

Quality and Accreditation Institute
Centre for Accreditation of Health & Social Care



Change Adapt Improve

ACCREDITATION TIMELINE

Issue No.: 03

Issue Date: August 2023

Quality and Accreditation Institute		
Centre for Accreditation of Health & Social Care		
Doc. No.: QAI CAHSC 032	Accreditation Timeline	
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CHANGE HISTORY

Sl. No.	Doc No.	Current Issue No.	Revised Issue No.	Date of Issue	Reasons
1	032	01	02	(February 2022) 02 February 2022	<ul style="list-style-type: none"> • Replaced action plan with submission of corrective actions in Requirements on the Part of HCFs • Added remarks on corrective actions in Requirements on the Part of Assessors • Total Time line adjusted accordingly
2	032	01	02	(August 2023) 16 August 2023	<ul style="list-style-type: none"> • Reducing Duration (Days) of Dispatch of accreditation certificate and scope

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1. Accreditation Timeline

Duration (Days)	Requirements on the Part of HCFs	Requirements on the Part of QAI-CAHSC Secretariat	Requirements on the Part of Assessors	Total Timeline
Day Zero	Submission of application (along with fee) + self-assessment toolkit + documents	Receipt of application (along with fee) + self-assessment toolkit + documents	--	--
Within 10 Days of receiving application		<ul style="list-style-type: none"> - Review application and SAT for completeness and ask for additional information - Issue of acknowledgement letter to HCF along with unique ref no. - Reflect same on the website 	---	10
Within 10 Days		HCF to submit the requisite information regarding application, if any.		20
14 days		Ask for suitable dates from HCF for on-site assessment		34 days
Within 30 days	Onsite assessment scheduled	Onsite assessment scheduled	Onsite assessment	64 days
At the end day of the on-site assessment	--	Assessment team will compile and submit the report of onsite assessment to the HCF	--	64 days
Within 10 days	--	--	Submit report to Secretariat	74 days
Within 90 days	Submission of corrective actions	--	--	164 days
Within 15 days	--	--	Submit remarks on corrective actions	179 days
Within 21 days	--	Case to be presented to accreditation committee	--	200 days
Within 14 days	--	AC Minutes preparation & approval, scope preparation, and approval of the Chairman	--	214 days
Within 2 days	--	Communication of decision to HCF	--	216 days
Within 1 day	--	Dispatch of accreditation certificate and scope		217 days

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