

Note-1: In reference to TEC letter no. **4-10/2021-MRA/TEC dated 26.05.2022**, application for CAB Designation including application for enhancement of Scope of Designation/ Renewal/Renewal+ Enhancement of Scope of Designation shall be accepted in Online mode only on NSW CAB Designation Portal.

The Govt. (Central/State Govt.) Testing Agencies/ Organizations/Institutes/IITs and other Government Autonomous Bodies shall have to apply for CAB Designation in offline mode to TEC.

Note-2: The duly filled and signed Check-list is required to be submitted along with CAB Designation Application form. (Applicable for offline applications, in case of Govt. Organisation only)

Check List for CAB Designation

Sl. No.	Information / details provided as part of application	Submitted (Yes/No)
1.	Duly filled and signed Application form as per format given in Annexure-A of TEC CAB/CB Designation Scheme	
2.	Duly signed and stamped copy of Quality Manual of Lab as per ISO 17025:2017 or its latest version.	
3.	Copy of document establishing the Legal Identity of the laboratory- Any one or more of the documents as described in Clause 9.1 II of CAB Designation Scheme.	
4.	Copy of 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.	
5.	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.	
6.	Duly signed and stamped copy of Layout Plan of the Laboratory including floor plans covering all areas under the address.	

7.	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 below in Annexure-A.	
8.	Sample copy of test reports for each and every Standard against which designation is being sought.	
9.	Undertaking for technical competence (as per Annexure-C of CAB Designation Scheme) to show that the CAB meets the stipulated requirements for designation.	
10.	Undertaking for terms & conditions of CAB/CB Designation Scheme (as per Annexure-E), to be submitted on laboratory's letter head.	
11.	Audited Financial Statements for of the laboratory as required vide Clause 9.1(XI) of TEC CAB/CB designation Scheme.	
12.	Any other document considered relevant by the applicant.	

Date:

(Signature of Authorized Signatory)

Place:

Name & Designation (Stamp)

Annexure-A

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)