

PROCEDURE / SCHEME FOR DESIGNATING AND REGISTERING CONFORMITY ASSESSMENT BODIES FOR ELECTRICAL & ELECTRONIC SECTOR UNDER MUTUAL RECOGNITION AGREEMENTS

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**Export Inspection Council of India
(Ministry of Commerce & Industry,
Govt. of India)**

New Delhi YMCA Building (3rd Floor)
1, Jai Singh Road,
New Delhi - 110 001
Tel: +91 - 11 - 23365540 / 23748188
Fax: +91 - 11 - 23748024
E-mail: eic@eicindia.org
Website: www.eicindia.org

**Director General of Foreign Trade
Udyog Bhawan
New Delhi 110011**

Tel: 011- 23063436/ 23062777
Fax: 011-23061613
E-mail: dgft.delhi.nic.in
Website: www.dgft.gov.in

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PART I
PRELIMINARY

1. Introduction

The Export Inspection Council of India (EIC) and Director General of Foreign Trade (DGFT) have been appointed as the Designating Authorities for export and import respectively for MRAs to the Electrical & Electronic Sector vide Order no.18/1/2006-FT (EA) dated 31.5.2007. EIC has the role of designating Conformity Assessment Bodies (CABs) located in India to perform testing and certification of regulated products to the Mutual Recognition Agreement or Arrangement (MRA) partner's requirements. The role of DGFT as DA for imports is to register CABs located in the territory of MRA partner to perform testing and certification of regulated products to India's regulatory requirements in accordance with the proposals or notifications by DA of the MRA Partner.

To qualify for designation for certifying to a MRA partners' requirements, a CAB has to fulfil the criteria of designation. This document lays down the procedures and criteria for designating Conformity Assessment Bodies for certifying to the MRA partner's requirements. The CABs will be assessed by Export Inspection Council in accordance with these criteria laid down. EIC will issue Certificate of Designation to the **CAB** meeting this criteria. These certificates will be valid for 3 years and may be renewed 6 months before the expiry date. Once the CAB is designated, the DA i.e. EIC will make a proposal to the DA of the MRA partner to register the CAB after which the test reports / results of CA activities will be accepted by the importing country. The Designating Authority may suspend and/or withdraw the designation of CAB in case they contravene the terms and conditions of designation. The procedure for suspension, lifting of suspension or the withdrawal of designation is described in detail in Clause 15.

A Conformity Assessment Body (CAB) in India interested in certifying and/or testing of any regulated products in the Electrical & Electronic Sector to the requirements of a foreign country / custom territory that has entered into Mutual Recognition Agreement or Arrangement with India needs to apply to EIC, the Designating Authority for designation as a CAB to certify products for exports from India to meet requirements of the MRA partner.

The document also lays down the procedure for registering CABs designated by the MRA partners to certify to Indian requirements. DGFT, the designating authority for imports will carry out the process of registration and issue a certificate of registration to the CAB designated by the MRA partner for certifying imports into India.

EIC as the Designating Authority for export and DGFT as the designating authority for import reserve the right to amend and introduce new requirements to this scheme and encourage feedback from readers to ensure that improvements in the scheme may be made from time to time.

Address of EIC is:

Export Inspection Council,
1 Jai Singh Road,
3rd floor,
YMCA Cultural Centre Building,
New Delhi – 110001

ph +91 11 23748088
fax +91 11 23748024
e-mail eic@eicindia.org

Address of DGFT is:

Director General of foreign trade
Udyog Bhawan
New Delhi 110011

ph +91 11 23748088
fax +91 11 23748024
e-mail

This Scheme can also be downloaded from the website: www.eicindia.org.

Definitions

2. The following definitions shall be applicable under this Scheme, unless the context otherwise requires:

“**CAB**” means a conformity assessment body for the purpose of MRAs;

“**Country**” includes a customs territory;

“**Designating Authority**” means the Export Inspection Council established under Section 3 of the Export (Quality Control & Inspection) Act, 1963.

“**IEC**” means the International Electrotechnical Commission

“**IECEE**” means the International Electrotechnical Commission system for conformity testing and certification of Electrical Equipment;

“**ISO**” means International Organization for Standardization;

“**MRA**” means a mutual recognition agreement or arrangement between India and any other country;

PART II
DESIGNATION OF CABS

Designation of CABS

3. – (1) An application by any person to be designated by the Designating Authority as CAB shall be made in accordance with the provisions of this Part.
- (2) A person may apply to be designated as a CAB to carry out any testing or certification of any product supplied in a country other than India for conformity to any requirements specified under an MRA.
- (3) A person who, not being designated as a CAB, issues a certificate of conformity for the purposes of the registration of any product under an MRA shall be guilty of an offence.

Criteria for designation

4. - A CAB, in order to qualify for designation shall fulfil the following criteria –
- (a) shall be a legal entity, capable of suing and being sued in India, and be located in India;
 - (b) shall have sufficient capital and financial resources to maintain viable operations as a CAB;
 - (c) shall be accredited by the Quality Council of India in accordance with an ISO/IEC standard relevant to his designation or, in the case of a designation in respect of an electrical or electronic product, shall be a member of an IECEE scheme relevant to its designation or meets the requirement of ISO/IEC Guide 65 (in case requirement for accreditation is not a specific requirement in the MRA);
 - (d) shall have the knowledge, capability, competence and equipment to perform the tests or certification for conformity to the requirements relevant to his designation.
 - (e) shall not carry on or otherwise have any interest in any business which may cause the applicant to test or certify any product for which it is designated in an unfair or a biased manner; and
 - (f) shall satisfy all criteria required for its designation under the relevant MRA.
 - (g) It shall provide to the Designating Authority such other information or documents as may be required by the Designating Authority;
 - (h) It shall provide the Designating Authority or any such person as the Designating Authority may authorise access to the laboratory or other premises of the CAB to enable the Designating Authority or such person to observe and assess the testing and certification procedures of the CAB. In such a case, the Designating Authority may require the applicant to pay to it all reasonable costs and expenses incurred by the Designating Authority or that person in conducting the observation.

