certification against **IS/ISO 9001:2015. Nace Code: 71.20; Technical Testing and analysis Services**

The composition of audit team as approved by competent authority is given below:

Sl. No	Name	Status in the team	Telephone
01	Smt Seema Sinha	Team Leader	09323933222
02	Sh Adbhut Singh	Auditor-In-Training	09868225565

The audit may be carried out within **30 Days. (2 Mds)**

The date for the audit is to be fixed in consultation with team leader. The travel and stay expenses for **SI No 1** will have to be borne by Firm. The travel and stay expenses for **SI No 2** will have to be borne by Firm/BIS.

Team Leader shall review the past performance (since grant/Recertification of licence) of the organization as reflected in the reports available and non conformities of surveillance audits (as available with MSCO(R)/auditee) and report the same in the report (MSC-F6,4-04).

We are enclosing the Last brief audit report and Previous Audit Findings, if any

All relevant proformas pertaining to the audit (e.g confidentiality statement, witness audit, etc) may please be downloaded from the login at [www.bis.gov.in](http://www.bis.gov.in) / or MSCD module ([https://www.services.bis.gov.in/php/BIS\\_2.0/](https://www.services.bis.gov.in/php/BIS_2.0/))

Contact Person: **Shri J Chandrashekhar, AE (NQA) ISO Coordinator & MR (9769354392)**  
Telephone **022- 22626202**  
Fax **--**  
Email **[gaefsmb-navy@nic.in](mailto:gaefsmb-navy@nic.in)**

**ALL SUBCONTRACTORS ARE REQUESTED TO PROVIDE STATEMENT OF FINANCIAL CLAIM (TRAVEL & STAY etc) RECEIVED FROM THE APPLICANT /LICENSEE DULY AUTHENTICATED BY THE MR, ALONG WITH THE AUDITREPORT**



**(Alok Singh)**  
**Sc- E & L MSCO (W)**