



**DELHI POLLUTION CONTROL COMMITTEE**  
(Government of N.C.T of Delhi)  
4<sup>th</sup> Floor I.S.B.T. Building Kashmiri Gate Delhi-6  
visit us at : <http://dpcc.delhigovt.nic.in>

6 No DPCC/M)(2)(20)/(26/10/2019/578

Date 05/08/2019

**Sealed Quotations are invited for Consulting & certification of ISO 9001:2015 & ISO 45001:2018.**

Sir,

DPCC is under the process to get following Certification from the concerned agencies.

1. ISO: 9001: 2015
2. ISO: 45001: 2018

In view of above, sealed quotations are invited for the above mentioned Consulting & Certification. The scope of work is attached.

Quotation must be reach the office latest by 16:00 hrs on 19.08.2019 at enquiry counter, 4<sup>th</sup> floor, ISBT Building, Kashmere Gate, Delhi-110006.

Thanking you

Dr. Nandita Moitra

(Senior Scientist)  
Dr. NANDITA MOITRA  
Senior Scientist  
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5th Floor, ISBT Building,  
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**Detail scope of Work for ISO 9001:2015 & ISO 45001: 2018 (Consultancy & Certification)**

1. Initial status analysis of the organization's Quality & Occupational Health & Safety management system based upon existing procedures & practices in various functions viz. marketing, services, purchase, stores & quality assurance etc for developing strategy for implementation.
2. Assistance in development of organization's Quality & OHS policy, formulation of a steering committee, identification of personnel for training.
3. ISO 9001: 2015 & ISO 45001: 2018 awareness training program for all employees and management staff of the organization in batches (This is for acquainting the participants about the advantages that accrue from ISO 9001 & ISO 45001 implementation. The programme will be conducted as interactive workshops involving each participant in discussion).
4. Identification of Quality & OHSMS systems procedures, training programme on development of documentation to the members of the core team.
5. Development of documentation including where necessary Integrated manual, Quality & Occupational Health & Safety systems procedures, quality plan, work instructions, Risk & Hazard Analysis, development of various formats for record keeping in accordance with ISO 9001 & ISO 45001.
6. Adequacy audit of documentation. The organization's faculty will assess the already prepared Integrated manual, System procedures, quality plan & work instruction for shortfalls, if any with regard to ISO requirements.
7. Conducting first internal quality audit & documenting non- conformities, if any.
8. Revision of documentation, if any, & closure of non-conformities arising out during 1<sup>st</sup> internal audit.
9. Conducting Management Review Meeting, Preparation of report(s) and final preparation before certification audit.
10. Application to Certification body (CB)
11. Assistance during/after Certification Audit including Assistance on raised NCs & its closure during other Audit including Final Audits

Dr. Nandita Moitra  
(Senior Scientist)