Application for designation

5. – A CAB who satisfies the criteria in Clause 4 is required to submit to the Designating Authority the following when applying for designation as CAB:

- (a) The completed application Form as per format given at Appendix A;
- (b) A non-refundable application fee of Rs 20 000 (exclusive of service tax) as Demand Draft made payable to “Export Inspection Council”;
- (c) Documents providing legal entity of the establishment;
- (d) Relevant audited financial statements for the last 3 years, including past claims on company arising from its operations if any;
- (e) Its Organisation Structure and Staffing Chart with evidence of qualifications of key personnel^{1[1]} and any other relevant information regarding integrity and professional standard;
- (f) (i) Its Certificate of Accreditation by NABL/QCI indicating the scope of accreditation and including information that the CAB has been accredited to the relevant ISO/IEC standards (ISO/IEC 17025: 1999 for testing or ISO/IEC Guide 65: 1996 for certification body); or
(ii) Documentary evidence of membership with the IECEE CB scheme or IECEE FCS;
- (g) Its Laboratory Layout;
- (h) A Statement setting out the testing facilities and test methods to be used for testing each particular technical regulation, standard or specification;
- (i) A sample copy of the test report (or certificate) to be used by the CAB under the specific MRA;
- (j) Its Quality Manual; and
- (k) Information on its key personnel¹, share holdings, directorship with other companies, criminal records and suspension records if any.

Approval of designation and issue of Certificate of Designation

6. - On receipt of an application under Clause 5, the Designating Authority evaluates the application against the criteria as specified in Clause 4 – “Criteria for Designation as CAB. If the applicant fulfils all criteria and when the designation is accepted by the MRA partner, a Certificate of Designation (see Appendix C) that includes the terms and conditions will be issued to the applicant;

^{1[1]} Key personnel include Technical Managers, Quality Manager, Board Director as well as testing personnel as defined by ISO/IEC 17025.

The Designating Authority then enters the CAB's information into the Register of designated CABs.

A flow chart on the application procedure for designation as CAB is given at **Appendix G**.

In case, all the criteria is not fulfilled, the designation may be refused.

Validity Period of Designation and renewal of designation

7.- The designation as CAB shall be valid for a period of 3 years, and shall be renewed 6 months before the Certificate of Designation expires. A CAB whose designation has been suspended or withdrawn by the Designating Authority will NOT be renewed.

A CAB desirous of renewing its designation shall apply to the Designating Authority for renewal and shall submit the following to the Designating Authority :

A completed Renewal Form. (Format at Appendix B).

A non-refundable renewal fee of Rs 20 000.00 (exclusive of service tax) as

Demand Draft made payable to "Export Inspection Council", and

The necessary modification such as changes in key personnel, changes in company's address, etc, if any.

If a CAB fails to renew its Certificate of Designation, the Designating Authority will remove the details of CAB from the register.

The decision of renewing the Designation of CAB is at the discretion of the Designating Authority. Additional conditions as the Designating Authority thinks fit, may be added.

Application of regulations to renewal of designation

8. - Clause 4 to 7 shall, with the necessary modifications, apply to a renewal of designation of a CAB.

Register of CABs

9. – (1) The Designating Authority shall keep and maintain a register in which shall be entered the names and such particulars of the CABs designated by the Designating Authority as the Designating Authority may determine.

(2) The Designating Authority may, upon an application by any person accompanied by the fee specified in Part [VI], provide a certified copy of an entry in the register to the person.

- (3) Where –
- (a) the designation of the CAB expires and is not renewed in accordance with Clause 7;
 - (b) the CAB applies to the Designating Authority for its designation to be withdrawn; or
 - (c) the designation of the CAB is suspended or withdrawn under Part IV.

The Designating Authority may remove the details of the CAB from the register or indicate against the details of the CAB in the register the fact of such expiry, suspension or withdrawal of designation.

PART III

DUTIES AND OBLIGATIONS OF CABS DESIGNATED BY DESIGNATING AUTHORITY

Information to be provided to Designating Authority

10. – (1) A CAB designated by the Designating Authority shall maintain and make available to the Designating Authority a list of product certifications, submissions of testing, evaluation reports, certification reports, evidence of participation in proficiency testing or any other comparison exercise referred to in Clause 13(3) (b), and such other documents and information in connection with the business of conformity assessment of the CAB relevant to its designation as the Designating Authority may require.

(2) Where a CAB knows or has reason to believe that a product certified by it as conforming to any safety requirements of an MRA partner, no longer conforms to such requirements, the CAB shall immediately notify in writing the Designating Authority and any person to whom it has provided such certification.

(3) A CAB designated by the Designating Authority shall notify the Designating Authority in writing of the occurrence of any of the following not later than 2 weeks before such occurrence:

- (a) the cessation of its business of conformity assessment for which it is designated;
- (b) where the CAB is a company, any change to its shareholding;
- (c) any change to its organisational structure;
- (d) any change to its accreditation status or its IECCE scheme membership, as the case may be;
- (e) any change to its key personnel;
- (f) any change to its business address; and
- (g) any change which may affect its ability to properly test or certify any product for conformity to the requirements for which it is designated.

