



घरेलू अनुरूपता मूल्यांकन निकायों और प्रमाणन निकायों को नामित करने की योजना टीईसी ०४०१९:२०२३

(अंक 2 सं. TEC/DES-01/02.DEC.2017 को अधिक्रमित करता है)

SCHEME FOR DESIGNATING DOMESTIC CONFORMITY ASSESSMENT BODIES AND CERTIFICATION BODIES TEC 04019:2023

(Supersedes Issue 2 No. TEC/DES-01/02.DEC.2017)

दूरसंचार उपकरणों के अनुरूपता मूल्यांकन और प्रमाणन के लिए घरेलू अनुरूपता मूल्यांकन निकायों और प्रमाणन निकायों को नामित करने की योजना

SCHEME FOR DESIGNATING DOMESTIC CONFORMITY ASSESSMENT BODIES AND CERTIFICATION BODIES FOR CONFORMITY ASSESSMENT AND CERTIFICATION OF TELECOMMUNICATION EQUIPMENT



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FOREWORD

Telecommunication Engineering Centre (TEC) is the technical arm of Department of Telecommunications (DOT), Government of India. Its activities include:

- Framing of TEC Standards for Generic Requirements for a Product/Equipment, Standards for Interface Requirements for a Product/Equipment, Standards for Service Requirements & Standard document of TEC for Telecom Products and Services
- Formulation of Essential Requirements (ERs) under Mandatory Testing and Certification of Telecom Equipment (MTCTE)
- Field evaluation of Telecom Products and Systems
- Designation of Conformity Assessment Bodies (CABs)/Testing facilities
- Testing & Certification of Telecom products
- Adoption of Standards
- Support to DoT on technical/technology issues

For the purpose of testing, four Regional Telecom Engineering Centers (RTECs) have been established which are located at New Delhi, Bangalore, Mumbai, and Kolkata.

ABSTRACT

This document describes the scheme for designating Domestic Conformity Assessment Bodies (CABs) and Certification Bodies (CB) in India, for conformity assessment and certification of telecommunication equipment against TEC's Standards and /or Specifications.

HISTORY SHEET

Sl. No.	Standard/document No.	Title	Remarks
1.	Issue1 TEC/DES-01/01.AUG.2008	Scheme for designating domestic conformity assessment bodies and certification bodies for conformity assessment and certification of telecommunication equipment	First Scheme
2.	Issue 2 TEC/DES-01/02.DEC.2017		Supersedes Issue1 TEC/DES-01/01.AUG.2008
3	Issue 3 TEC 04019:2023	Scheme for designating domestic conformity assessment bodies and certification bodies for conformity assessment and certification of telecommunication equipment	Supersedes Issue 2 TEC/DES-01/02.DEC.2017

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SCHEME FOR DESIGNATING DOMESTIC CABs & CBs

1.0 INTRODUCTION

1.1 This document describes the scheme for designating Domestic Conformity Assessment Bodies (CABs) and Certification Bodies (CB) in India, for conformity assessment and certification of telecommunication equipment against TEC's standards and/or specifications.

1.2 This document supersedes the earlier document no. TEC/DES-01/02.DEC.2017 issued in the year 2017 and Amendments/orders/instructions issued thereafter regarding designation of Conformity Assessment Bodies (CABs) and Certification Bodies (CB) in India, for conformity assessment and certification of telecommunication equipment against TEC's standards and/or specifications.

1.3 Telecommunication Engineering Centre (TEC) under the Department of Telecommunication (DoT) designates domestic Conformity Assessment Bodies (CABs) and Certification Bodies (CBs) for carrying out conformity assessment and certification of telecommunication equipment in accordance with TEC's technical standards and/or specifications.

1.4 It also designates domestic CABs and CBs for carrying out conformity assessment and certification of telecommunication equipment in accordance with requirements of MRA Partners.

2.0 REFERENCES

- 2.1 ISO/IEC Guide 2:2004 or its latest version Standardization and related activities – General vocabulary
- 2.2 ISO/IEC 17025:2017 or its latest version General requirements for the competence of testing and calibration laboratories
- 2.3 ISO/IEC 17065:2012 or its latest version Conformity Assessment- Requirements for bodies certifying products, processes and services

3.0 DEFINITIONS

3.1 All general terms concerning standards and conformity assessment used in this Chapter shall have the meaning given in the definitions contained in the International Organisation for Standardization/International Electro-Technical Commission (ISO/IEC) Guide 2: 2004 "Standardization and related activities –

General vocabulary” published by the ISO and IEC, and unless the context otherwise requires.

3.2 **Accept** means the use of the results of conformity assessment activities as a basis for regulatory actions such as approvals, licenses, registrations and post-market assessments of conformity assessment.

3.3 **Accreditation Body** means an authority to conduct and administer an accreditation system that grants accreditation to conformity assessment bodies or certification bodies for conformity assessment of telecommunication equipment. Here it is any Indian accreditation body, which shall be a full member of International Laboratory Accreditation Co- operation (ILAC), like National Accreditation Board for Testing and Calibration Laboratories (NABL) and National Accreditation Board for Certification Bodies (NABCB) etc.

3.4 **Administrative Arrangements** mean publicly available procedures or legal arrangements within a Party’s jurisdiction which have impact on the conformity assessment procedures for telecommunication equipment within the scope of an MRA.

3.5 **Conformity Assessment** means any activity concerned with determining directly or indirectly whether products, manufacturers or processes fulfill relevant standards and/or specifications to meet relevant mandatory requirements detailed in the respective Party’s mandatory requirements. Typical examples of conformity assessment activities are sampling, testing, inspection, evaluation, verification, certification, registration, accreditation and approval, as well as any of their combinations.

3.6 **Certification Body (CB)** means a body that issues a conformance certificate and may also conduct conformity assessment activities.

3.7 **Conformity Assessment Body (CAB)** means a body that conducts conformity assessment activities.

3.8 **Designation** means the authorisation by a Party’s designating authority of its conformity assessment body to undertake specified conformity assessment activities pursuant to the mandatory requirements of the party.

3.9 **Designated CAB** means a conformity assessment body designated by DA.

