



# National Accreditation Board for Testing and Calibration Laboratories (NABL)

## **NABL Webportal Help Manual** *(for filling application by Proficiency Testing Provider)*

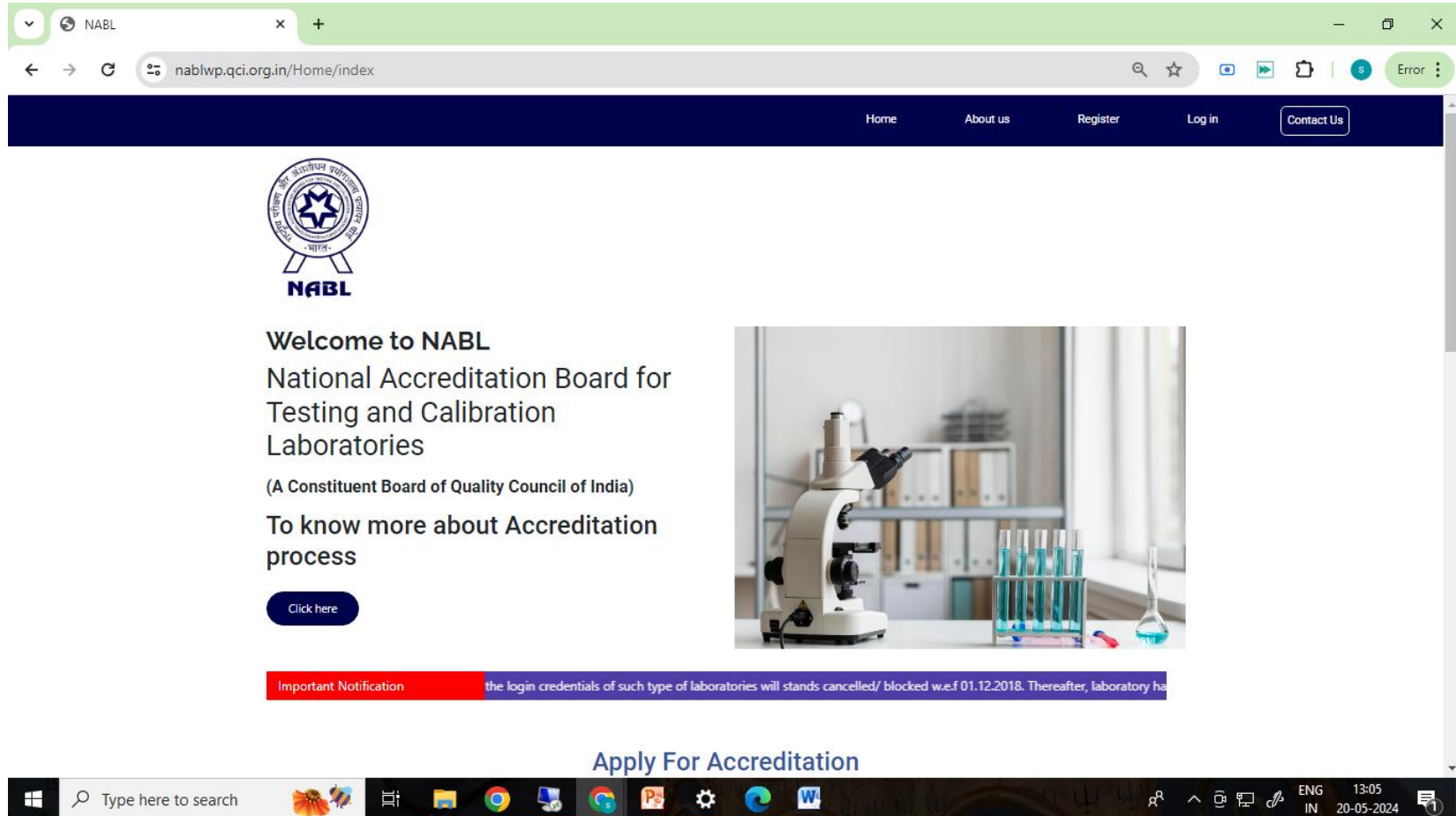
Dated : 21<sup>st</sup> May, 2024

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## Registration of CAB (PTP)

- To Open Registration Page/Form **Visit NABL Webportal registration page** (<https://nablwp.qci.org.in/Home/register>)  
OR **Visit NABL Website** ([www.nabl-india.org](http://www.nabl-india.org)).



The screenshot shows a web browser window displaying the NABL website. The browser's address bar shows the URL [nablwp.qci.org.in/Home/index](https://nablwp.qci.org.in/Home/index). The website's navigation menu includes links for Home, About us, Register, Log in, and Contact Us. The main content area features the NABL logo, a welcome message, and a call to action to know more about the accreditation process. A red notification banner is visible at the bottom of the page, and a taskbar is visible at the very bottom of the screenshot.

**NABL**

Welcome to NABL  
National Accreditation Board for  
Testing and Calibration  
Laboratories  
(A Constituent Board of Quality Council of India)  
To know more about Accreditation  
process  
[Click here](#)

**Important Notification** the login credentials of such type of laboratories will stands cancelled/ blocked w.e.f 01.12.2018. Thereafter, laboratory ha

[Apply For Accreditation](#)

# Registration of CAB (PTP)

- After Opening the Registration Page / Form, enter all details like Type of CAB (select Proficiency Testing Provider (PTP), Name of Laboratory, Address of Laboratory, Contact Person Name, Mob. No. and Email ID. (Please ensure to enter valid Mob. No. & Email ID to receive OTP to complete registration process and to receive login username & Password.)

