



D.D.A.

PROFORMA FOR EMPANELMENT OF
LABORATORIES

Application no.:

Rush
EE(HQ)QAC

Please indicate relevant details in the column 'observation' and where necessary, enclose copies of documents.

S.No	Requirements/Details	Observation	For Official use.
A1	Name and address of Laboratory		
2	Laboratory Reg. No., if any		
3	Telephone/Fax/E-Mail		
4	Contact Person(s), with designation.		
5	Laboratory Management(Name and designation of owners, partners, directors etc.)		
B1	Accreditation, with date of validity(enclose copies of certificate)		
	a) NABL		
	b) In case your application is under process for any of above(state name of the certification agency, application No. and current status)		
2	Approval by any other organization (enclose copies of approval granted, if any)		
C1	Name of the organization for whom tests have been carried out during last one year.		
2	Tests facilities available(specify the product /item/test, National /International other standard applicable range/limits of testing/ operation.)		

Signature of authorized person(s)

With stamp

Name:

Designation:

Date:



D.D.A.

PROFORMA FOR EMPANELMENT OF
LABORATORIES

Application no:

Nishu
EE(HQ)QAC

S.No	Requirements/Details	Observation	For Official use.
3.	Testing charges (specify any taxes, charges etc). Indicate separately for each test in Annexure - 'A'. Discount offered.		
4.	Facility /service offered for collection of sample and delivery of test report.		
D 1.	Details of equipments/facilities available for testing(specify instrument name, make, range, accuracy, No. of given type of equipment etc)		
2.	Status of calibration of instruments/equipments (indicate the date of calibration, calibration of agency, traceability etc)		
E 1	Present organisation structure (indicate relationship with parent organisation, if any)		
2	a) Details of testing personal available in the lab on roll(specify name, qualification, designation, total experience, No. of years with your lab etc)		
	b) Details of testing personnel on contract (specify name, qualification, designation, experience etc).		

Signature of authorized person(s)

With stamp

Name:

Designation:

Date:



D.D.A.

PROFORMA FOR EMPANELMENT OF LABORATORIES

Application no:

1111
EE(HQ)QAC

S.No	Requirements/Details	Observation	For Official use.
F	Facilities for which empanelment is sought.	Enclose list.	
G	Copy of registration with service tax department		
H	Location plan of the premises of the laboratory along with title.		
I	List of BIS/IRC codes & technical books		

Signature of authorized persons
 With stamp
 Name
 Designation.
 Date

For Official use:

1. Rating of laboratory (As per document)
2. Reference of lab document/letter.
3. Action proposed.
4. Recommendations

Received by
 AE(HQ)QAC
 Date

EE(HQ)QAC
 Date

Approved by
 CEQAC
 Date.

Annexure - 'A'

DETAILS OF TESTING OF MATERIALS WITH RATES

Name of lab: _____

Address: _____

S. no.	Name of material	Tests to be conducted	Rate	Quantity of sample required	No. of days required for testing

Signature of authorized person(s)
with stamp

Name:

Designation:

Date:

**DELHI DEVELOPMENT AUTHORITY
OFFICE OF THE CHIEF ENGINEER
QUALITY ASSURANCE CELL
(ISO 9001-2015)**

**LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION FOR
EMPANELMENT OF MATERIAL TESTING LABORATORIES**

1. Copies of CERTIFICATES OF ACCREDITATION, along with scope of accreditation, with
 - a) NABL
2. List of empanelment with other government and reputed organization.
3. Name of the organization for whom tests have been carried out during the last one year.
4. Lists of test facilities available specifying the name of items/tests with National/International Standards applicable.
5. List of testing charges along with Service Tax, if any applicable and discounts offered.
6. Organization structure indicating
 - a) Details of testing personnel on roll along with name, qualification, designation, experience and number of years with your lab.
 - b) Testing personnel on contract basis with name, qualification & experience.
7. Details of testing equipments/facilities available for testing specifying.
 - a) Name of instrument with number of equipment(s) (quantity).
 - b) Make
 - c) Range of accuracy.
 - d) Status of calibration of instrument/equipment indicating date of calibration & calibrating agency.
8. Lists of tests in prescribed proforma attached, for which empanelment is sought.
9. List of BIS/IRC codes and technical books.
10. Copy of registration with service tax department.
11. Location plan of the premises of the laboratory along with title.

Encl: Performa for Empanelment of Laboratories

(Er. R.K. Singh)
CE(QAC)/DDA

R.K.S.
EE(HR)/D.A.C.