

SOP for dealing with applications received in APEDA for recognition of labs (17.3.2016)

Sr. No.	Action details	Number of days (Indian applicant labs)	Number of days (Overseas applicant labs)
1	Registration/creation of file on receipt of application, issue of acknowledgement.	2	2
2	Internal, external assessment, (if required), preparation of summary/synopsis, inform deficiencies noticed, if any, to lab duly taking approval of Competent Authority, obtaining supplementary information from lab, if any, constituting an assessment team and scheduling assessment of the lab.	5	5
3	Visit to lab, preparation of assessment report, observations by the team members and inform decision of the assessment team to lab on the spot.	7	7
4	Compliance of NCS by lab.	15	15
5	Assessment of compliance report	5	10
6	Issue recognition certificate to the qualifying laboratory and hosting recognition status of the laboratory in APEDA website.	2	2