3.10 **Designated CB** means to a certification body designated by DA.

3.11 **Designating Authority (DA)** means a body established in the territory of a Party with the authority to designate, monitor, suspend or withdraw designation of conformity assessment bodies to conduct conformity assessment activities within its jurisdiction.

3.12 **Essential Requirement** means set of parameters/standards/requirements/specifications etc. specified by TEC which are to be complied for seeking certification.

3.13 **Generic Requirements (GRs), Interface Requirements (IR), Technical Regulations, Technical Specifications, Standards** means those technical requirements, legislative and regulatory provisions, and administrative arrangements that a Party has specified pertaining to the testing and certification of equipment in which compliance is mandatory.

3.14 **Mandatory Requirements** means a Party's applicable laws, regulations and administrative provisions, including licensing conditions;

3.15 **Micro and Small Enterprises** are enterprises registered with Ministry of Micro, Small and Medium Enterprises, Government of India. They are classified in respective category on the basis of their Investment and turnover.

3.16 **Mutual Recognition** means that each Party, on the basis that it is accorded reciprocal treatment by the other Party, accepts the test reports & certification of results of conformity assessment activities; and mandatory requirements of the other Party to demonstrate conformity of products and/or manufacturers/manufacturing processes with its mandatory requirements when the conformity assessment activities are undertaken by conformity assessment bodies designated by the other Party.

3.17 **Party** means DoT or MRA partner.

3.18 **Remote Assessment** means the facilitation of assessment of a Conformity Assessment Body from a location other than that being physically present.

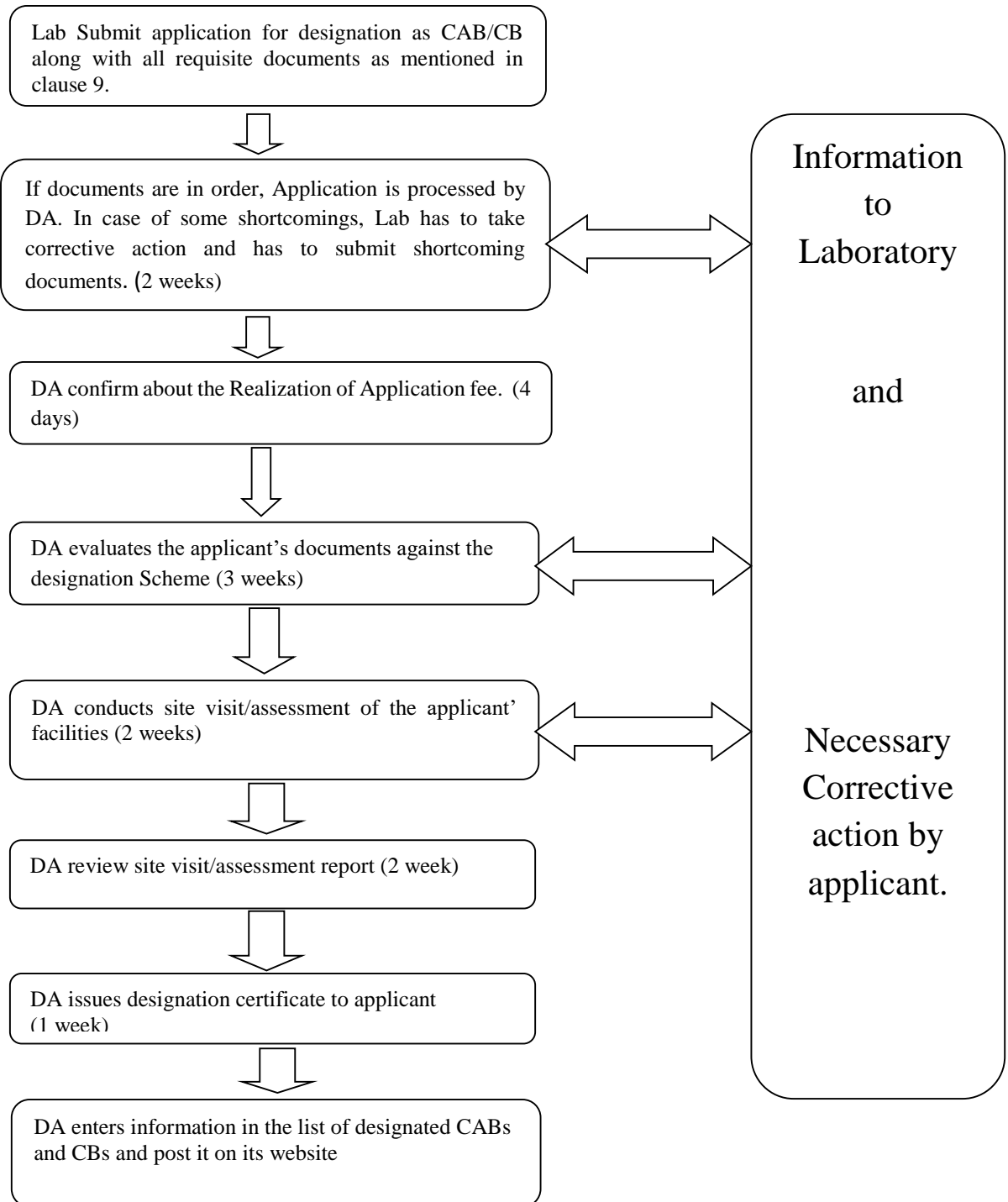
3.19 **Startup Enterprises** are the enterprises registered with Department of Industrial Policy and Promotion (DPIIT), Ministry of Commerce, Govt. of India in Startup Category

3.20 **Telecommunication equipment** or equipment means all telecommunication switching, transmission and access line or wireless equipment.

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3.21 **Women Entrepreneurs-** National Small Industries Corporation (NSIC), under Ministry of Micro, Small and Medium Enterprises (MSME) has defined women entrepreneurs as “an enterprise owned and controlled by a woman having a minimum financial interest of at least 51% of the capital and giving at least 51% of the employment generated in the enterprise to women”. Women enterprises can be classified as (i) owned by women, (ii) managed by women and (iii) employing women.