(4) A CAB which contravenes paragraph ((1) or (3) shall be guilty of an offence.

- (5) In paragraph (3), “key personnel” means any board director, managing director, quality manager or testing personnel of the CAB.

Complying with request for conformity assessment without delay

- 11.- Where a CAB designated by the Designating Authority accepts a request to test or certify any product for conformity to the requirements for which it is designated, it shall carry out such request without delay, unless it has good reasons for not doing so.

Technical file

12. – (1) A CAB designated by the Designating Authority shall maintain a technical file on every product which it tests or certifies. Format as at Appendix D).
- (2) A technical file maintained by a CAB shall include such documents and information, and shall be kept for such period of time, as may be required for purposes of the relevant MRA.
- (3) A CAB designated by the Designating Authority shall make available to the Designating Authority any technical file maintained by it within 7 days of receipt by the CAB of a request from the Designating Authority for such technical file.
- (4) A CAB designated by the Designating Authority which contravenes any provision of this Clause shall be guilty of an offence.

Standards of CABs

13. – (1) A CAB designated by the Designating Authority shall, throughout the period of its designation, maintain the criteria specified in Clause 4.
- (2) A CAB designated by the Designating Authority shall, throughout the period of its designation–
- (a) maintain such standards of practice as are necessary for the CAB to properly carry out the testing and certification of products to the relevant requirements for which it is designated; and
 - (b) comply with such guidelines as to standards of practice as the Designating Authority may, from time to time, issue.
- (3) For the purpose of monitoring compliance with paragraphs (1) and (2), the Designating Authority may–
- (a) conduct surveillance assessments and other non-routine assessments as it thinks fit (i) to ensure that CAB standards of practice are maintained; and (ii) to investigate complaints made against or CAB on matters related to its designation; and

- (b) require the CAB to participate in proficiency testing or other appropriate comparison exercises where such exercises are technically possible and within reasonable cost.
- (4) For the purposes of paragraph (3), the Designating Authority may require the CAB to pay to it all reasonable costs and expenses incurred by the Designating Authority in conducting any surveillance assessment.
- (5) Any person who obstructs the Designating Authority or any person authorised by the Designating Authority in the conduct of any surveillance assessment referred to in paragraph(3) (a) shall be guilty of an offence.

Advertising as CAB designated by Designating Authority

14. – (1) A CAB designated by the Designating Authority shall not advertise or otherwise represent its designation in any way which suggests or implies any of the following:
- (a) that the CAB is entitled to test or certify any product for conformity to any requirements for which it is not designated;
 - (b) that the Designating Authority is responsible for any service provided by the CAB or that the CAB is an agent or representative of the Designating Authority;
 - (c) that the product the CAB is designated to test or certify is approved by the Designating Authority for any particular use.
- (2) A CAB whose designation has been suspended or withdrawn under Part IV shall immediately discontinue any advertisement relating to its designation, and shall not make any further advertisement or other representation as to such designation.

PART IV

SUSPENSION AND WITHDRAWAL OF DESIGNATION

Suspension and withdrawal of designation

15. – (1) The Designating Authority may withdraw the designation of a CAB where –
- (a) the CAB ceases to carry on the business of conformity assessment for which it is designated;
 - (b) It applies to the Designating Authority for withdrawal of its designation;
 - (c) Its accreditation status with QCI or its membership with the relevant IECCE scheme is withdrawn;
 - (d) the CAB fails or neglects to properly test or certify any product for conformity to the requirements for which it is designated;
 - (e) the CAB has contravened, is contravening or is likely to contravene any provision of Part III.
 - (f) the CAB is guilty of any offence involving fraud or dishonesty;

- (g) the CAB has contravened, is contravening or is likely to contravene any condition imposed by the Designating Authority on its designation;
- (h) the CAB is unable to properly test or certify any product for conformity to the requirements for which it is designated.
- (i) the CAB fails to pay to the Designating Authority any costs or expenses required under these Regulations;
- (j) the CAB is for some other reason not fit to continue as a CAB designated by the Designating Authority; or
- (k) in case it fails to fulfil the requirements specified in the relevant MRA.

(2) Where the Designating Authority is satisfied that any ground for withdrawing the designation of a CAB exists, the Designating Authority will suspend the designation of CAB and notify the CAB in writing and shall in that notification specify –

- (a) the ground entitling the Designating Authority to withdraw the designation of the CAB; and
- (b) a time period (not being less than 14 days) within which the CAB may provide to the Designating Authority any explanation it may wish to offer and to inform the Designating Authority if it wishes to be heard.

(3) Upon suspension of the designation of a CAB, the CAB will be allowed to make representations in writing to the Designating Authority within **14 days** of receipt of the notice of suspension, for the suspension of the designation of the CAB to be lifted and that such designation not be withdrawn. The CAB shall provide any documents or information together with an explanation as to why the suspension should be lifted and the designation or recognition not withdrawn. Upon considering any explanation of the CAB made under paragraph (2) and upon providing the CAB with a reasonable opportunity to be heard (where such a request is made), the Designating Authority may –

- (a) subject to such conditions as it thinks fit, lift the suspension on the designation of the CAB; or
- (b) withdraw the designation of the CAB.

