

## Application Form - Check List

Sl. No.	Information / details provided as part of application	Submitted (Yes/No)
1.	<p><b>Application Fee details (As per detail mentioned in Clause 9.2 (j) / 9.3 (k) as the case may be of TEC CABCB Designation Scheme):</b>  <b>(Attach the copy of Challen receipt generated for payment done on NRTP Portal)</b></p> <p>a) No. of Standards/ Specifications against which applied for designation =</p> <p>b) Application Fee (Rs.) =</p> <p>c) Payment date (DD/MM/YYYY) =</p> <p>d) Transaction Reference No. of Payment done on NRTP Portal =</p>	
2.	Duly filled and signed Application form as per format given in Annexure-1 of TEC CAB/CB Designation Scheme.	
3.	Duly signed and stamped copy of Quality Manual of Lab as per ISO 17025:2017 or its latest version.	
4.	Copy of document establishing the Legal Identity of the laboratory- Any one or more of the documents as described in below mentioned Annexure-A.	
5.	Copy of document required for Authentication of the premises of the laboratory - Any one or more of the documents clearly indicating and covering all the areas where laboratory activities are carried out and which are proposed to be covered under designation as described in below mentioned Annexure-B.	
6.	Copy of valid certificate of accreditation by any recognised Indian accreditation body like NABL in accordance with ISO/IEC 17025:2017 or its latest version for CAB and scope of accreditation covering all test parameters as per the Standards/Specifications for which designation is being sought.	
7.	Duly signed and stamped copy of Organization chart of the laboratory, clearly indicating the names and designations of various functionaries engaged in laboratory activities. In case the laboratory is part of larger organization, its place in the organization shall be clearly indicated in the organization chart.	
8.	List of Technical & Managerial personnel of the laboratory with their name, designation, qualification, experience, training details, etc.	
9.	Duly signed and stamped copy of Layout Plan of the Laboratory clearly indicating key facilities, sample receipt, remnant store etc. and including floor plans covering all areas under the address.	

10.	Duly signed and stamped copy of Details / list of all test instruments required and used for testing (Clause wise) per Standard having details of calibration status, Make & Model No. of test Instrument, lab id etc as per format given in below mentioned Annexure-C.	
11.	Sample copy of test reports for each and every Standard against which designation is being sought.  The Sample Test Report shall have UT details (Make and model), Date of Start of test, Date of end of Test. It shall include the details of all test instruments used in this test report having their make, model, calibration status etc. The test report also has Test description, Test set up, results expected and results obtained along with Pass/Fail criteria in reference of all test parameters of that standard.	
12.	Undertaking for <b>technical compliance</b> to show that the lab meets the stipulated requirements for designation as per format given in Annexure-3 for CAB or Annexure-4 for CB as the case may be of TEC CAB Designation Scheme.	
13.	Latest copy of <b>Annual Return</b> of the lab submitted to Ministry of Corporate Affairs in form <b>MGT-7 along with list of Shareholders.</b>	
14.	Audited Financial Statements for of the laboratory as required vide Clause 9.2(i)/ 9.3(j) as the case may be of TEC CAB/CB designation Scheme.	
15.	Undertaking regarding Conflict of interest, data retention, participation in online process of TEC testing & certification, adequate arrangements for ensuring confidentiality & archiving of test data, signing of Non-disclosure agreement with the customer, protection of Intellectual Protection Rights of Customer, indemnify TEC from and against all liabilities, damages, claims, cost and expenses, Sub contracting etc. in the format as given in below mentioned Annexure-D.	
16.	Any other document considered relevant by the applicant.	

Date:

(Signature of Authorized Signatory)

Place:

Name & Designation (Stamp)

**Note- The duly filled and signed Check-list is required to be submitted along with CAB Designation Application form.**

**List of Documents for Legal Identity of the laboratory**

**Any one or more of the following documents:**

- i) Certificate of Registration by Company Registrar and Memorandum of Articles in case laboratory is a Limited Company or Document issued as per societies registration act or Indian Trust Registration Act
- ii) Partnership Deed in case laboratory is a Partnership entity and copy of registration under 1932 Act
- iii) Certificate from Chartered Accountant establishing the proprietorship or Affidavit on Non- Judicial Stamp Paper of Rs.100/- by Proprietor that he is the sole Proprietor, duly attested by Notary Public in case of laboratory being a proprietorship business entity along with Bank Passbook, Account Statement, ID of the proprietor,
- iv) Certificate of registration under Goods & Service Tax (GST) Act.
- v) For the purposes of legal identity, a governmental laboratory is deemed to be a legal entity on the basis of its governmental status (Copy of Government notification/declaration etc).