4.0 CONCEPTUAL SCHEME OF DESIGNATION



Flow Diagram of CAB/CB Designation Process

5.0 DESIGNATING AUTHORITY

5.1 TEC is the Designating Authority (DA) for designating Conformity Assessment Bodies (CABs) and Certification Bodies (CB) in India, for conformity assessment and certification of telecommunication equipment against TEC's technical Standards and/or Specifications.

5.2 TEC is also the DA for recognizing the designated CABs and CBs of foreign countries, having MRA with India, for conformity assessment and certification as per TEC technical standards and/or specifications. Correspondingly, CABs and CBs designated by TEC may be recognized by DA of a foreign country for conformity assessment and certification against technical regulations, technical specifications, and standards of that country as per the conditions of Mutual Recognition Agreement (MRA), if any.

6.0 SCOPE OF DESIGNATION

6.1 Application for designation is open to any conformity assessment body and/or certification body which conducts its business of conformity assessment and certification in India. CABs/CBs accredited by any Indian accreditation body (as defined in Clause 3.3) may apply for designation. The scope of designation by DA is limited to the scope for which accreditation is granted against TEC's/ other Party's technical standards and/or specifications.

6.2 Application for designation as CAB shall also be accepted without accreditation certificate from any Indian accreditation body, (as defined in Clause 3.3) at the time of submission of application. The applicant lab has to submit the documentary evidence of applying to accreditation body along with a copy of the applied scope for which accreditation is sought.

6.3 If the application for Designation as CAB/CB does not fully cover all tests corresponding to TEC's technical standards and/or specifications, the DA may grant the designation corresponding to TEC's technical Standards and/or Specifications to the extent against which designation is sought, subject to its technical evaluation by the DA.

6.4 In case of revision of TEC's technical standards and/or specifications during the validity of designation, the CAB/CB can apply for any incremental tests on account of revision in the corresponding technical standards and/or specifications without having fresh accreditation from any Indian accreditation body (as defined in Clause 3.3) for these incremental tests immediately. The DA may conduct a site visit to ascertain the compliance to the corresponding revised standards and/or specifications and include these incremental tests in the scope of designation, keeping the validity of designation unchanged. However, CAB/CB shall have to get accreditation for these incremental tests at the time of its next assessment/renewal of Accreditation and shall have to submit the amended scope of accreditation in reference of these incremental tests to TEC. If, the CAB/CB failed in including these incremental test parameters in its Scope of Accreditation at the time of

next assessment/renewal; the designation granted for these tests would be withdrawn from the scope of CAB/CB immediately. In such cases, no additional fees are required to be paid by applicant CAB/CB.

7.0 SCOPE OF ACCREDITATION

7.1 CABs shall be accredited by any Indian accreditation body, (as defined in Clause 3.3), in accordance with ISO/IEC 17025:2017 or its latest version, to carry out tests for verifying conformance to one or more stipulated requirements for telecom equipment.

7.2 CBs shall be accredited any Indian accreditation body (as defined in Clause 3.3), in accordance with ISO/IEC 17065:2012 or its latest version, to certify telecom equipment conforming to one or more stipulated requirements, on the basis of its test reports or test reports of accredited CABs.

7.3 The scope of testing and certification shall be limited to core-testing capabilities, knowledge and expertise in evaluating test data and reports, on the conformance to stipulated requirements as detailed in Annexure C & D.

8.0 ELIGIBILITY

8.1 To be eligible for designation as CAB, the applicant shall

- a. be an entity legally identifiable and located in India;
- b. be accredited by any Indian accreditation body, (as defined in Clause 3.3), in accordance with ISO/IEC 17025:2017 or its latest version for CAB, in the relevant areas of stipulated requirements for telecom equipment.
- c. have expert knowledge of all the applicable technical, administrative, and regulatory requirements for the equipment.
- d. have sufficient capital and financial resources to maintain viable operations as a CAB.
- e. have the knowledge, capability, technical competence and equipment to perform the tests for conformity to stipulated requirements for the equipment.
- f. have no interest whatsoever in any business to test any product or carry on testing in an unfair or biased manner, for which it seeking designation
- g. satisfy all criteria required for its recognition under the relevant MRA, if any.
- h. provide all desired information or documents as required by DA.

8.2 To be eligible for designation as CB, the applicant shall

- a. be an entity legally identifiable and located in India;
- b. be accredited by any Indian accreditation body, (as defined in Clause 3.3), in accordance with ISO/IEC 17065:2012 or its latest version for CB, in the relevant area of stipulated requirements for telecom equipment.
- c. be accredited by any Indian accreditation body, (as defined in Clause 3.3), like in accordance with ISO/IEC 17025:2017 or its latest version for CAB, in the

- relevant areas of stipulated requirements for telecom equipment, and/or have arrangements with other designated CABs.
- d. have expert knowledge of all the applicable technical, administrative, and regulatory requirements for the equipment.
 - e. have sufficient capital and financial resources to maintain viable operations as a CAB and CB.
 - f. have the knowledge, capability, technical competence and equipment to perform the tests and certification for conformity to stipulated requirements for the equipment.
 - g. have no interest whatsoever in any business to test any product or carry on testing in an unfair or biased manner, for which it seeking designation
 - h. satisfy all criteria required for its recognition under the relevant MRA, if any.
 - i. provide all desired information or documents as required by DA.

9.0 APPLICATION FOR DESIGNATION

9.1 Application Package for designation as CAB

Any laboratory fulfilling the criteria as laid down under clause 8.1 may apply for designation as a CAB and submit the following documents: -

- I. Duly filled Application form (as per Annexure-A) along with detailed Scope against which designation is being sought.
- II. Documents showing proof as an identifiable legal entity in India. Any one or more of the documents:
 - a. Certificate of Registration by Company Registrar and Memorandum & Article of Association in case laboratory is a Limited Company or Document issued as per Societies Registration Act or Indian Trust Registration Act.
 - b. Partnership Deed in case laboratory is a Partnership entity and copy of registration under 1932 Act.
 - c. 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.
 - d. Certificate of registration under Goods & Service Tax (GST) Act.
 - e. 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.).
 - f. In case of a Startup Enterprise, Copy of Certificate of Registration as a Startup Enterprise, issued by Department of Industrial Policy and Promotion (DPIIT), Ministry of Commerce.
 - g. In case of a Micro and Small Enterprise (MSE), Copy of Certificate of registration as a Micro and Small Enterprise (Udyog Aadhar clearly mentioning their category) issued by Ministry of MSME.
 - h. In case of Women Entrepreneurs- Documentary evidence for the same as defined in Clause 3.21 of this Scheme.