(4) Where the designation of the CAB has been suspended or withdrawn, the CAB shall not issue any certificate of conformity during the period of such suspension or from the date of such withdrawal (as the case may be) for the purposes of the relevant MRA.

(5) A CAB which contravenes paragraph (4) shall be guilty of an offence.

(6) For the purpose of this regulation, the Designating Authority may require any person whom the Designating Authority believes to have knowledge of the matter –

- (a) to produce for inspection of any book, document, paper or other record relating to or connected with the matter; and
- (b) to give such information relating to or connected with the matter as the Designating Authority may require.

(7) For the purpose of paragraph (1) (f), the Designating Authority may accept the conviction of the CAB as final and conclusive.

(8) A CAB whose designation has been withdrawn shall immediately return its Certificate of Designation and any duplicate thereof to the Designating Authority for cancellation.

(9) The Designating Authority may require the CAB concerned to pay to it such costs and expenses of and incidental to any inquiry conducted under this Clause as the Designating Authority thinks fit.

(10) Where the designation of a CAB is to be suspended or withdrawn under the provisions of an MRA in respect of which the CAB is designated, this clause shall apply with such modifications as may be necessary to enable the provisions in the MRA relating to such suspension or withdrawal to be complied with.

PART V

REGISTRATION OF CABs

Application for Registration

16. - The DA of the MRA partner shall ensure that the CAB fulfils the criteria laid down for designation as CAB, before submitting the requirements for registration of CAB to DGFT. The request letter as per **Appendix H** for registration shall include the following:
- a. Request proposal as per **Appendix I**
 - b. Certificate of designation
 - c. Specimen copy of the certificate of conformity
 - d. Certificate of Accreditation, indicating the scope of accreditation and information that the certification body has been accredited to ISO/IEC 17025 and Guide 65 and to the technical regulations, standards or specifications for which certification body has been designated by the designating authority of the MRA country.
 - e. Copies of the contractual arrangements made by the certification body with other testing laboratories (if any).
 - f. Checklist to show that certification body meets the designation requirements.

Approval of registration and issue of Certificate of Registration

17. -
- (1) On receipt of application from the DA of the MRA partner, DGFT will evaluate the application against the Clause 16 of the Scheme as well as terms and conditions of the MRA.
 - (2) DGFT will normally register a CAB designated by the DA of the MRA partner. If there is any clarification needed, DGFT will seek the same from the DA of the MRA partner. Upon completion of evaluation, DGFT will issue Certificate of Registration as per Appendix J to the DA of the MRA partner.
 - (3) The decision regarding the registration of the conformity assessment body along with the date of registration will in normal course be communicated within 7 working days from the date of receipt of the proposal from the DA of the MRA Partner.

- (4) All entries shall be made in the register, (see 20) and also updated in DGFT website.

Validity Period of Registration and renewal of registration

18. - The registration as CAB shall be valid for a period for which designation of a CAB is recommended by the DA of MRA Partner.

Application for renewal of registration

19. - On receipt of application as per **Appendix H** for renewal of registration from DA of MRA partner, the same procedure as given in Clause 16 shall, with the necessary modifications, apply to a renewal of registration of a CAB.

Register of CABs

20. – The Designating Authority shall keep and maintain a register in which the names and such particulars of the CABs registered by the Designating Authority shall be entered as the Designating Authority may determine.

Suspension or lifting suspension of registration or termination of registration

21. – DGFT will suspend, lift suspension of registration or terminate registration of a CAB, on receipt of notification for DA of MRA partner. The same will be affected from the date of receipt of notification.

PART VI

FEES

Structure of fees

- | | |
|--|--------------|
| (1) Application by CAB for designation or renewal of designation | - Rs.20,000/ |
| (2) Duplicate Certificate of Designation | - Rs.5,000/- |
| (3) Certified copy of extract from Register (per page) | - Rs.200/- |

Application for Designation of Conformity Assessment Body (CAB) to Carry Out Product Testing/Certification Under Scheme for Designating CABs under MRAs

Notes: 1. Please submit this form to EIC, India at the address given below together with the following:

- a) Application processing fee of Rs 20 000/- (exclusive of service tax). The application will be processed and applicant will be advised on the additional fees due to EIC, India based on the scope for designation;
 - b) Incorporation or other business registration documents pertaining to the CAB;
 - c) Relevant audited financial statements for the last 3 years, including past claims on CAB arising from its operations if any;
 - d) The CAB's Organisation Structure and Staffing Chart with evidence of qualifications of key personnel and any other relevant information regarding integrity and professional standing;
 - e) Certificate of Accreditation by QCI/NABL indicating the scope of accreditation. Alternatively documentary evidence of any membership with IECEE CB Scheme or IECEE FCS;
 - f) The CAB's Laboratory Layout;
 - g) A Statement as to testing facilities and test methods to be used for testing each particular technical regulation, standard or specification;
 - h) A sample copy of the test report (or certificate);
 - i) The CAB's Quality Manual; and
 - j) Information on its key personnel: share holdings, directorship with other companies, criminal records and suspension records if any.
1. Payment should be made with a crossed cheque payable to "Export Inspection Council, Delhi". The application-processing fee is not refundable.

