



**SCHEME FOR RECOGNISING FOREIGN
DESIGNATED CONFORMITY
ASSESSMENT BODIES AND
CERTIFICATION BODIES FOR
CONFORMITY ASSESSMENT
AND CERTIFICATION OF
TELECOMMUNICATION EQUIPMENT**

ISSUE 2

NO. TEC/REC-01/02.DEC.2017

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SCHEME FOR RECOGNISING FOREIGN CABs & CBs

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SCHEME FOR RECOGNISING FOREIGN CABs & CBs

1.0 INTRODUCTION

1.1 Telecommunication Engineering Centre (TEC) under the Department of Telecommunications (DoT) recognizes Conformity Assessment Bodies (CABs) and Certification Bodies (CBs), designated by the respective Designating Authority (DA) of the Mutual Recognition Arrangement (MRA) Partners, and accepts the results of conformity assessment performed by them in accordance with TEC's technical standards and/or specifications.

1.2 This document outlines the process to be followed and details the conditions and requirements to be fulfilled by the foreign CABs and CBs seeking recognition to perform conformity assessment of telecom equipment to TEC's technical standards and/or specifications.

2.0 REFERENCES

2.1 ISO/IEC Guide 2:2004 or its latest version: Standardization and related activities – General vocabulary.

2.2 ISO/IEC 17025:2005 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 Standardisation/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 testing laboratories or certification bodies for conformity assessment of telecommunication equipment.

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 fulfil 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 **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.

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

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

3.12 **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.

3.13 **Party** means authority of the member country that chooses to join an MRA.

3.14 **Recognised CAB** means a conformity assessment body recognised by DA of MRA Partner.

3.15 **Recognised CB** means to a certification body recognised by DA of MRA Partner.

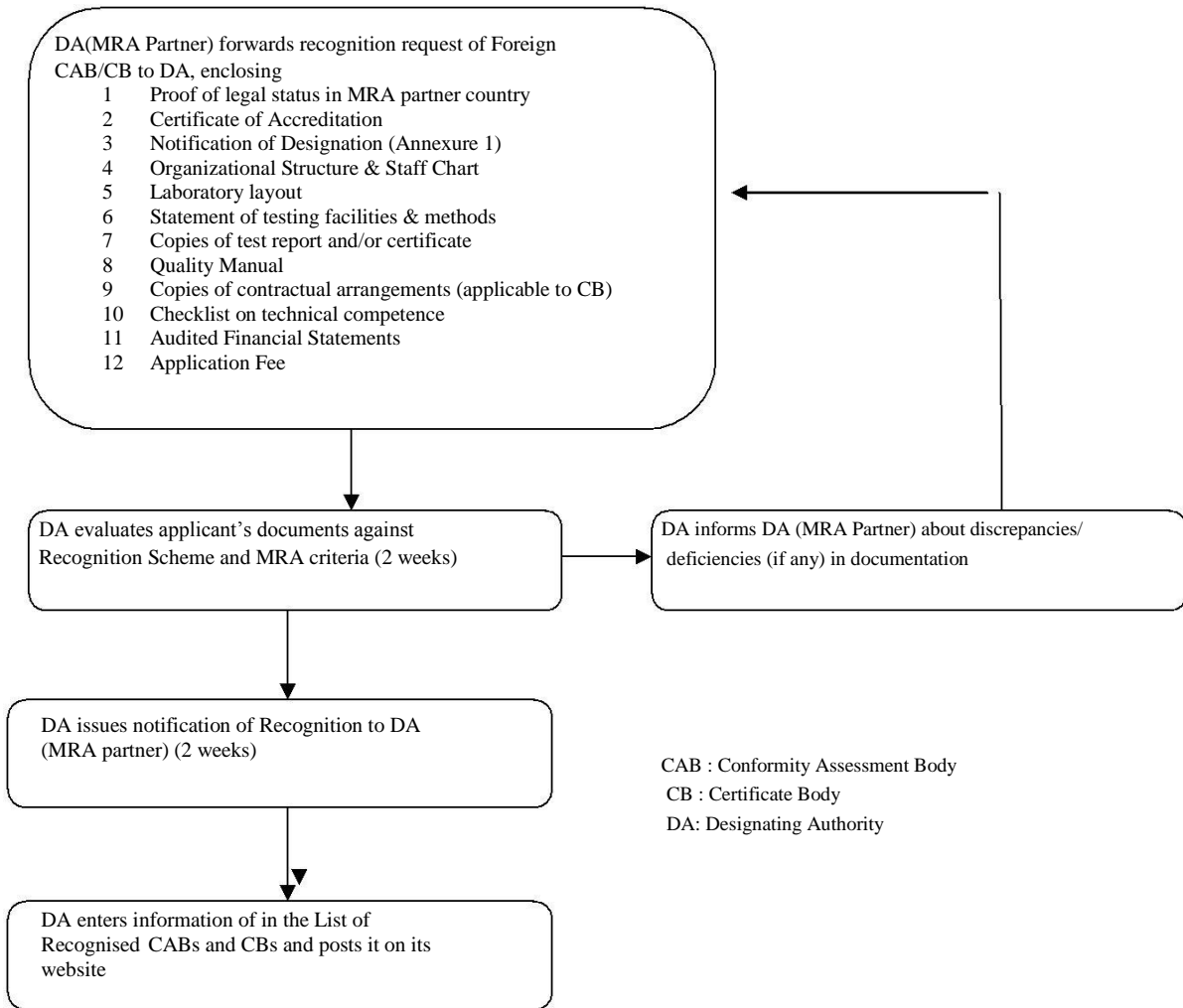
3.16 **Recognition** means acceptance of the designation of CAB/CB by an MRA partner's DA to undertake specified conformity assessment activities pursuant to the latter's mandatory requirements.