- III. Valid accreditation certificate as CAB indicating Scope of Accreditation by any Indian accreditation body, (as defined in Clause 3.3) in accordance with ISO/IEC 17025:2017 or its latest version.”

If the applicant lab does not have valid accreditation by any Indian accreditation body, (as defined in Clause 3.3) at the time of submission of application, in such cases, the applicant lab has to submit the documentary evidence of applying to accreditation body along with a copy of the applied scope for which accreditation is sought for. However, applicant lab has to submit accreditation certificate indicating Scope of Accreditation to DA immediately after receipt of accreditation certificate.

- IV. Copy of Organization chart of the laboratory and list of Technical & Managerial personnel of the laboratory with their name, designation, qualification, experience, training details, etc.
- V. Laboratory layout.
- VI. List of all test instruments required and used for testing of each applied Standard/specification having details like calibration status, Make & Model of test instrument, lab id etc.
- VII. Sample copy of test reports for each applied Standard/Specification.
- VIII. Copy of Quality Manual of Lab as per ISO 17025:2017 or its latest version.
- IX. Undertaking for technical competence (as per Annexure-C) to show that the CAB meets the stipulated requirements for designation.
- X. Undertaking for terms & conditions of CAB/CB Designation Scheme (as per Annexure-E), to be submitted on laboratory's letter head.
- XI. Copy of Audited financial statements
- a) For firms incorporated less than 2years-
Document(s) establishing sound financial health such as bank certified statement and available financial audited statement. Authority may ask for providing additional document(s) to established financial health of testing agency/ lab.
 - b) For firms incorporated more than 2 years but less than 4 years-
Audited financial statements from the date of incorporation.
 - c) For firms incorporated 4 years or more-
Audited financial statements for last 3years.
 - d) Govt. (Central/State Govt.) Testing Agencies/Organizations/Institutes/IITs and other Government Autonomous Bodies which do not maintain the audited

Financial Statements, are exempted from submission of Audited Financial Statements.

- XII. Requisite Application fee (non-refundable) to be paid online through Non Tax Receipt Portal (NTRP) of Govt. of India to “TEC, New Delhi” as per detail given in Schedule of Fees (Annexure-B).

9.2 Application for designation as CB

Any laboratory fulfilling the criteria as laid down under clause **8.2** may apply for designation as a CB and submit the following documents: -

- I. Duly filled Application form (as per Annexure-A) along with detailed Scope against which designation is being sought.
- II. Documents showing proof as an identifiable legal entity in India (same as mentioned in clause 9.1(ii) above)
- III. Valid accreditation certificate as CB indicating Scope of Accreditation from any Indian accreditation body, (as defined in Clause 3.3), in accordance with ISO/IEC 17065: 2012 or latest version along with valid Accreditation Certificate as CAB from any Indian accreditation body, (as defined in Clause 3.3), in accordance with ISO/IEC 17025: 2017 or latest version.

Note: In case, at the time of submission of Application for CB designation, the validity of Accreditation Certificate of the lab is less than six months, then the applicant lab has to submit the documentary evidence for submission of application for renewal of respective Accreditation Certificate.

- IV. Copies of contractual arrangements with other designated CABs, if applicable
- V. Copy of Organization chart and list of Technical & Managerial personnel with their name, designation, qualification, experience, training details, etc.
- VI. Laboratory Layout.
- VII. Details of all test instruments required and used for testing & certification (Clause wise) per Standard having details of calibration status, Make & Model No. of test Instrument, lab id etc.
- VIII. Sample copy of test report(s) & certificate(s) to be issued.
- IX. Copy of Quality Manual
- X. Undertaking(s) for technical competence (as per Annexure- D) to show that the CB meets the stipulated requirements for designation.

- XI. Copy of Audited financial statements
- a) For firms incorporated less than 2 years-
Document(s) establishing sound financial health such as bank certified statement and available financial audited statement. Authority may ask for providing additional document(s) to established financial health of testing agency/ lab.
 - b) For firms incorporated more than 2 years but less than 4 years-
Audited financial statements from the date of incorporation.
 - c) For firms incorporated 4 years or more-
Audited financial statements for last 3years.
- XII. Requisite Application fee (non-refundable) to be paid online through Non-Tax Receipt Portal (NTRP) of Govt. of India to “TEC, New Delhi” as per detail given in Schedule of Fees (Annexure-B).
- 9.3 The dully filled application form (Annexure- A) along with all the required documents shall be submitted to the following address:
- ADG (CA)/AD (CA),
Telecommunication Engineering Centre,
Gate No. 5, Khurshid Lal Bhawan,
Janpath, New Delhi-110001.

10.0 APPROVAL

- 10.1 The steps involved in designation are enlisted in the Schematic Diagram of the Process for Designation of CABs & CBs.
- 10.2 If the applicant lab does not have valid accreditation by any Indian accreditation body, (as defined in Clause 3.3) at the time of submission of application, in such cases, the applicant lab has to submit the application along with documentary evidence of applying to accreditation body with a copy of the applied scope for which accreditation is sought for. In such cases, the application for designation may be received and examined in all respect. However, the site visit/assessment of applicant’s facilities shall be conducted only after receipt of valid Accreditation Certificate.
- 10.3 DA shall conduct site assessment of the lab premises for compliance/verification of the testing capabilities of the applicant lab. The assessment team may also include external assessors depending upon the standards and/or specifications against which designation has been sought by the lab.

The lab is required to pay honorarium to external assessor and also has to make necessary arrangement as specified in Annexure B (IV).