APPLICANT'S NAME & ADDRESS:		CONTACT NAME & DESIGNATION:
TELEPHONE NO: ■	FACSIMILE NO: ■	E-MAIL ADDRESS: ■

CONFORMITY ASSESSMENT BODY'S NAME & ADDRESS ■
--

STANDARD(S), SPECIFICATION(S) THEREOF FOR WHICH DESIGNATION IS SOUGHT: (f space is insufficient, please attach additional sheet (s))	
Products ■	Applicable Standards ■

<p>AGREEMENT: THE APPLICANT AGREES TO :</p> <ul style="list-style-type: none"> i) Fulfill all conditions and meet all requirements in accordance with the Procedures given under the Procedure/ Scheme for Designating CABs under MRAs; and ii) Indemnify EIC, India from and against all liabilities, damages, claims, cost and expenses incurred or sustained by EIC, India as a result of any action taken by EIC, India relating to the designation as CAB.

■ Applicant's Signature & Date
 ■ Name and Designation
 Company's Stamp

Application for Renewal of Designation as Designated Conformity Assessment Body (CAB)

Notes: 1. Please submit this form to EIC, India at the address given below together with the following:

- a) Renewal fee of Rs 20 000 (exclusive of service tax). The application of renewal will be processed and Applicant will be advised on the additional fees due to EIC, India based on the scope of designation.
- b) Any other documentation if there is any changes in the information submitted earlier at the time of application for designation as CAB.

2. Payment should be made by a Demand Draft payable to "EIC, Delhi". The application-processing fee is not refundable.

APPLICANT'S NAME & ADDRESS: ■		CONTACT NAME & DESIGNATION: ■
TELEPHONE NO: ■	FACSIMILE NO: ■	E-MAIL ADDRESS: ■

CONFORMITY ASSESSMENT BODY'S NAME & ADDRESS ■
--

CERTIFICATE OF DESIGNATION (Certificate No):
--

INFORMATION ON ANY MODIFICATION TO BE SUBMITTED FOR RENEWAL: (If space is insufficient, please attach additional sheet (s)) ■

FOR OFFICE USE	
REMARKS: ■	DECISION: ■

<p>AGREEMENT: THE APPLICANT AGREES :</p> <ul style="list-style-type: none"> i) To fulfil all conditions and meet all requirements in accordance with the ... (Conformity Assessments) Regulations 2006 for Designation of CABs to carry out product certification under the.... Scheme; ii) To indemnify EIC, India from and against all liabilities, damages, claims, cost and expenses incurred or sustained by EIC, India as a result of any action taken by EIC, India relating to the designation of the CAB. iii) That the decision on renewal is at the discretion of the Designation Authority.

■

Applicant's Signature & Date

■

Name and Designation

■

Company's Stamp

Designation Scheme for CAB (Local) / CAB (Local-MRA)

CERTIFICATE OF DESIGNATION

Certificate No :

Date of Issue :

Date of Expiry :

This is to certify that the Export Inspection Council of India, EIC in short, has under the Designation Scheme for CAB designated by EIC, India, described below, to carry out product certification activities specified in the attached Annex subject to the terms and conditions specified therein.

CAB DESCRIPTION

Name of CAB :

Address of CAB :

CAB Identification :

Officer's name
for Designating Authority

EIC

Annex to Certificate No:

APPENDIX C

Scope of Designation			
Equipment	Technical Regulations	Accredited by or member of IECEE CB/FCS Scheme	Designated Date

Annex to Certificate No:**Terms & Conditions of Designation for CAB**Obligations of the CAB

1 CAB shall ensure that it maintains its accreditation status with QCI/NABL. It shall also ensure that it maintains its memberships with IECEE CB Scheme and IECEE FCS if its designation was granted, partly on the basis of these memberships.

2 CAB shall ensure that its testing or certification of equipment is in accordance with the procedures, rules and policies of EIC, India.

3 The duties of CAB shall include publishing, maintaining, and making available to EIC, India on request:

- (a) A list of product certifications, submission of testing/ evaluation/ certification reports and other information (such as circuit diagram, photographs in technical file);
- (b) Evidence of participation in appropriate proficiency testing programs; and
- (c) Evidence that it carries out all other tasks stipulated in the Terms and Conditions of Designation.

4 CAB may be required to keep and maintain a technical file on each and every product certified by them. The Technical File shall include such documents and information, and shall be kept for such period of time, as may be required for the purposes of the relevant MRA.

5 In the event CAB having certified a controlled good, subsequently realises that the product fails to comply with the applicable technical regulations, the CAB shall immediately notify the Registered Supplier, and EIC, India in writing.

6 CAB shall notify EIC, India of any of the following no later than 2 weeks prior to the date on which it intends to effect such change:

- (a) Changes in its legal, commercial, organisation or accreditation status;
- (b) Changes in key personnel;
- (c) Changes to its business address;
- (d) Changes, which may affect continuing compliance with any of the criteria or requirements, specified by the relevant MRA partner

7 The designation of CAB is valid for a period of 3 years. CAB shall apply for renewal of designation to EIC, India 6 months before the expiry date.

8 Reference to Designation Status

- (a) CAB may advertise its designation status with regard to standards or parts thereof which are included in the scope of designation. The scope of designation is specified in the Certificate of Designation.
- (b) The advertisement must not imply or otherwise suggest EIC, India's approval of a product or imply that the CAB is an agent or representative of EIC, India.
- (c) CAB whose designation has been suspended or withdrawn for any reason shall discontinue advertisement of its designation status and not make any misleading statements regarding its designation status.

9 *Post-designation Surveillance*

- (a) As and when required, EIC, India will conduct surveillance assessments and other non-routine assessments on the CAB to ensure that its standard of practice is maintained or to investigate complaints made against CAB on matter related to its designation.
- (b) EIC, India shall require CAB to participate in proficiency testing or other appropriate comparison exercises where such exercises are technically possible and within reasonable cost.

