

Date : 10.07.2017

**Offers Invited from Experts to Assist BEDF for Accreditation as
Inspection Body**

Terms of Reference

Basmati Export Development Foundation (BEDF), a society founded by APEDA has been registered under the Societies Registration Act, 1860. A state of the Art laboratory and demonstration cum training (D&T) farm have been set up at the campus of SVP University of Agriculture and Technology Modipuram, UP.

It is proposed to develop BEDF to act as an Inspection Body conforming to ISO IEC 17020:2012. Services of an expert are required to assist BEDF for development and submission of application for accreditation. Offers are invited from experts for the purpose.

Offers in sealed cover superscribed as ‘Offers Invited from Experts for Development and Accreditation of BEDF as Inspection Body’, may be submitted by August 4, 2017 by 3:00 pm to Shri A.K. Gupta, Director (BEDF) Agricultural and Processed Food Products Export Development Authority (APEDA), NCUI Auditorium Building ,3 Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi -110016.

I. Details of the activities and TOR are as under:

Phases	Activities	Time Frame
1 Appraisal of existing system and training	a) Study of current practices and regulatory requirement related to implementation of ISO IEC 17020 b) A detailed training to BEDF Personnel on ISO IEC 17020, ILAC15 and related international guides c) Completion of GAP analysis-what exists and what needs to developed d) Development of an organogram / management structure for BEDF Inspection systems	August/ September, 2017
2 Preparation and distribution of documents	a) Development of quality Policy and quality objectives b) Preparation of Quality Manual in conformity with ISO IEC 17020 and ILAC P15, c) Preparation and distribution management system procedures to cover requirements of ISO IEC 17020 d) Development of guideline manual /work	September, 2017

	<p>instructions where needed</p> <p>e) Preparation forms /formats especially reporting formats</p> <p>f) Review of text of various agreement /contracts in accordance with ISO IEC 17020</p> <p>g) Distribution of controlled copies of documents to copy holders for implementation.</p>	
3 Implementation of documented system	<p>a) Ensuring effective application documented system at work places and generation of auditable records</p> <p>b) Preparation of master list of management system documents conforming to ISO IEC 17020</p> <p>c) Preparation a master list of documents of external origin applicable to the operation of BEDF</p> <p>d) Preparation master index of records and defining their retention period</p> <p>e) Constitution of an impartiality committee to oversee inspection systems of PEDF</p> <p>f) Constitution of appeals committee for registration, processing and disposal of appeals,</p> <p>g) Constitution of a complaints committee for registration, processing & disposal of complaints</p>	October 2017
4. Implementation of documented systems	<p>a) Identification of inspection equipment and facilities and developing maintenance schedules ,when used</p> <p>b) Getting entire set of measuring devises calibrated in accredited Calibration laboratories, if used</p> <p>c) Selection, training and authorization of Inspectors for inspection work</p> <p>d) Training on ISO 19011 to BEDF auditors for internal auditing of management systems</p> <p>e) Generation of data on prescribed forms /formats and defining retention period for different records</p> <p>f) Carrying out an internal audit of Inspection Scheme</p> <p>g) Conducting a comprehensive Management review of inspection Scheme</p>	December 2017
5. Accreditation of indinspection body	<p>a) Appointment of accreditation body for assessment and accreditation which is a member of ILAC</p> <p>b) Specially preparing at least two inspection sites for inspections to be witnessed by Accreditation Team</p> <p>c) One comprehensive internal audit of Inspection management systems implemented</p> <p>d) One management review by the top management with properly recorded proceedings</p> <p>e) Sending documented system mainly management system manual for document review to accreditation body.</p> <p>f) Organization of office assessment by accreditation body</p>	January 2018

	g) Organization of witness assessments at site of inspection h) Preparation of action taken report on nonconformities and. Observations raised, if any by accreditation team i) Getting accreditation certificates for the BEDF	
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II. Payment Terms

1. 20% advance along with confirmed order and balance amount to be paid proportionately on the completion of each phase.
2. Travel and stay outside Delhi where required will be borne by BEDF.

III. Eligibility criteria of expert

1. Expert should be post graduate in science preferably in agriculture/ food technology.
2. Expert should have experience in the development and installation management system conforming to ISO IEC 17020:2012 and ILAC 15 for at least 3 inspection organizations and getting them accreditation (Please give name and address of organisations and accreditation body).
3. Expert should have experience in training inspectors/auditors in management systems conforming to ISO IEC 17020 and ISO 19011
4. Expert should be qualified lead auditor for ISO 9001 and ISO 22000