- 10.4 After completion of assessment, Designation Certificate will be issued if DA is satisfied that the applicant complies with the stipulated requirements.
- 10.5 Designation by DA does not imply the acceptance by DA of any responsibility for the services provided by the Designated CAB/CB.
- 10.6 Time schedules indicated for various activities are indicative only and shall not be considered as a matter of rule or right for the applicant. They shall not be binding on DA, as time taken in completion of various processes depends upon nature and circumstances of the case.
- 10.7 Designation shall be valid for a period of three (3) years with provision for renewal on expiry. The validity of designation is subject to the continued Accreditation by any Indian accreditation body, (as defined in Clause 3.3).

11.0 ENHANCEMENT OF SCOPE OF DESIGNATION

- 11.1 The CAB/CB shall apply to DA for enhancement of its scope for additional test parameters of a Standards against which lab is already designated or for addition of new Standards and/or specifications covered in its Accredited Scope along with requisite fee as specified in Schedule of Fees (Annexure-B). The procedure and application for enhancement of Scope shall be the same as that mentioned in Clause 4, 9 & 10 of this document.
- 11.2 In case of enhancement of Scope of designation, a new scope of designation will be issued having the same validity of designation.

12.0 RENEWAL OF CAB/CB DESIGNATION

- 12.1 For renewal of CAB/CB designation, the CAB/CB shall apply to DA in application form as prescribed (Annexure-A) and with all requisite documents mentioned in Clause 9, within six months but not later than three months before the validity date of the designation along with requisite renewal fee as specified in Schedule of Fees (Annexure-B).
- 12.2 Renewal of CAB/CB designation will be carried out on desktop basis, if renewal is being sought for existing scope of designation by the CAB/CB. However, if renewal application includes new Standard/Specifications and/ or additional Test Parameters of already designated Standard(s), the procedure for enhancement of Scope during renewal shall be the same as that mentioned in Clause 4, 9 & 10 of this document.

- 12.3 Suspended or withdrawn designation shall not be renewed during the suspended or withdrawn period. However, the process of renewal may be initiated in the suspended/withdrawn period.

13.0 REMOTE ASSESSMENT/AUDIT

- 13.1 The traditional methodology used for assessment of CABs/CBs based on ISO/IEC 17011 involves on-site office assessments of the CAB/CB. Remote Assessments provide the opportunity for increased efficiency, increased safety, better timing, inclusion of CAB personnel that may not be easily accessible, and avoidance of travel delays and restrictions especially in case of Natural calamities like floods, earthquakes, Pandemic and other situations like war, Riots, terrorism, safety & security issues and other man made or natural disasters.
- 13.2 The decision on use of remote assessment methodology would be taken by DA depending on the circumstances involved. Remote Assessments cannot be insisted upon by any CAB as a matter of right in lieu of physical visit of the assessment team to the location of CAB\CB

14.0 REFERENCE TO DESIGNATION STATUS

- 14.1 Designated CABs/CBs may advertise their designation status with regard to standards or parts thereof which are included in the scope of designation.
- 14.2 The advertisement should not imply, or otherwise suggest that DA or MRA Partner has endorsed the product or imply that the designated CAB/CB is an agent or representative of DA or MRA Partner.
- 14.3 CABs/CBs whose designations have been suspended or withdrawn for any reason, shall discontinue advertisement of their designated status and not make any misleading statements regarding their designation status.

15.0 POST-DESIGNATION SURVEILLANCE

- 15.1 As and when required, DA or its authorized representative shall conduct surveillance assessments/Inspection and other non- routine assessments on the Designated CABs/CBs to ensure that standards of practices are maintained as well as to investigate complaints made against them. In order to have best practices, DA may conduct joint inspection with others units/various Departments /Ministries.
- 15.2 Detailed Procedure in this regard shall be issued separately by DA.

16.0 SUSPENSION OR WITHDRAWAL OF DESIGNATION

- 16.1** DA shall suspend or withdraw the designation of a CAB/CB if.
- a** Its accreditation is withdrawn.
 - b** It is found that the CAB/CB is not complying with the stipulated criteria or requirements.
 - c** It is guilty of any offence involving fraud or dishonesty.
 - d** DA concludes that there is a just cause for withdrawing the designation.
- 16.2** A CAB/CB whose designation, and recognition in case of MRA, has been suspended or withdrawn shall be removed from the list of designated CABs/CBs, in case it fails to take corrective measures.
- 16.3** DA shall keep the designation of a Designated CAB/CB under suspension, until the completion of formal review process.
- 16.4** Detailed Procedure in this regard shall be issued separately by DA.

17.0 APPEALS

- 17.1** TEC is open to receive appeal from the CABs/CBs against its adverse decisions. The decisions against which appeals are entertained relate to denial of designation, reduction of scope of designation or suspension/withdrawal of CAB/CB designation.
- 17.2** Appointment of Appellate Authority & detailed Procedure in this regard shall be notified separately by DA.

18.0 OBLIGATIONS OF DESIGNATED CAB

- 18.1** It shall ensure that it maintains its accreditation status from any Indian accreditation body, (as defined in Clause 3.3) during validity period of designation certificate.
- 18.2** It shall follow the stipulated procedures, rules and policies laid down by DA or MRA partner for testing, evaluation and law of land in all other matters.
- 18.3** Unless specifically approved by DA or MRA partner it shall not conduct testing of equipment prohibited in the respective country. DA shall reserve the right to take any action as deemed fit in this regard.
- 18.4** It shall fully indemnify DA from and against all liabilities, damages, claims, costs, and expenses incurred or sustained by DA as a result of any action taken or omitted by DA not only during the period of designation but thereafter too.
- 18.5** It shall comply with DA's or MRA partner's terms and conditions for designation and recognition as modified from time to time.

