# Annexure 1

**Application Form for NABET Initial Accreditation**

(Kindly attach separate sheets if necessary, for more information)

1. Name and Address of the Consultant organization

Affix Passport Size photograph of the contact person

* 1. Head Office
  2. Branch Office

1. Name of the Head of the Organization
2. Contact person details

Name:

Address:

Tel No. Mobile

Email

1. Legal Status of the organization (please mark (√) the appropriate status)
2. Public/Private/Government
3. Company/Partnership/Proprietorship/Registered Society
4. Research/Academic Institute
5. Industry Association
6. Others (please specify and attach necessary evidence)
7. Date of Registration / Incorporation (attach copy of certificate of incorporation/registration)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

DD MM

1. Established in Year

YYYY

1. Services provided by the Organization
2. Number of Employees

* Total
* For Prospecting/ Exploration activities

1. Annual Income of the organization in Indian Rupees (attach balance sheet and IT returns for the last 3 years)
2. Organization Structure (with details of locations/associates etc.). For multi-functional organizations, the organization structure of the stream related to Prospecting/ Exploration work may be detailed out (**attach organization chart and other details**).

# Abbreviation for Technical/ Functional Areas (APA):

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Functional area/ Services** | **Abbreviation** |
| 1 | Geology | GEO |
| 2 | Geophysics | GP |
| 3 | Remote Sensing & GIS | RS |
| 4 | Surveying | SUR |
| 5 | Hydrogeology | HG |

**Abbreviation for Technical/ Functional Areas (MPPA):**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Functional area/ Services** | **Abbreviation** |
| 1 | Mining Engineering | ME |
| 2 | Mining Geology | MG |
| 3 | Remote Sensing & GIS | RS |
| 4 | Civil, Electrical & Mechanical | CEM |
| 5 | Marketing & Finance | M & F |
| 6 | Socio Economics | SE |
| 7 | Environment, Health & Safety | EHS |
| 8 | Geotechnical (optional) | GT |

1. Technical Expertise (full time employees and/ or empanelled) available with the organization (attach CVs) for experts’ qualification, experience, exposure etc. In case of empanelled experts, please also attach declarations of Project Coordinators/ Technical Area Experts of their association with your organization and with others, in the format given in)

# Project Coordinator

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Name** | **In-house (GEO)/ Mining** | **CV Attached** |
|  |  |  | Y / N |
|  |  |  | Y / N |

**Technical Area Expert/(s)** Please use abbreviations mentioned above (Abbreviation for Technical/ Functional Areas) or Refer section 5.1.2 Technical Area Experts (TAEs) of Scheme:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Name** | **In-house (GEO)/ Mining** | **Area of Expertise** | **CV Attached** |
|  |  |  |  | Y / N |
|  |  |  |  | Y / N |

**Technical Area Expert/(s)** Please use abbreviations mentioned above (Abbreviation for Technical/ Functional Areas) or Refer section 5.1.2 Technical Area Experts (TAEs) of Scheme:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Name** | **In-house / Empanelled** | **Area of Expertise** | **CV Attached** |
|  |  |  |  | Y / N |
|  |  |  |  | Y / N |

*Documentary evidence for the stated experience, exposure and training of the proposed PC Coordinators and Technical Area Experts to be provided to NABET Assessors during assessment.*

1. How do you get field monitoring done to collect physical data?

In-house laboratory External laboratory

12.1 If laboratory is accredited by NABL, please submit copies of the Accreditation scope certificate and the parameters accredited for. For other recognized laboratories, please submit a copy of the relevant Notification/ Document and also a copy for assessing the scope recognition.

1. Furnish details of Instruments/prediction model/software available:

|  |  |  |
| --- | --- | --- |
| **S. No** | **Name of Instruments/ software** | **Upload Relevant**  **Document/ License** |
|  |  |  |
|  |  |  |

1. Organization's experience in Geological Report/ Mining Plan preparation:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Name of Report** | **Client Name** | **Report Type** | **Period** | **Completion**  **Certificate from Client** | **Upload Report** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* 1. Geological Reports/ studies carried out in last three years -
     1. Numbers of Geological Reports (GR)/ Mining Plans prepared
     2. Numbers of NOCs/ permissions got from MoC
  2. Enclose a copy of one Geological Report/ Mining Plan (soft copy) and list of reports/ plans prepared by the organization in the preceding two years from the date of application.

1. Enclose a copy of Quality Management System Manual (Refer ***Appendix C*** of Scheme)

# Declaration:

We have carefully read all NABET guidelines of Accreditation Scheme for Prospecting/

Exploration Agency (APA) & Mining Plan Preparing Agency (MPPA). The conformity of eligibility of the experts proposed, employment status of proposed experts to the requirements of the Scheme, has been verified by us at our end.

We agree to code of conduct terms in clause no. 11.0. We confirm that the information provided in the application in support of the application is correct to the best of our knowledge and belief.

We authorize NABET to make any enquiry as deemed fit as part of the reviewing process. We understand that in case any information is found to be incorrect, it may result in rejection of this application and/or disqualification. We authorize NABET to utilize the information provided in this application for legal, research, training, sharing with concerned ministry and/or for any other purpose as may be deemed fit by NABET.

If accredited, we commit to notify NABET immediately of any changes in the status where information regarding such changes, if declared may affect the consideration for accreditation of the organization.

Signatures

Name (Authorized Signatory) Designation

Organization Date

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Documents to be enclosed** | | | | | | | | | | | **Yes/ No** |
| 1. Filled in Application form with the photograph of the contact person (***Annexure 1***) | | | | | | | | | | |  |
| 2. Application fees | | | | | | | | | | |  |
| 3. Copy of the incorporation | legal | Status | of | the | organization | including | the | date | of | registration/ |  |
| 4. Organization’s Balance Sheet and Income Tax Returns, for the last three years (depending on date of registration of organization) | | | | | | | | | | |  |
| 5. Organizational structure with respect to the people involved. | | | | | | | | | | |  |
| 6. ***Annexure 5*** - signed resume of Project Coordinator/s (PC) with photographs | | | | | | | | | | |  |
| 7. ***Annexure 5* -** signed resume of Technical Area Experts with photographs | | | | | | | | | | |  |
| 8. ***Annexure 12*** - Declaration of empanelled Technical Area Experts of their association with applicant organization AO or other organizations, if applicable. Also, a NOC, as  applicable. | | | | | | | | | | |  |
| 9. Copy of the certificate, scope of accreditation for NABL accredited laboratories and MoU/ Agreement | | | | | | | | | | |  |
| 10. For Government recognised/ CSIR lab/ Institution lab/ University lab, submit a copy of the relevant Notification/ Document and also a copy for assessing the scope  recognition. | | | | | | | | | | |  |
| 11. QMS Manual meeting the requirements of ***Appendix C*** of the Scheme | | | | | | | | | | |  |
| 12. Names of models/ software being used for generation/interpretation of data | | | | | | | | | | |  |
| 13. Copies of promotional material, if any. | | | | | | | | | | |  |

Application to be submitted in soft only. Hard copies of documents to be submitted only if specifically asked for by NABET.