3.17 **Regulatory Authority** means an entity that exercises a legal right to determine the mandatory requirements, control the import, use or supply of products within a Party's territory and may take enforcement action to ensure that products marketed within its territory comply with that Party's mandatory requirements including assessments of manufacturers/ manufacturing processes of products.

3.18 **Generic Requirements (GRs), Interface Requirements (IRs) 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 or certification of equipment in which compliance is mandatory.

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

4.0 CONCEPTUAL SCHEME OF RECOGNITION



Schematic Diagram of the Process for Recognition of Foreign CABs and CBs

5.0 RECOGNITION AUTHORITY

5.1 TEC is the Recognition Authority for recognising Foreign Designated Conformity Assessment Bodies (CABs) and Certification Bodies (CB), for conformity assessment and certification of telecommunication equipments to one or more applicable TEC's technical standards and/or specifications.

6.0 SCOPE OF RECOGNITION

6.1 Application for recognition is open to any Foreign Designated CABs and CBs which conduct their business of conformity assessment and certification. CABs and CBs duly accredited by respective accreditation authorities of MRA Partner, may apply for recognition through their DA. The scope of recognition by DA is limited to the scope for which designation is granted by MRA Partner, against TEC's technical standards and/or specifications.

7.0 SCOPE OF ACCREDITATION

7.1 CABs shall be accredited in accordance with ISO/IEC 17025:2005 or its latest version, to carry out tests for verifying conformance to one or more stipulated requirements for telecom equipment against TEC's technical standards and/or specifications.

7.2 CBs shall be accredited in accordance with ISO/IEC 17065:2012 or its latest version, to certify telecom equipment conforming to one or more stipulated requirements against TEC's technical standards and/or specifications, 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 3 and 4.

8.0 ELIGIBILITY

- 8.1 To be eligible for recognition as CAB, the applicant shall
- a. be an entity legally identifiable and located in MRA partner country;
 - b. be accredited in accordance with ISO/IEC 17025:2005, or its latest version for CAB, in the relevant areas of stipulated requirements for telecom equipment against TEC's technical standards and/or specifications.
 - 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 satisfy all criteria required for its recognition under the relevant MRA.
 - g. provide all desired information or documents as required by DA.
- 8.2 To be eligible for recognition as CB, the applicant shall
- a. be an entity legally identifiable and located in MRA partner country;
 - b. be accredited 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 recognised Indian accreditation body like NABL in accordance with ISO/IEC 17025:2005, or its latest version for CAB, in the relevant areas of stipulated requirements for telecom equipment against TEC's technical standards and/or specifications, and/or have arrangements with other recognised 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.
 - i. provide all desired information or documents as required by DA.

9.0 APPLICATION FOR RECOGNITION

9.1 Duly filled Application Package for recognition (Annexure I) should be sent to

DDG (MRA),
Telecommunication Engineering Centre,
Gate No. 5, Khurshid Lal Bhavan, Janpath, New Delhi-110001.