- 18.6 It shall be under obligation to participate in the online process prescribed by TEC for test and certification against TEC's GR/IR/ER and standards.
- 18.7 It shall have a record system which shall have a retention period of at least 5 years for relevant documents related to the equipment testing. It shall maintain all the relevant documents including list of products received for testing, product-wise testing and evaluation reports. These documents shall be produced before the DA within fifteen days, as and when required.
- 18.8 If during post-testing surveillance of tested equipment, it comes to know that the equipment no longer complies with the stipulated requirements, it shall immediately notify the concerned applicant, DA, and/or MRA partner. It shall also provide a follow-up report within thirty days of the action taken by the concerned applicant, to rectify the situation.
- 18.9 It shall notify the DA in writing of occurrence of any of the following incidence within 2 weeks of its occurrence
- a. cessation of its business of conformity assessment for which it is Designated or accredited
 - b. changes in its legal, commercial, or organisational status
 - c. changes which may affect continuing compliance with any of the criteria or requirement specified by DA or MRA partner.
 - d. change of premises in advance.
- 18.10 It shall provide access to DA's authorised representative in its laboratory or other premises to allow him to observe and assess the testing procedures. The CAB shall bear all reasonable costs and expenses incurred by DA's representative on this account.
- 18.11 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 and shall indemnify TEC, at all times, from any claim arising out of breach/infringement of such rights.
- 18.12 Sub-Contracting:
- (a) CAB shall perform the tests as covered under the scope of designation by itself and shall not sub contract the testing in part or full to any other agency except under condition as provided in Para (b) below.
 - (b) In case of breakdown of testing facility (ies), concerned test(s) may be got carried out from any other CABs designated for the same test(s) with due consent of the customer and prior intimation to DA. In such cases, when the testing is done at

any other designated CAB, the former CAB shall be fully responsible to the customer for the same.

(c) The testing through other designated CABs under condition as mentioned at para (b) above will be allowed till the testing facility (ies) are restored or for a period of six months, whichever is earlier.

(d) The CABs shall maintain a record of all such cases as well and the compliance thereof.

18.13 It shall display the testing charges for different types of testing on its website.

18.14 The CAB/CB shall collaborate with DA to undertake/promote any research/innovation/ test/ Government schemes as prescribed by DA.

18.15 It shall not conceal any fact or submit any false/misleading information/tests reports to DA. DA shall reserve the right to take any action as deemed fit in this regard.

19.0 OBLIGATIONS OF DESIGNATED CB

19.1 It shall ensure that it maintains its accreditation status from any Indian accreditation body, (as defined in Clause 3.3).

19.2 It shall follow the stipulated procedures, rules and policies laid down by DA or MRA partner for testing, evaluation, certification and law of land in all other matters.

19.3 Unless specifically approved by DA or MRA partner it shall not conduct testing and certification of equipment prohibited in the respective country.

19.4 It shall fully indemnify DA from and against all liabilities, damages, claims, costs, and expenses incurred or sustained by DA as a result of any action taken or omitted by DA relating to the process of designation.

19.5 It shall comply with DA's or MRA partner's terms and conditions for designation and recognition as modified from time to time.

19.6 It shall have a record system which shall have a retention period of at least 5 years for relevant documents related to the equipment testing and certification. It shall maintain all the relevant documents including list of products received for testing, product-wise testing and evaluation reports, and issued certificates. These documents shall be produced before the DA within fifteen days, as and when required.

- 19.7 If during post-certification surveillance of certified equipment, it comes to know that the equipment no longer complies with the stipulated requirements, it shall immediately notify the concerned applicant, DA, and/or MRA partner. It shall also provide a follow-up report within thirty days of the action taken by the concerned applicant, to rectify the situation.
- 19.8 It shall notify the DA in writing of occurrence of any of the following incidence within 2 weeks of its occurrence
- a. cessation of its business of conformity assessment for which it is Designated or accredited
 - b. changes in its legal, commercial, or organisational status
 - c. changes which may affect continuing compliance with any of the criteria or requirement specified by DA or MRA partner.
 - d. change of premises
- 19.9 It shall provide access to DA's authorised representative in its laboratory or other premises to allow him to observe and assess the testing and certification procedures. The CAB shall bear all reasonable costs and expenses incurred by DA's representative on this account.
- 19.10 For equipment certification, it shall take following application package from the applicant
- a. An application form
 - b. DA's/MRA partner's specification checklist.
 - c. Test reports of equipment, conforming to the stipulated requirements, from Designated CAB.
 - d. Four Colour photographs capturing front, rear, side views, and product label of the equipment which shows trade and product name.
 - e. A set of technical documents consisting of a general description of the equipment, technical data, facilities supported by the equipment, sales brochures, and other related document.
- 19.11 In case the services of subcontracting designated CABs are taken, it shall be responsible for the tests conducted by the latter.
- 19.12 After issuing a certificate of conformity, a copy shall be submitted to DA.
- 19.13 It shall publish and maintain a list of certificates.
- 19.14 It shall not grant
- a. waiver of conformity to any of the stipulated requirements.
 - b. change in ownership of certificate.
 - c. certificate to equipment that does not have the published standards from DA or MRA partner.

20.0 OBLIGATIONS OF TEC

- 20.1 TEC is obliged to make the information regarding CABs/CBs scope of designation, validity dates of certificate(s) at its website.
- 20.2 TEC provides adequate mechanism to resolve/ address complaints received against its designation related activities and the activities of designated CAB/CB, which falls under the ambit of designation.
- 20.3 TEC provides adequate mechanism to address the appeals received from the CABs/CBs against its adverse decisions.

21.0 SKILL DEVELOPMENT

- 21.1 DA shall promote Industry-Academia-Government partnerships to enhance technical skills, capacity building in line with technological needs of testing ecosystem in Telecommunication sector.

22.0 EXPERT GROUP

- 22.1 DA may create resource pool of mentors by engaging volunteered retired Government officers/experts in the telecommunication sector which can help and provide the required level of guidance/counselling to the CABs/CBs to enhance testing infrastructure. DA shall not pay any remuneration, however such engagements can be on mutual arrangement between Labs and mentors.
- 22.2 Detailed guidelines in this regard shall be issued separately by DA.

23.0 MONITORING UNIT

- 23.1 DA should create a monitoring unit by engaging external agencies for evaluation of the performance of designated CABs/CBs, their achievements under this scheme and it should submit the review report to DoT every two years.

24.0 AUTHORITY TO REMOVE DIFFICULTIES

- 24.1 DA reserves the rights to amend the scheme, as and when required, for the purpose of streamlining designation process.