**List of Documents required for Authentication of the premises of the laboratory**

**Any one or more of the documents** clearly indicating and covering all the areas where laboratory activities are carried out and which are proposed to be covered under designation-

- i) Certificates from Registrar of Firms or Directorate of Industries or Industries Centre
- ii) Certificates from Municipal Corporation/Local Body/Central Insecticides Board or Drug Controller/ Pollution Control Board or any such document indicating premises of the applicant laboratory
- iii) Rent Agreement, duly notarized.
- iv) Authentication of the premises of a Governmental laboratory will be carried out on the basis of its governmental status.

**Annexure-C**

**Declaration Regarding TEST Facilities available with the Lab**

**(to be submitted separately for each Standard)**

**Standard/Specification No. (along with all amendments):** \_\_\_\_\_

**Product:** \_\_\_\_\_

Sl. No.	Test parameter Name & Clause No.	Test Instruments used	Make	Model	Sl. No. of Test Instrument	Calibration valid up to	Range , Accuracy & Le as t Count (as applicable )		Lab id
							As required in Standard	As available with lab	
1.		1							
		2							
		3							
2.		1							
		2							
		3							
3.		1							
		2							
		3							
		4							

Date:

(Signature of Authorized Signatory)

Place:

Name & Designation (Stamp)

**UNDERTAKING**

**(to be submitted by the applicant with the CAB Application)**

We, M/s.....Located at .....do hereby, undertake (for designation as Conformity Assessment Body (CAB) of Telecommunication Engineering Centre, New Delhi) that:

- i) We are fully independent and do not have any conflict of interest as a manufacturer/vendor and shall remain so during the entire period of designation/recognition. We further undertake that while carrying out testing of any product for which designation is sought, the same shall be done in fair and/or un-biased manner.
- ii) None of our employees or members of management of the laboratory or their family members or sister units of the laboratory shall, in any way, be related directly or indirectly to any activity, which may have a “conflict of interest” with the activities of the laboratory.
- iii) We have suitable arrangements for ensuring confidentiality and archiving of the test data. The laboratory’s management and all its employees shall, at all times, maintain absolute confidentiality and integrity in operations of the laboratory.
- iv) Neither members of management of the laboratory nor their family members or sister units of the laboratory or any employee of the laboratory shall, in any way, act as authorized Indian representative for any foreign manufacturer under the Mandatory Testing & Certification (MTCTE) Scheme.
- v) We shall participate in the online process prescribed by TEC for test and certification against TEC's GR/IR/ER and standards.
- vi) We shall have a record system which shall have a retention period of at least 5 years for documents related to the equipment testing. We shall maintain all the relevant documents including list of products submitted for testing, product-wise testing and evaluation reports. These documents shall be produced before the Designating Authority (DA) within seven days, as when required.
- vii) We undertake that Non-disclosure agreement, as required, shall be signed with the customer for ensuring protection of their intellectual Property Right in the course of testing by maintaining professional ethics, secrecy and keeping all the product related information confidential. We hereby indemnify TEC, at all times, from any claim arising out of breach/infringement of such rights.
- viii) We Indemnify TEC, India, from and against all liabilities, damages, claims, cost and expense incurred or sustain, as a result of any action taken by TEC, India, relating to the designation as CAB/CB.
- ix) We undertake that test reports shall be issued in the format as and when prescribed by TEC.
- x) **We undertake that the CAB shall not further sub contract the testing in part or full to any other agency for which our lab is designated except in the case of any breakdown of testing facility(ies).**

Applicant Name, Address and Contact  
Seal & Signature

**Note: The undertaking shall be furnished, signed and sealed by Proprietor/Partner/Director of the applicant laboratory on laboratory’s official stationary (letter-head)**