**Annexure – I**

**Application Form for Initial Accreditation**

(Attach separate sheets if necessary for more information)

Affix latest passport size photograph of the Head of the organization

1. Applicant Organization (AO):
   * + - 1. Name:
         2. Head Office- address, email, telephone:
         3. Branch Office(s)- addresses, email, telephone:

d. Website:

1. Name of Head of the Applicant Organization with designation:
2. Contact person details:
   1. Name :
   2. Tel No.:
   3. Mobile:
   4. Email:
3. Legal Status of the Organization (please mark (√) the appropriate status):

a) Public/Private/Government

b) Company/ Partnership/ Proprietorship/ Registered Society

c) Research/Academic Institute

d) Industry Association

e) Others (please specify and attach necessary evidence)

1. Date of Registration/Incorporation (DD/MM/YYYY):

(attach copy of certificate of incorporation/registration)

1. Year of Establishment:
2. Services provided by the Organization:
3. EIA related activities started/initiated from the Year:
4. Number of Employees:
5. Total Number of employees:
6. Employees engaged in EIA / Environmental activities:
7. Annual Income of the Organization (INR)

(attach balance sheet and IT returns for the last 3 years)

|  |  |  |  |
| --- | --- | --- | --- |
| **Income** | **FY** | **FY** | **FY** |
| Total Income (INR) |  |  |  |
| EIA related Income (INR) |  |  |  |
| Income from other environmental services (INR) |  |  |  |

1. Organizational Structure (with details of locations/associates etc.). For multi-functional organizations, the organizational structure of the stream(s) related to EIA work may be detailed out (**attach organization chart and other details**).
2. Sectors applied and Functional Areas (FA) proposed:

| **Sl. No.** | Group No.  (Sectors included) | Sectors  applied | Eligible candidates proposed for FAEs | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **In-house (IH)**  **(tick if proposed)** | | | | **In-house/ Empanelled (Emp.)**  **(tick if proposed)** | | | | | | | | | |
| 1 | Group 1  [8,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,40(i,ii,iii,v)] |  | FA reqd. | AP | AQ | WP |  | LU | N | EB | SE | HG | HW | ISW | RH |  |  |
| Proposed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Group 2  [4,9,40(iv)] |  | FA reqd. | AP | AQ |  |  | LU | WP | EB | SE | N | ISW | RH |  |  |  |
| Proposed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Group 3  [1,3] |  | FA reqd. | WP | SE | EB |  | LU | AP | AQ | NV | Geo | HG | SC | HW | ISW | RH |
| Proposed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Group 4  [6,7] |  | FA reqd. | AP | WP | ISW |  | LU | AQ | EB | Geo | SE | RH | HW |  |  |  |
| Proposed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Group 5  [2,27,29,31,33,34,35] |  | FA reqd. | WP | EB | SE |  | LU | AP | AQ | NV | SC | SHW | HG | RH |  |  |
| Proposed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Group 6  [28,30,32,36,37] |  | FA reqd. | SHW | WP |  |  | LU | AP | AQ | EB | SE | Geo | HG | RH |  |  |
| Proposed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Group 7  [38,39] |  | FA reqd. | WP | MSW |  |  | LU | AP | N | EB | SE | HG | SC |  |  |  |
| Proposed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Abbreviation for Functional Areas

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Functional area** | **Abbr** | **Sl.**  **No.** | **Functional area** | **Abbr** |
| 1 | Land Use | LU | 7 | Socio Economic | SE |
| 2 | Air Pollution Monitoring, Prevention and Control | AP | 8 | Hydrology, Ground Water and Water Conservation | HG |
| 3 | Meteorology, Air Quality Modelling and Prediction | AQ | 9 | Geology | GEO |
| 4 | Water Pollution Monitoring, Prevention and Control | WP | 10 | Soil Conservation | SC |
| 5 | Ecology and Bio-diversity | EB | 11 | Risk Assessment and Hazard Management | RH |
| 6 | Noise and Vibration | NV | 12 | Solid and Hazardous Wastes | SHW\* |
| \*SHW comprises **SW -** Solid Waste including MSW and C&D waste ,**HW** - Hazardous Waste including plastic & e-wastes and ISW, **BMW** - Bio-Medical Waste | | | | | |

1. Candidates proposed:

| **Sl. No.** | **Name** | **IH/**  **Emp** | **Sector/ FAs**  **applied** | **Annexure attached**  **IV (Y/N)** |
| --- | --- | --- | --- | --- |
| EIA Coordinators | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Functional Area Experts | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Functional Area Associates (IH only) | | | | |
|  |  | IH |  |  |
|  |  | IH |  |  |
|  |  | IH |  |  |
|  |  | IH |  |  |
|  |  | IH |  |  |

1. As Team Member (In-house and max two Sectors and/or two FAs) (to make sure that the TM proposed meet the qualification requirements):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Qualification** | **Sector**  **/ FA-(Max 2)** | **Name of approved EC/FAE to guide the TM** | **Project assigned** |
| With EIA Coordinator | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| With Functional Area Expert | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Mentors (to make sure that the Mentors proposed meet the qualification requirements of FAs):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name and Qualification** | **IH/Emp** | **Yrs of Exp** | **Specific details of exp.** | **FAs to guide** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Number of candidates proposed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Proposed as** | **IH** | **Emp** | **Total** |
| 1 | EIA Coordinators (EC) |  |  |  |
| 2 | Functional Area Experts (FAE) |  |  |  |
| 3 | Functional Area Associates (FAA) |  |  |  |
| 4 | Team Members ™ |  |  |  |
| 5 | Mentors |  |  |  |
| 6 | Associate EC (AEC) |  |  |  |
| 7 | Total |  |  |  |