Annexure-A

Application Form for Initial/Renewal/Scope Enhancement of CAB/CB Designation

1.	Designation Type (Initial/ Renewal/ Scope Enhancement)			
2.	Details of Previous CAB designation, if any.	CAB Designation Certificate No.		
		Date of Issue		
		Validity		
3.	Name of Laboratory			
4.	Complete Address of the Lab			
5.	Address of Regd. Office/Head Office (if any and different from 4, above)			
6.	Lab Contact Details	Tel. No.		
		Fax No.		
		E-mail		
7.	Contact Person details	Name		
		Designation		
		Tel. No.		
		Mobile		
		E-mail		
8.	Name & Designation of Proprietor/ Partner/ Director/ CEO/ Head etc., as applicable & Contact Details	Name		
		Designation		
		Contact Details	Tel. No.	
			Fax No.	
			Mobile	
E-mail				
9.	Type of Organization (Govt./Autonomous/Public Sector/ Ltd. Co/ Pvt. Co./MSME/Start up/Woman Entrepreneur/ Institutes etc.)			
10.	Name &Address of Parent Organization (If the applicant laboratory is part of a larger Organization)			

11.	Proof of Legal Identity (Please mention the type of document submitted)		
12.	Accreditation Details All the test parameters as per the Standards and/or Specifications for which designation is sought shall be covered under the scope of accreditation as per ISO/IEC 17025 and/or ISO/IEC 17065:2012 as the case may be. Or documentary evidence of applying to accreditation body along with a copy of the applied scope for which accreditation is sought.	Name of Accreditation Body	
		Accreditation Certificate No.	
		Date of Issue	
		Validity	
13.	Application Fee (Attach the copy of Challan receipt generated for payment made on NRTP Portal)	No. of Standards/ Specifications against which applied for designation	
		Application Fee (Rs.)	
		Payment date (DD/MM/YYYY)	
		Transaction Reference No. of Payment done on NRTP Portal	

Declaration by the laboratory: We hereby declare that: -

- 1 We have read understood and fulfil all the terms and conditions of TEC CAB/CB designation Scheme and will abide by them.
- 2 We agree to fully indemnify DA from and against all liabilities, damages, claims, costs, and expenses incurred or sustained by DA as a result of any action taken or omitted by DA relating to the process of designation.
- 3 We satisfy all national, regional and local regulatory requirements for operating a laboratory.
- 4 All information provided in this application is true.

Date:
Place:

Name:
Designation:
Signature:
Seal

Annexure-B

Schedule of Fees for CAB/CB Designation

I. For Private Laboratory: -

Sl. No.	DESCRIPTION	AMOUNT (Rs.)
1.	Application Fee (Non-Refundable) for CAB/CB Designation for a period of 03 years	
(i)	For designation up to 05 Standards/ Specifications in a single application	1,00,000/-
(ii)	Beyond 05 Standards/ Specifications in a single application	1,00,000/- Plus additional fee of 20,000/- per Standard/Specification subject to maximum of Rs. 2,00,000/- in single application.
2.	For Enhancement of Scope during period of Designation (validity of designation shall remain the same as that of initial designation)	
(a)	Enhancement of test parameters in the existing designated Standard/Specification or addition of any new Standard/Specification	20,000/- per Standard/Specification subject to maximum of Rs. 2,00,000/- in single application.
3	For Renewal of CAB/CB Designation & Enhancement of Scope at the time of Renewal for a period of 03 years	
(a)	For Renewal of existing Scope of CAB/CB Designation	5,000/- per Standard/Specification subject to maximum of Rs. 2,00,000/- in single application.
(b)	For enhancement/addition of new test parameter(s) in existing designated Standard/Specification or addition of new Standard/specification.	20,000/- Per standard/specification Subject to maximum fee of Rs. 2,00,000/- in single application. (The maximum fee of Rs. 2,00,000/- shall include the renewal fee of existing designation and fee for enhancement/addition of new test parameters or inclusion of new Standards/specifications)

Note:- All Payments shall be made online through Non Tax Receipt Portal (NTRP) of Govt. of India to “TEC, New Delhi”

II. For Startups Enterprises / Enterprises registered with MSME in Micro and Small Category/ Enterprise owned by Woman Entrepreneurs

Sl. No.	DESCRIPTION	AMOUNT (Rs.)
1.	Application Fee (Non-Refundable) for CAB/CB Designation for a period of 03 years	
(i)	For designation up to 05 Standards/ Specifications in a single application	50,000/-
(ii)	Beyond 05 Standards/ Specifications in a single application	50,000/- Plus additional fee of 10,000/- per Standard/Specification subject to maximum of Rs. 1,00,000/- per single application.
2.	For Enhancement of Scope during period of Designation (validity of designation shall remain the same as that of initial designation)	
(a)	Enhancement of test parameters in the existing designated Standard/Specification or addition of any new Standard/Specification	20,000/- per Standard/Specification subject to maximum of Rs. 2,00,000/- in single application.
3.	For Renewal of CAB/CB Designation & Enhancement of Scope at the time of Renewal for a period of 03 years	
(a)	For Renewal of existing Scope of CAB/CB Designation	5,000/- per Standard/Specification subject to maximum of Rs. 2,00,000/- per single application .
(b)	For enhancement/addition of new test parameter(s) in existing designated Standard/Specification or addition of new Standard/specification.	20,000/- Per standard/specification Subject to maximum fee of Rs. 2,00,000/- in single application. (The maximum fee of Rs. 2,00,000/- shall include the renewal fee of existing designation and fee for enhancement/addition of new test parameters or inclusion of new Standards/specifications)

Note:- All Payments shall be made online through Non Tax Receipt Portal (NTRP) of Govt. of India to “TEC, New Delhi”

**III. For Govt. (Central/State Govt.) Testing Agencies/
Organizations/Institutes/IITs and other Government Autonomous Bodies**

Sl. No.	DESCRIPTION	AMOUNT (Rs.)
1.	Application Fee (Non-Refundable) for CAB/CB Designation for a period of 03 years	
(i)	For designation up to 05 Standards/Specifications in a single application	Nil
(ii)	Beyond 05 Standards/ Specifications in a single application	
2.	For Enhancement of Scope during period of Designation (validity of designation shall remain the same as that of initial designation)	
(a)	Enhancement of test parameters in the existing designated Standard/Specification or addition of any new Standard/Specification	Nil
3.	For Renewal of CAB/CB Designation & Enhancement of Scope at the time of Renewal for a period of 03 years	
(a)	For Renewal of existing Scope of CAB/CB Designation	Nil
(b)	For enhancement/addition of new test parameter(s) in existing designated Standard/Specification or addition of new Standard/specification.	

