# Annexure 2

**Application Form for NABET Surveillance Assessment**

(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 YY

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

1. Established in Year
2. Services provided by the Organization
3. Before initial accreditation
4. After initial accreditation (new fields ventured in)
5. Initial Accreditation/Re-accreditation:
6. Effective from (DD/MM/YYYY):
7. Previous Assessment -AC MoM - (DD/MM/YYYY):
8. Additional (Supplementary /Expansion of Scope) Assessment -AC MoM-(DD/MM/YYYY):
9. Annual Income of the organization in Indian Rupees (attach balance sheet and IT returns for the last 3 years)

|  |  |  |  |
| --- | --- | --- | --- |
| **Income** | **FY** | **FY** | **FY** |
| Total Income (INR) |  |  |  |
| Geological Reports preparation relatedIncome (INR) |  |  |  |

1. 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.** | **Technical/ Functional Areas** | **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.** | **Technical/ Functional Areas** | **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. **Compliance to following conditions of Accreditation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.****No.** | **Description** | **Yes/No** | **Attach doc evidence, if applicable** |
| 1. | Timely information and replacement of changes in approved experts |  |  |
| 2. | All applicable FAs are covered by approved experts/eligible candidates |  |  |
| 3. | Using only Government recognised/ NABLaccredited/ CSIR lab/ Institution lab/ |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | University lab recognized laboratories |  |  |
| 4. | Not utilizing any unapproved expert in Rep0rt preparation |  |  |
| 5. | Inclusion of names of Project Coordinator & TAEs Geological reports in the prescribed format |  |  |
| 6. | Timely payments to NABET |  |  |

1. Number of Employees/ Experts:
* Total Employees/ Experts:
* For Geological Reports preparation activities:

|  |  |  |  |
| --- | --- | --- | --- |
| **Experts** | **In-house** | **Empanelled** | **Total** |
| Project coordinator (PC) |  |  |  |
| Technical area experts (TAE) |  |  |  |
| Team Members (TM) |  |  |  |
| Total |  |  |  |

# Project Coordinator available with the Organization (Approved/ Applied)

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

1. **Technical Area Expert/(s) available with organization:** 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** | **Approved/ Applied** | **CV****Attached** |
|  |  |  |  |  | Y / N |
|  |  |  |  |  | Y / N |

1. **Technical Area Expert/(s) available with organization:** 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** | **Approved/ Applied** | **CV****Attached** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | Y / N |
|  |  |  |  |  | Y / N |

# Team members available with organization:

(to make sure that the TM proposed meets the qualification requirements)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Name** | **In-house / Empanelled** | **Qualification/ Experience** | **Approved/ Applied** | **CV****Attached** |
| **Project Coordinator** |
|  |  |  |  |  | Y / N |
| **With Technical Area Expert(s)** |
|  |  |  |  |  | Y / N |

# New Candidates proposed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.****No.** | **Name** | **In-house/ Emp.** | **Area of****Expertise/ Qualification** | **CV Attached** |
| **Project Coordinator (PC)** |  |
|  |  |  |  | Y/N |
|  |  |  |  | Y/N |
| **Technical Area Expert(s)** |  |
|  |  |  |  | Y/N |
|  |  |  |  | Y/N |
| **Team Member** |  |
|  |  |  |  | Y/N |
|  |  |  |  | Y/N |

*Documentary evidence for the stated experience, exposure and training of the proposed Project Coordinator and Functional Area Experts to be provided to NABET Assessors during assessment*

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

In-house laboratory External laboratory

1. Laboratories being use:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name of the laboratory\*** | **Government recognised/ NABL accredited/ CSIR lab/ Institution lab/ University lab** | **Copy of MoU/ Agreement with laboratory/ defining scope of work** |
|  |  |  |  |
|  |  |  |  |

**\***the following details are to be provided for each laboratory being used.

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.
2. For all laboratories, please submit the copy of the agreement with the scope of coverage and validity period.
3. Furnish details of Instruments/prediction model/software available:

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

1. Organization's experience in Geological Report 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 18 months –
		1. Numbers of reports prepared
		2. Numbers of NOCs/ permissions got from MoC
	2. Enclose a copy of one Geological Report (soft copy) and list of reports prepared by the organization in the preceding year from the date of Initial Accreditation.
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

**Checklist of Enclosures – Surveillance Assessment**

Ensure that the following are enclosed with the application: -

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Documents to be enclosed** | **Yes/ No / Give Ref.** |
| 1. | 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. |  |
| 2. | Copy of the Accreditation certificate, scope of accreditation and MoU/ Agreement for NABL accredited laboratories utilized |  |
| 3. | QMS Manual meeting the requirements of ***Appendix C*** of the Scheme |  |
| 4. | ***Annexure 5*** and ***Annexure 12***: Resume, Experience Details and Declaration |  |
| 5. | ***Annexure 5, Annexure 9*** – Resume and work details for approved Project Coordinator (PC), if s/he has carried out work after IA |  |
| 6. | ***Annexure 5, Annexure 10*** – Resume and work details for approved TAE, if s/he has carried out work after IA |  |
| 7. | ***Annexure 6*** - List of Geological Reports/ Mining Plans prepared/completed during the period between IA to SA giving requisite details |  |
| 8. | Soft copy of 2 Geological Reports/ Mining Plans (as identified by NABET) with declaration by names and signatures of experts involved in the preparation of Geological Reports/ Mining Plans |  |
| 9. | Copies of the minutes of MoC meetings for the Geological Reports/ Mining Plans |  |