

Guidelines for OEMs/Test labs/CABs regarding MTCTE

MTCTE Phase-I & Phase-II has been launched and products are being tested and certified under this scheme. RTECs are involved in evaluation of test reports of products under GCS scheme. With a view of facilitating and guiding the Applicant OEMs and NABL accredited Test Labs/TEC designated CABs while uploading the test report on portal, following guidelines are hereby conveyed;

1. All TEC designated CABs/ NABL Accredited Labs shall upload Test Report Summary along with detailed test reports on MTCTE Portal as per '**Test Report Summary**' proforma. The final Test Report Summary should be given with model no., s.no. and should mention whether the sample meeting the standards mentioned in the ER.
2. The Test Report Summary must mention the values against each ER Clause No, Parameter Name, Standard Name and Limits as per the ER/International Standard with **Lab Test Result & Final Result (Pass/ Fail/ Not applicable)** and should be **examined and signed before uploading on portal**.
3. The information related to TEC CAB Designation No./ NABL/ ILAC Certificate No., its validity and Scope of Lab where parameters have been tested shall be supplied in the proforma. The applicant is also required to upload a valid ILAC/ NABL accreditation / CAB designation by TEC & scope of the Test Lab where the parameters have been tested.
4. ER clauses which are not applicable for the product should be mentioned as NA alongwith reason of non-applicability. The **Non-Applicability Letter** duly filled signed by Authorised Representative in prescribed Non-Applicability

proforma should be uploaded against the concerned ER clause and select NA in all other fields like report no, date, lab name etc. The reason for non-applicability must be mentioned in Non-Applicability Letter.

5. The applicant shall select 'Exempted' only if exemption has been granted/approved for that parameter by TEC. The applicant must upload the **Exemption Grant Letter**/mail issued by TEC against the concerned ER parameters and select 'Exempted' in all other fields like report no, date, lab name etc.

6. It is mandatory to upload photos of main model and its associated variants of the product so that all ports/interfaces and details like model, type etc. are visible.

7. Only relevant reports must be uploaded against the parameter as far as possible and uploading of bulky reports of other parameters must be avoided. The applicant must check and verify the reports before uploading.

8. The applicant after uploading of reports/documents/Test Report Summary shall verify that the report is successfully uploaded by clicking on the report link against the parameter.

9. The test Reports should not be older than 5 years at the time of uploading the test report on the portal

10. The name, model & type, software/hardware version etc. of the product sample tested and mentioned in the test report must be same as that of the product for which the certification is sought for.

11. The Bill of Material (BoM) file must indicate all the interfaces present in the product specifying their frequencies of operation wherever applicable.
12. In case of Associated models, the difference between Main model and Associated models must be brought out clearly in the BoM file.
13. The EMC/EMI test & Safety test must be performed at TEC designated CABs only. All the EMC/EMI test should be conducted as per TEC Std. TEC/SD/RD/EMC-002/02.OCT 2016 and should meet the parameters limits as required in ER of the product and its Annexures. The test should be conducted on applicable Power/Data/Control/Signal/Telecom ports as mentioned in ER and in TEC EMC/EMI document No. TEC/SD/RD/EMC-002/02.OCT 2016.
14. In EMI/EMC test for Conducted and Radiated Emission, CISPER 32 for all frequencies should be complied with its limit as per the class of the product (Class A or B).
15. The Immunity tests i.e. Fast Transient Immunity (61000-4-4), Surge Immunity (61000-4-5), Conducted Immunity (61000-4-6) should be conducted for all the power as well as telecom/signal ports and all control ports for IEC 61000(4-4) and IEC 61000(4-6) should be conducted on the equipment for which certification is applied.
16. Regarding Surges Immunity test (IEC 61000-4-5), as per requirements of TEC/SD/RD/EMC-002/02.OCT 2016 the test should be conducted for all the power as well as telecom ports for which the certification is sought for. (Power ports - Line to Ground test at 2 KVac and line to Line at 1 KVac, Telecom ports - Common Mode at 2 KVac).

17. Compliance to K.21 test for over voltage current protection is required to be done only if the port is connected to external lines.
18. The product must be tested for all the applicable clauses of safety standard as per features of the product and results must be available in test reports.
19. All the tests should be conducted for all the applicable clauses of concerned ER unless exempted by TC Division. Exemption Grant Letter from TC Division should be submitted. Submission of Non-Applicability letter is not acceptable.
20. For equipment having Wi-Fi interface, test report for all the Frequency Bands available in the product should be uploaded as per the standard mentioned in the ER clause. The Frequency bands alongwith maximum transmitted power should also be mentioned in BoM. The Frequency Bands which are not available in the product, the Non-Applicability Letter must be uploaded.