9.2 Application Package for Recognition of CAB includes

- a. Documents showing proof as an identifiable legal entity in MRA partner country.
- b. Accreditation Certificate as CAB indicating the scope of accreditation.
- c. Notification of designation as CAB (Annexure 1).
- d. Organisational Structure and Staffing Chart.
- e. Laboratory Layout.
- f. Details of capability and technical competence for testing each stipulated requirement for the equipment.
- g. Sample copy of test report(s) to be issued.
- h. Quality Manual.
- i. Compliance to checklist (Annexure 3) to show that the CAB meets the

stipulated requirements for recognition.

- j. 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 3 years.
- k. Non-refundable fee of Rs. 10,000/- to be paid online through Non Tax Receipt Portal (NTRP) of Govt. of India to “TEC, New Delhi” or fees specified by DA time to time.

9.3 Application Package for Recognition of CB includes

- a. Documents showing proof as an identifiable legal entity in MRA partner country.
- b. Accreditation Certificate as CB, along with Accreditation Certificate as CAB indicating the scopes of accreditations.
- c. Copies of contractual arrangements with other recognised CABs, if applicable.
- d. Notification of designation as CB (Annexure 1).
- e. Organisational Structure and Staffing Chart.
- f. Laboratory Layout.
- g. Details of capability and technical competence for testing and certification of each stipulated requirement for the equipment.
- h. Sample copies of test report(s) and certificate(s) to be issued.
- i. Quality Manual;
- j. Compliance to checklist (Annexure 3 & 4) to show that the CB meets the stipulated requirements for recognition.
- k. 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 3 years.
- l. Non-refundable fee of Rs. 20,000/- to be paid online through Non Tax Receipt Portal (NTRP) of Govt. of India to “TEC, New Delhi” or fees specified by DA time to time.

10.0 APPROVAL

10.1 The steps involved in recognition are enlisted in the Schematic Diagram of the Process for Recognition of CABs & CBs.

10.2 Applicant shall make necessary arrangements for DA's authorised representatives for their visit, if needed, to his laboratories or premises for assessment.

10.3 After completion of evaluation, notification of recognition will be issued if DA is satisfied that the applicant CAB/CB complies with the stipulated requirements.

10.4 Recognition by DA does not imply the acceptance by DA of any responsibility for the services provided by the Recognised CAB/CB.

10.5 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.

10.6 Recognition shall be valid for a period of three (3) years. Application for renewal may be submitted within 180 days but not later than 60 days before the expiry of the certificate along with an affidavit by the CAB/CB that it continues to conform to the TEC's technical standards/specifications against which renewal is sought. 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. Validity is subject to the continued accreditation and designation. The fee for renewal shall be the same as for initial recognition.

11.0 OBLIGATIONS OF RECOGNISED CAB

11.1 It shall ensure that it maintains its accreditation and designation status.

11.2 It shall follow the stipulated procedures, rules and policies laid down by DA for testing and evaluation.

11.3 Unless specifically approved by DA it shall not conduct testing of equipment prohibited in India for export to India.

11.4 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 recognition.

11.5 It shall comply with DA's terms and conditions for designation and recognition as modified from time to time.

11.6 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.

11.7 It shall have a record system which shall have a retention period of at least 5 years for documents related to the equipment testing. It 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 DA within seven days, as and when required.

11.8 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 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.

11.9 It shall notify 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 recognised, 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.
- d. change of premises

11.10 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, if needed.

12.0 OBLIGATIONS OF RECOGNISED CB

12.1 It shall ensure that it maintains its accreditation and designation status.

12.2 It shall follow the stipulated procedures, rules and policies laid down by DA for testing, evaluation and certification.

12.3 Unless specifically approved by DA it shall not conduct testing and certification of equipment prohibited in India for export to India.

12.4 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 recognition.

12.5 It shall comply with DA's terms and conditions for designation and recognition as modified from time to time.

12.6 It shall have a record system which shall have a retention period of at least 5

years for documents related to the equipment testing and certification. It shall maintain all the relevant documents including list of products submitted for testing, product-wise testing and evaluation reports, and issued certificates. These documents shall be produced before the DA within seven days, as and when required.

12.7 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 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.

12.8 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 recognised, 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.
- d. change of premises

12.9 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, if needed.

