

Needed documents for checking qualification of auditing applicant companies  
for quality management systems & GMP

**١-Information of company**

Legal name of company based on official paper

Post address:

Telephone:

Fax no:

Internet Address:

E-mail:

**٢- Information of representative company in Iran. (If available)**

Legal name of company based on official paper

Official Latin Name:

Registration Code:

Registration Date:

Post address:

Telephone:

Fax no:

Internet Address:

E-mail:

Company Statute (documentation should be attached):

Formal newspaper changes (documentation should be attached) :

**2-1- Managing director's information**

Name	Family Name	Father's Name	Place of Birth
I.D no.	National Code		
Education	Educational Major		
Contact no.			
Home address			
Image of Educational Certificate (documentation should be attached):			
Image of Related Certificates (ISO 13480 & ISO 9001 & GMP) (documentation should be attached):			
Scientific and Executive auditing record relevant to ISO 13480 & ISO 9001 & GMP (documentation should be attached):			

**3- Auditor's Expertise & Experience (domestic representative co. & parent co.)**

**3-1 List of full auditors**

Line	Name & surname	Education major	Level of education	National Code	Contact no.

**3-2 List of invited auditors (domestic representative co & parent co.)**

Line	Name & surname	Education major	Level of education	National Code	Contact no.

**3-3 List of technical experts (domestic representative co & parent co.)**

Line	Name & surname	Education major	Level of education	National Code	Contact no.

**۴- Records of auditing of local representative & parent co. (documentation should be attached):**

Image of auditor's education  
Image of training certificates in the field of quality management system ISO ۱۳۴۸۵ & GMP  
Image of training certificates in risk analysis & standard ISO ۱۴۹۷۱ and ISO ۹۰۰۱  
Technical supervisor's certificate (for representative Co.)  
Auditing history of auditors  
Record of organization in auditing  
Image of other related training certificates

**۵-Information of Certification Body (if Available)**

Documentation should be attached

Contract & Confirmation letter of CB regarding activity scope of representative company in Iran  
Certification body auditing history in the field of quality management system (ISO ۱۳۴۸۵)

**۶- name of Accreditation Body**

Documentation relevant to membership in IAF should be attached

**۷- Insurance and Contracts**

Documentation should be attached

List of auditor's approved insurance (at least ۶ consecutive months)  
Auditors ' signed contracts

**۸- job-documentation like rapid evaluation guide (checklist) for auditing**

Documentation should be attached