10 *Withdrawal of Designation*

- (a) EIC, India will suspend or withdraw the designation of a CAB if :
 - (i) The CAB 's membership with IECEE-CB or accreditation with QCI/NABL is withdrawn;
 - (ii) It is found that the CAB is not complying with the criteria or requirements of this procedure, or with the requirements that it was authorised to; or
 - (iii) EIC, India determines there is a just cause for withdrawing the designation.
- (b) A CAB whose designation has been suspended will be issued a notice of suspension by EIC, India and if necessary, EIC, India will meet the suspended CAB to discuss any corrective measures to be undertaken by the suspended CAB. Where EIC, India is of the view that the designation should be withdrawn, EIC, India will issue notice of withdrawal to the suspended CAB and request it to return the designation certificate to EIC, India.
- (c) A CAB whose designation has been withdrawn is not allowed to continue any advertisement relating to its designation and not allowed to issue any certification.

TECHNICAL FILE TO BE MAINTAINED BY CAB

List of documents in technical file to be maintained by CAB are as follow:

No.	Type of Document	Remarks
1	Certificate of Conformity or equivalent (in English version <u>only</u>)	
2	Test Reports (in English version <u>only</u>)	
3	Full Electrical Wiring/Circuit Diagrams or Service Manual	Circuit diagrams must indicate the component's values, or alternatively, be supported with Bill of Material/Part List.
4	Photographs showing exterior (whole, front, top and rear view of controlled goods, nameplate, rating label, mains plug, etc.) and interior (critical safety components) views. Polaroid photographs as well as photocopies (in black and white) are <u>not</u> acceptable. Photographs for similar/derived models must also be kept together with the photographs of the basic model.	
5	Rating Label (if it is not clear in the photograph) To provide an original or clear photograph or artwork	
6	User Instruction Manual (English version must be included)	Need only to file the mandatory safety instruction(s) as required by technical regulations, if applicable.
7	Record of Modification, if any	

DESIGNATING AUTHORITY*Established under the*

Notice No. :

Date of issue :

*Person in-charge**Position holding*

CAB's Name

*Company Address**Postal code*Dear [*Salutation*]**NOTICE OF SUSPENSION**

At our recent [*post-designation / post-recognition*] surveillance exercise conducted on [*to specify date*], we have found that [*to specify CAB's name here*] has [*to specify offence CAB has committed & description of Controlled Goods*].

Take note that this is a contravention of [*to specify provision of the ...Regulations*] of theConformity Assessment) Regulations 2006.

By reason of the contravention of the above [*Regulation / Regulations*], the Designating Authority has decided to suspend the designation of [*to specify the CAB's name*] as [*the Conformity Assessment Body (CAB) designated*] to perform conformity assessment, with effect from [*to specify date of issue*].

We wish to draw your attention to the following provisions of theRegulations, which you are required to comply with, from the effective date of suspension: -

- (a) Regulation [*to specify the specific regulation in*] provides that “[*extract of the regulations*]”; and
- (b) Regulation [*to specify the specific regulation in....*] provides that “[*extract of the regulations*]”.

We will reconsider restoring the status of designation if you furnish us within 14 days of the receipt of this notice, with satisfactory reasons supported by documents, if applicable, for the failure to comply with the aforementioned regulations. However, any restoration of designation shall be at the discretion of the Designating Authority whose decision shall be final and you will be informed of the final decision in due course.

Please contact [*to specify officer's name*] at DID: [*to specify officer's contact no.*] or email: [*officer's email address*], if you need further clarification or assistance.

Yours faithfully

[*Officer's name*]

for Designating Authority

DESIGNATING AUTHORITY

Established under the
 ----Notification Regulations 2002

Notice No. :

Date of issue :

Person in-charge
Position holding

CAB's Name
 Company Address

Postal code

FAX & AR REGISTERED

Dear [*Salutation*]

NOTICE OF WITHDRAWAL

We refer to the Notice of Suspension [*to specify notice no.*] dated [*to specify date of notice issued*].

Having considered your explanations and the documentation, we have decided to withdraw the [*designation / recognition*] of [*to specify the CAB's name*] as the [*Conformity Assessment Body designated*] to perform conformity assessment with immediate effect.

As provided in Regulation [*to specify provision of the regulation here*], from the effective date of withdrawal, you are required to arrange to return the Certificate of Designation [*to state Certificate no here*] and any duplicate thereof to us immediately for cancellation at the following address: -