IV. For External Assessors:

1. *Honorarium for External Assessors - Rs. 2,500/-per Assessors per day

*If the site audit/Assessment team consists of an external Assessor, the applicant lab has to pay Honorarium to external Assessor(s) irrespective of type of lab (Pvt. lab/Govt. lab/ Startups Enterprises/Enterprises registered with MSME in Micro and Small Category/ Enterprise owned by Woman Entrepreneurs etc.)

Note- The lab has to make payment of Honorarium to external Assessors directly.

2. Travel, Boarding and Lodging expenditures, in case Assessors are External Assessors:

The applicant laboratory, irrespective of type of lab (Pvt. lab/Govt. lab/Start-ups Enterprises/Enterprises registered with MSME in Micro and Small Category/ Enterprise owned by Woman Entrepreneurs etc.) has to make arrangements for the travel of External Assessors by Air in economy class (Apex fare) or by train in 2nd AC Class or by AC Bus. The laboratory shall also make arrangements for boarding & lodging for the External Assessors. A single occupancy AC accommodation may be provided for each External Assessor in a reasonably good hotel/guest house and arrangement for local transportation from temporary residence (hotel/guest house) to the laboratory site and airport/ railway station/ bus stand by AC Taxi.

Annexure-C
Format of Undertaking for technical Competence as CAB
(to be submitted on laboratory's letterhead)

We,
M/s _____
applying to Telecommunication Engineering Centre (TEC) for designation as Conformity
Assessment Body (CAB), located at _____

do, hereby, undertake that:

- a. We have all the Technical Specifications like TEC GR/IR/ER/Standards and the International Specifications that are relevant to the specifications against which designation is requested.
- b. We have all the documents containing the test schedules and test procedures relevant to the specifications against which designation is requested.
- c. We have all the testing equipment required for assessing conformance to the specifications against which designation is requested.
- d. We have the requisite technical staff in testing laboratory with sufficient knowledge about the operation of test equipment, test setup and test procedure to conduct various tests relevant to the specifications against which designation is requested.

Date:

Place:

Signature:
(Owner / Partner / Director of the laboratory /Authorized Signatory)

Name:
Designation:
Seal:

Annexure-D

Format of Undertaking for technical Competence as CB

We,
M/s _____
applying to Telecommunication Engineering Centre (TEC) for designation as Certification
Bodies (CBs), located at _____

_____,
do, hereby, undertake that:

- a. We have all the Technical Specifications like TEC GR/IR/ER/Standards and the International Specifications that are relevant to the specifications against which designation is requested.
- b. We have all the documents containing the test schedules and test procedures relevant to the specifications against which designation is requested.
- c. We have all the testing equipment required for assessing conformance to the specifications against which designation is requested.
- d. We have the requisite technical staff in testing laboratory with sufficient knowledge about the operation of test equipment, test setup and test procedure to conduct various tests relevant to the specifications against which designation is requested.
- e. We have the requisite technical staff with sufficient knowledge to understand and analyze the test reports relevant to the specifications against which designation is requested.

Date:

Place:

Signature:

(Owner / Partner / Director /Authorized Signatory)

Name:

Designation:

Seal:

Annexure-E
Format of Undertaking for terms & conditions of CAB/CB Designation Scheme

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 unbiased 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 undertake to indemnify TEC, New Delhi from and against all liabilities, damages, claims, cost and expenses incurred and sustained, as a result of any action taken by TEC, New Delhi related to the designation of lab as CAB/CB.
- (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 of Telecommunication Equipment (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 specified period, as and 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 undertake that test reports shall be issued in the format as and when prescribed by TEC.
- (ix) We undertake to notify the DA in writing of occurrence of any of the following incidents within 2 weeks of its occurrence: -
- (a) Cessation of its business of conformity assessment for which it is Designated or accredited
 - (b) Changes in its legal, commercial, or organizational status
 - (c) Changes which may affect continuing compliance with any of the criteria or requirement specified by DA or MRA partner
 - (d) Change of premises in advance.
- (x) We hereby undertake that we have clearly read and understood all the terms and conditions of CAB/CB designation scheme and shall abide by all the terms and conditions of scheme throughout the designation period.

We hereby declare that the above mentioned information is true to the best of our knowledge. We are also aware that any deviation to the above-mentioned declarations or any information submitted, if found incorrect by TEC at any stage, may lead to rejection of our application without any further reference and if found after issue of CAB/CB designation certificate, suspension/withdrawal of designation of the laboratory.

Date:

Name:

Place:

Designation:

Signature

Seal:

Abbreviations

BIS	- Bureau of Indian Standards
CA	- Conformity Assessment
CAB	- Conformity Assessment Body
CB	- Certification Body
CEO	- Chief Executive Officer
DA	- Designating Authority
DoT	- Department of Telecommunications
DPIIT	- Department for Promotion of Industry and Internal Trade
EMC	- Electro Magnetic Compatibility
EMI	- Electro Magnetic Interference
ERs	- Essential Requirements
GST	- Goods and Service Tax
IEC	- International Electrotechnical Commission
IPR	- Intellectual Property Rights
IR	- Interface Requirements
ISO	- International Standard Organisations
IT	- Information Technology
MCA	- Ministry of Corporate Affairs
MRA	- Mutual Recognition Arrangement/Agreement
MSE	- Micro and Small Enterprise
MSME	- Ministry of Micro, Small and Medium Enterprises
MTCTE	- Mandatory Testing and Certification of Telecommunication Equipment
NABCB	- <i>National Accreditation Board for Certification Bodies</i>
NABL	- National Accreditation Board for Testing and Calibration Laboratories
NDA	- Non Disclosure Agreements
NTRP	- Non Tax Receipt Portal
QCI	- Quality Council of India
TEC	- Telecommunication Engineering Centre