12.10 For equipment certification, it shall take following application package from the applicant

- a. An application form
- b. DA's specification checklist.
- c. Test reports of equipment, conforming to the stipulated requirements, from Recognised 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.

12.11 In case the services of subcontracting recognised CABs are taken, it shall be responsible for the tests conducted by the latter.

12.12 After issuing a certificate of conformity, a copy shall be submitted to DA.

12.13 It shall publish and maintain a list of certificates.

12.14 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.

13.0 REFERENCE TO RECOGNITION STATUS

13.1 Recognised CABs/CBs may advertise their recognition status with regard to standards or parts thereof which are included in the scope of recognition.

13.2 The advertisement should not imply, or otherwise suggest that DA has endorsed the product or imply that the recognised CAB/CB is an agent or representative of DA.

13.3 CABs/CBs whose recognitions have been suspended or withdrawn for any reason, shall discontinue advertisement of their recognised status and not make any misleading statements regarding their recognition status.

14.0 POST-RECOGNITION SURVEILLANCE

14.1 As and when required, DA shall conduct surveillance assessments and other non-routine assessments on the Recognised CABs/CBs to ensure that standards of practices are maintained as well as to investigate complaints made against them.

15.0 SUSPENSION OR WITHDRAWAL OF RECOGNITION

- 15.1 DA shall suspend or withdraw the recognition of a CAB/CB if
- a. it's accreditation and/or designation 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 recognition.

15.2 A CAB/CB whose recognition has been suspended or withdrawn shall be removed from the list of recognised CABs/CBs, in case it fails to take corrective measures.

15.3 DA shall keep the recognition of a Recognised CAB/CB under suspension, until the completion of formal review process. It shall also intimate the detailed status to MRA Partner.

16.0 AMENDMENT TO THE SCHEME

16.1 DA reserves the rights to amend the scheme, as and when required, for the purpose of streamlining recognition process.

ANNEXURE 1 - NOTIFICATION OF DESIGNATION

Reference No.:

Designation Authority Information			
Name of Designating Authority:			
Address:			
Correspondence address:			
Home page address:			
Name & Title of contact person:			
Phone:			
Fax:			
Email address:			
CAB/CB* Information			
Name of CAB/CB*:			
Address:			
Correspondence address:			
Home page address:			
Name & Title of contact person:			
Phone:			
Fax:			
Email address:			
Designation Details			
Scope of Designation			
Product Details	TEC GR Nos.	Designated since	Accredited since
Technical details:	(CAB/CB* fulfils the requirements specified in the MRA, based on accreditation according to ISO/IEC 17025: 2005 or its latest version and/or ISO/IEC 17065:2012 or its latest version *.)		
Designation Notification No.:			
Date of Issue:			
Date of Expiry:			
Title of the Designation Scheme:	(TEC Scheme for recognising CABs and CBs for Conformity Assessment of Telecommunication Equipment)		
No. & Version date:			
Accreditation Details			
Name of Accreditation Body:			
Accreditation Certificate No.:			
Date of Issue:			
Date of Expiry:			
Scope of Accreditation:			
*Delete whichever inapplicable			

ANNEXURE 2 - LIST OF TEC'S TECHNICAL SPECIFICATIONS

As available on TEC website www.tec.gov.in

ANNEXURE 3 - CHECKLIST FOR TECHNICAL COMPETENCE OF CAB

Whether the Conformity Assessment Body

- a. has all the Technical Specifications like TEC GR/IR/ER/Standards and the International Specifications that are relevant to the specifications against which Recognition is requested.
- b. has all the documents containing the test schedules and test procedures relevant to the specifications against which Recognition is requested.
- c. has all the testing equipments required for assessing conformance to the specification against which Recognition is requested.
- d. has 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 specification against which Recognition is requested.

ANNEXURE 4 - CHECKLIST FOR TECHNICAL COMPETENCE OF CB

Whether the Certification Body

- a. has all the Technical Specifications like TEC GR/IR/ER/Standards and the International Specifications that are relevant to the specifications against which Recognition is requested.
- b. has all the documents containing the test schedules and test procedures relevant to the specifications against which Recognition is requested.
- c. has all the testing equipments required for assessing conformance to the specification against which Recognition is requested.
- d. has 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 specification against which Recognition is requested.
- e. has the requisite technical staff with sufficient knowledge to understand and analyse the test reports relevant to the specification against which Recognition is requested.