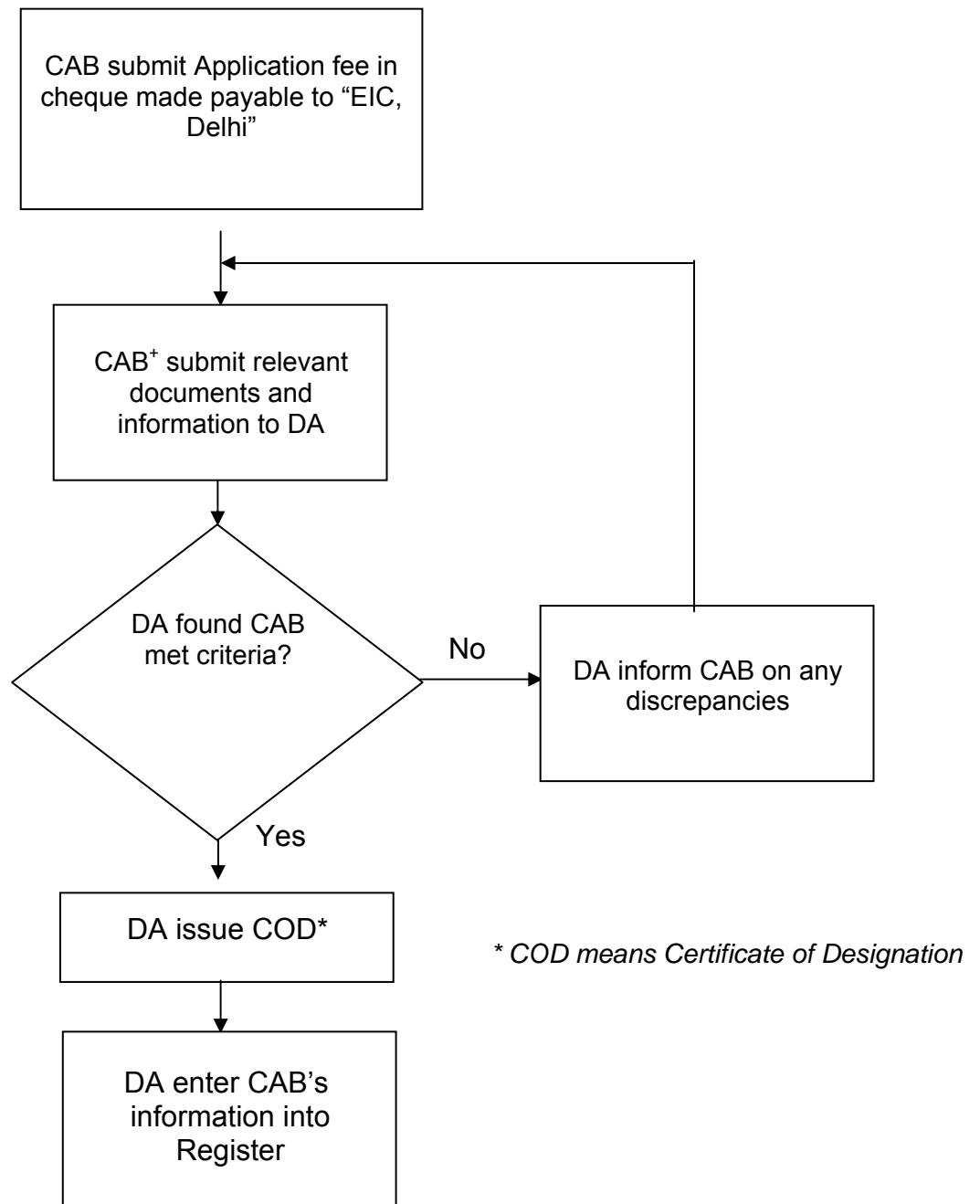
EIC, India
 New Delhi YMCA Cultural Centre Building
 1 Jai Singh Road,
 New Delhi,
 India
 Tel: Fax:

Please contact [*officer's name*] at [*officer's contact no*] or email [*officer's email*], if you need further clarification or assistance.

Yours faithfully

[*Officer's name*]
 for Designating Authority

FLOW CHART ON APPLICATION PROCEDURE OF DESIGNATION / RECOGNITION



[SPRING LETTERHEAD]

Director-General of Foreign Trade
Udyog Bhavan
New Delhi, India
(Attention: Shri K. T. Chacko)

Ministry of Commerce & Industry
Department of Commerce
Udyog Bhawan, India
(Attention: Shri P. K. Dash, Joint Secretary)

Dear Sir,

Proposal for Registration ofas a Certification Body for India under Singapore-India CECA EE MRA

In accordance with Article 5.5, paragraph 5, of the Comprehensive Economic Cooperation Agreement between the Republic of India and the Republic of Singapore, SPRING Singapore is pleased to submit the Proposal for Registration of as a Designated Certification Body for India under Annex 5C, the Sectoral Annex on Electrical and Electronic Equipment (CECA EE MRA).

The following are enclosed to support our proposal please:

- a) Request proposal
- b) Certificate of designation
- c) Specimen copy of the certificate of conformity
- d) Certification of Accreditation and Schedule of Accreditation
- e) Copies of the contractual arrangements made by the certification body with other testing laboratories (if any).
- f) Checklist to show that certification body meets the designation requirements.

Thank you.

Yours sincerely

Encl.

cc: Joint Committee on Mutual Recognition
Ms Shashi Sareen
EIC, India

Mr Low Sze Gin
MTI, Singapore

**Proposal for Registration of Designated Conformity Assessment Body
Under India-Singapore Comprehensive Economic Cooperation Agreement (CECA)
Annex 5c – Sectoral Annex on Electrical and Electronic Equipment**

Notes: The following are attached to support the proposal:

- a) Certificate of Designation
- b) Certificate of Accreditation or attestation of assessment performed by Accreditation Body
- c) Specimen copy of the certificate of conformity
- d) Copies of the contractual arrangements made by the certification body with other testing laboratories (if any).
- e) Checklist to show that certification body meets the designation requirements.