Note:

1. Please attach Resume **(Annexure IV)** givingexperience detailsand declaration of their involvement as EC/FAE with other EIA consultant organization/s, in case of Empaneled expert, if applicable**.**
2. Documentary evidence in support of the stated experience and exposure of the proposed EIA coordinators and Functional area experts to be provided to NABET assessors during office assessment.
3. Field monitoring for collection of baseline physical environmental data done by:

In-house laboratory External laboratory

14.1 Whether the laboratory is NABL accredited or MoEFCC recognized –

14.2 If the laboratory is NABL accredited – whether it covers the basic and comprehensive parameters for water & waste water, ambient air quality, stack emission, soil, and noise as given below. Also, attach the NABL Certificate with scope of accreditation.

**List of parameters**

|  |  |  |
| --- | --- | --- |
| **NABL Accredited /MOEF recognized laboratories** | **Parameters to be covered** | **Parameters being covered** |
| **Water & waste water** | Basic- pH, DO, BOD, COD, MPN, Colour, Odour, TDS, TH, Calcium Hardness, Mg, Cu |  |
| Additional for comprehensive- Hg, Cd, Se, As, CN, Pb, Zn, Cr6+ , MBAS) |  |
| **Ambient Air Quality** | Basic- PM10, PM2.5, SO2, NO2, CO |  |
| Additional for comprehensive- NH3, O3, C6H6, BaP, Pb, As, Ni, HC (methane & non-methane), VOC |  |
| **Stack emission** | Basic- PM, SO2, NOX, Fluorides, NH3 |  |
| Comprehensive- Hg for TPP |  |
| **Soil characteristics** | Basic- pH, EC, N, P K, OC, P2O5, nitrites, nitrates, soluble cations - Na, Ca, Mg, K, moisture, bulk density, particle size distribution, moisture, texture, porosity, SAR |  |
| Additional for comprehensive- Pb, Mn, Fe, Ni, Ba, Zn, Cu, Cr6+, Cd, Hg |  |
| **Noise monitoring** |  |  |

14.3 If the laboratory is MoEFCC recognized, please attach the relevant **Gazette Notification.**

14.4 For all external laboratories, please submit the copy of the **Agreement/MoU** as per Section C 7.1 of the Scheme with the laboratory mentioning the scope of work to be handled by them.

14.5 For In-house laboratory of universities or CSIR if propose to be used by the AO, relevant details including parameters being tested, qualification and experience of lab technicians and basic information on management structure should be submitted as per prescribed format.

1. Furnish details of **Prediction model/Software** available in respect of:
2. Air environment
3. Water environment
4. Noise environment
5. Any other
6. Enclose a copy of Quality Management System manual meeting the requirements of **Appendix B** of the Scheme.
7. Organization's experience in EIA Studies;

**No. of EIAs in last 3 years -** (provide details below)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sector as per Annex II** | **Name of the project**  **(mention maximum 5)** | **Category**  **A/B** | **Clearance status** | **Cost of project and cost of EIA** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Enclose soft copy of one EIA report prepared by the organization in the preceding two years from the date of application. In case an AO has not yet prepared any EIA under its banner, it may send a soft copy of an EIA prepared earlier by one of the candidates proposed as EIA Coordinator.
2. Application Fee: Amount---------- Submitted ----------
3. **Declaration**

I have carefully read all NABET guidelines for accreditation of EIA consultant organization. The eligibility criterion including academic as well as professional qualifications and experience claimed by all the candidates whose resume are enclosed with the application form are verified and endorsed by me. I hereby confirm that the true copy of Marks Sheets/Certificates for essential educational qualification candidates proposed, if asked for by NABET, would be duly verified by me before submission. I confirm that the information provided in the application form is correct to the best of my knowledge and belief.

I authorize NABET to make any enquiry as deemed fit as part of the reviewing process. I understand that in case any information is found to be incorrect; it may result in rejection of this application and/or disqualification.

NABET will treat the documents submitted by AO in confidence. However, the same may be used by NABET for research purpose, legal requirement and for submission to MoEFCC. Such information will not be shared with any other organizations without written permission of the AO.

If accredited, the organization commits to abide by the conditions of accreditation and notify NABET immediately for any changes in the status which have bearings on accreditation of the organization.

Signature:

Name (authorized signatory):

Designation:

Date:

**Checklist of Enclosures – for IA Application**

Ensure that the following documents are enclosed with the application:-

| **Sl.No.** | **Documents to be enclosed** | **Yes / No/Give ref.** |
| --- | --- | --- |
|  | Filled in Application form with the photograph of the head of the  organization |  |
|  | Application Fees |  |
|  | Copy of the legal Status of the organization including the date of registration/ incorporation |  |
|  | Organizational structure with respect to the people involved in EIA as well as in other activities |  |
|  | **Annexure IV :** Resume, Experience Details andDeclaration |  |
|  | Copy of the accreditation certificate, scope of accreditation for NABL accredited laboratories and MoU/ Agreement with AO |  |
|  | Copy of Gazette Notification for MoEFCC recognized laboratories and MoU/agreement with AO |  |
|  | QMS Manual meeting the requirements of **Appendix B** of the Scheme |  |
|  | Softwares being used for generation/interpretation of data and impact assessment |  |
|  | List of EIAs prepared in last 3 years |  |
|  | Soft copy of one EIA report prepared in preceding two years. |  |
|  | Copies of promotional material, if any. |  |

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