PROPOSING PARTY:	DATE OF PROPOSAL:
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DESIGNATING AUTHORITY'S NAME & ADDRESS:	SECTORAL ANNEX:
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DESIGNATED CONFORMITY ASSESSMENT BODY'S NAME & ADDRESS:		
CONTACT NAME & TITLE		
TELEPHONE NO:	FACSIMILE NO:	E-MAIL ADDRESS:
URL address (IF APPLICABLE):	ACRONYM:	DESIGNATION VALIDITY PERIOD:

SCOPE OF DESIGNATION: <i>(Please see attached Annex and tick accordingly)</i>		
ACCREDITATION BODY'S NAME & ADDRESS / IECEE :		
CONTACT NAME & TITLE:		
TELEPHONE NO:	FACSIMILE NO:	E-MAIL ADDRESS:

<p>THE PROPOSING PARTY, _____ CONFIRMS THAT:- <i>(name and signature here)</i></p> <p>The designated conformity assessment body seeking registration under India –Singapore Comprehensive Economic Cooperation Agreement (CECA), Annex 5c – Sectoral Annex on Electrical and Electronic Equipment fulfils the specified designation criteria as set out in the Acts, regulations and administrative provisions spelt out in Table 1 to 4 of the said Sectoral Annex as confirmed by both Parties.</p>

COMMENDATION OF A COMPLETED "SCOPE OF DESIGNATION"

(A) LIST OF CONTROLLED GOODS (SINGAPORE)

(For proposal from India only)

The following are the categories of Controlled Goods under the Consumer Protection (Safety Requirements) Regulations 2002 (Scope of designation):

Please tick (double click) in the boxes below for the scope of designation

- 1 Adaptor – for electronic appliances
 Adaptor – for electrical appliances
 Adaptor – for computer / telephonic appliances

- 2 Air cooler
- 3 Audio product
- 4 Coffee maker, slow cooker, steam boat and similar appliances
- 5 Cooking range
- 6 Decorative lighting fixture
- 7 Hairdryer
- 8 High - Fidelity set
- 9 Home computer system (inclusive of monitor, printer, speaker and other mains operated accessories)

- 10 Immersion water heater
- 11 Iron
- 12 Kettle
- 13 Laser disc set
- 14 Microwave oven
- 15 Mixer, blender, mincer and similar appliances
- 16 Mobile split air-conditioner
- 17 Refrigerator
- 18 Rice Cooker
- 19 Room air-conditioner
- 20 Table lamp or standing lamp
- 21 Table or standing fan
- 22 Television or video display unit
- 23 Toaster, grill, roaster, hot plate, deep fryer, wok and similar appliances
 - for hot plate and similar appliances
 - for toaster, grill, oven and similar appliances
 - for deep fryer, electric wok and similar appliances

- 24 Vacuum Cleaner
- 25 Video cassette recorder

(A) LIST OF CONTROLLED GOODS (SINGAPORE)

(For proposal from India only)

The following are the categories of Controlled Goods under the Consumer Protection (Safety Requirements) Regulations 2002 (Scope of designation):

Please tick (double click) in the boxes below for the scope of designation

- 26 - Wall fan
- Ceiling fan
- 27 Washing Machine
- 28 3-pin rectangular type 13-amp plug
- 29 Fuse (\leq 13-amp) for use in plug
- 30 3-pin round type 15-amp plug
- 31 Multi-way Adaptor
- 32 3-pin portable socket-outlet
- 33 Portable cable reel
- 34 Instantaneous electric water heater
- 35 Mains pressure electric storage water heater
- 36 Residual Current Circuit Breaker (RCCB)
- 37 3-pin 13-amp socket-outlet
- 38 3-pin round type 15-amp socket-outlet
- 39 Domestic electric wall switch
- 40 Ballast for tubular fluorescent lamp
- 41 Isolating transformer for downlight fitting

**(B) LIST OF REGULATED ELECTRICAL AND ELECTRONIC EQUIPMENT
(INDIA)**

(For proposal from Singapore only)

The following are regulated electrical and electronic equipment under the Bureau of Indian Standards Act, 1986 (63 of 1986) Sec 14 (Scope of designation):

Please tick (double click) in the boxes below for the scope of designation

- 1 Electric Iron
- 2 Electric Radiators
- 3 Electric Immersion Water Heater
- 4 Electric Stove
- 5 Switches for domestic and similar purposes
- 6 2 Amp Switches for electric and similar purposes
- 7 Tungsten filament general service electric lamps (up to 100W)
- 8 PVC insulated cables for working voltages up to and including 1100V
- 9 Electrical Accessories – Circuit Breakers for over current protection for household and similar installations
- 10 Elastomer insulated cables (Pt. 1): For working voltages up to and including 1100V
- 11 Residual current operated circuit breakers for household and similar uses – (Pt.1): Circuit breakers without integral overcurrent protection (RCCBs)
- 12 Residual current operated circuit breakers for household and similar uses – (Pt.2): Circuit breakers with integral overcurrent protection (RCVOs)
- 13 AC watt-hour meters, class 0.5, 1 & 2
- 14 AC static watt-hour meters, class 1 & 2
- 15 AC static transformer operated watt-hour and VAR-hour meters, class 0.2S & 0.5S
- 16 Multipurpose dry batteries
- 17 Self Ballasted Lamp for general lighting services

Registration Scheme for Conformity Assessment Bodies (CAB)

CERTIFICATE OF REGISTRATION

Registration No:

Date of Issue

Date of Expiry

This is to certify that the _____ has now registered with Directorate General of Foreign Trade, Designating Authority for import of electrical & electronics products into India to meet the Indian regulatory requirements for the purpose of Mutual Recognition Agreement.

Details CAB

1. Name of CAB
2. Address of CAB
3. Certificate of designation no.

Officer's name for Designating Authority
DGFT