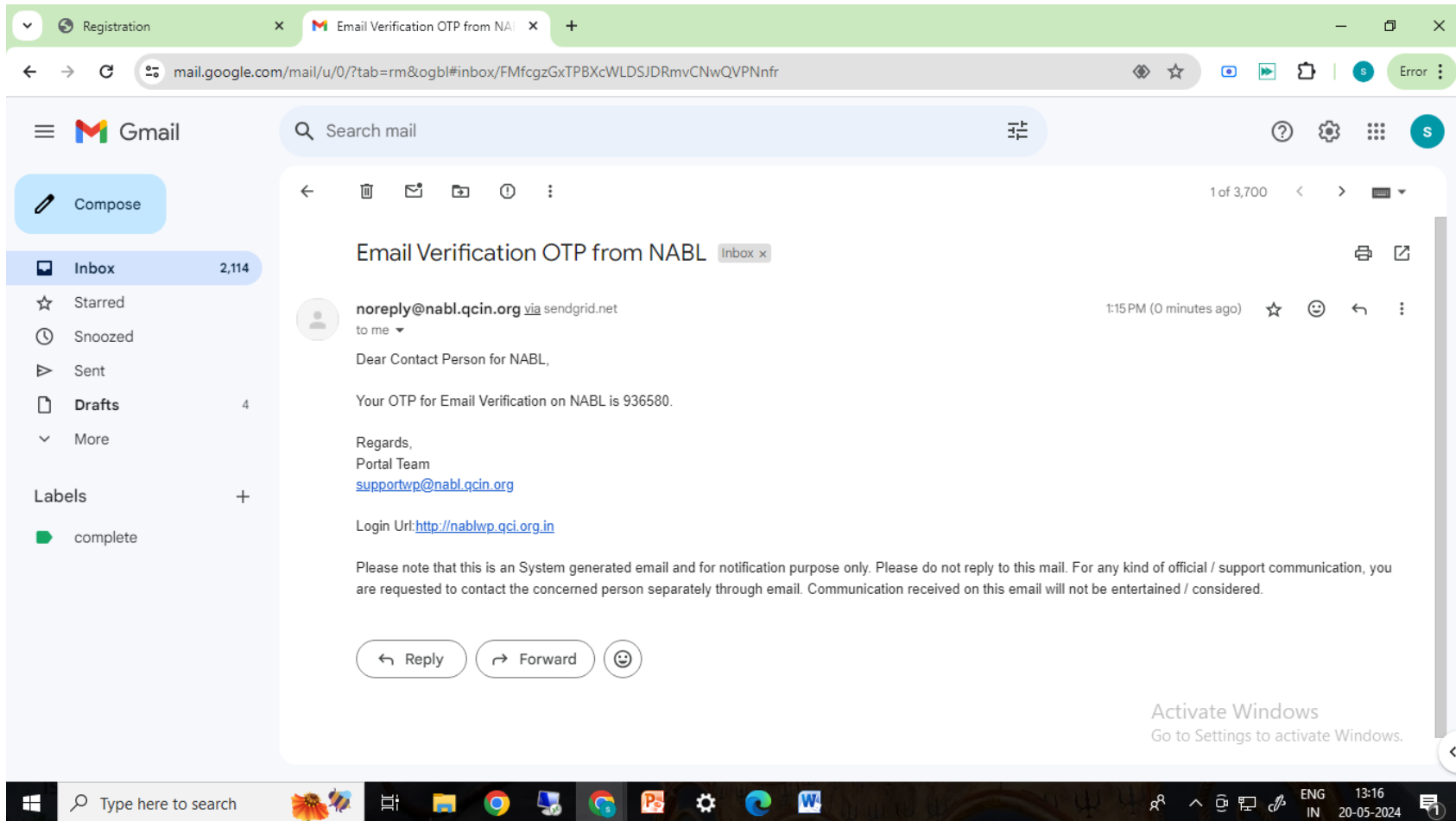
The screenshot displays the NABL registration portal. The browser address bar shows the URL `nablwp.qci.org.in/Home/Register`. The page features a dark blue header with the NABL logo and a 'Home' link. The main content area is divided into two sections:

- Register:** A form titled 'Create a new account' with the following fields:
  - Type of CAB\*: Proficiency Testing Provider(PTP)
  - Name of CAB\*: CAB Name
  - Address Line 1\*: Plot 45, Sector -44
  - Address Line 2: (empty)
  - Country\*: India
  - State\*: Haryana
  - City\*: Gurugram
  - Pin\*: 122022
  - Contact Person\*: Dr. Contact Person for NABL
  - Mobile\*: +91 9910760385
  - Contact Person Email\*: sudhanshu.7t@gmail
  - Enter OTP\*: (empty)
  - Send OTP: (button)
- Help Manual:** A section with three cards:
  - Testing Laboratories
  - Calibration Laboratories
  - Medical Laboratories

The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right indicates the language is ENG IN, the time is 10:11, and the date is 21-05-2024.

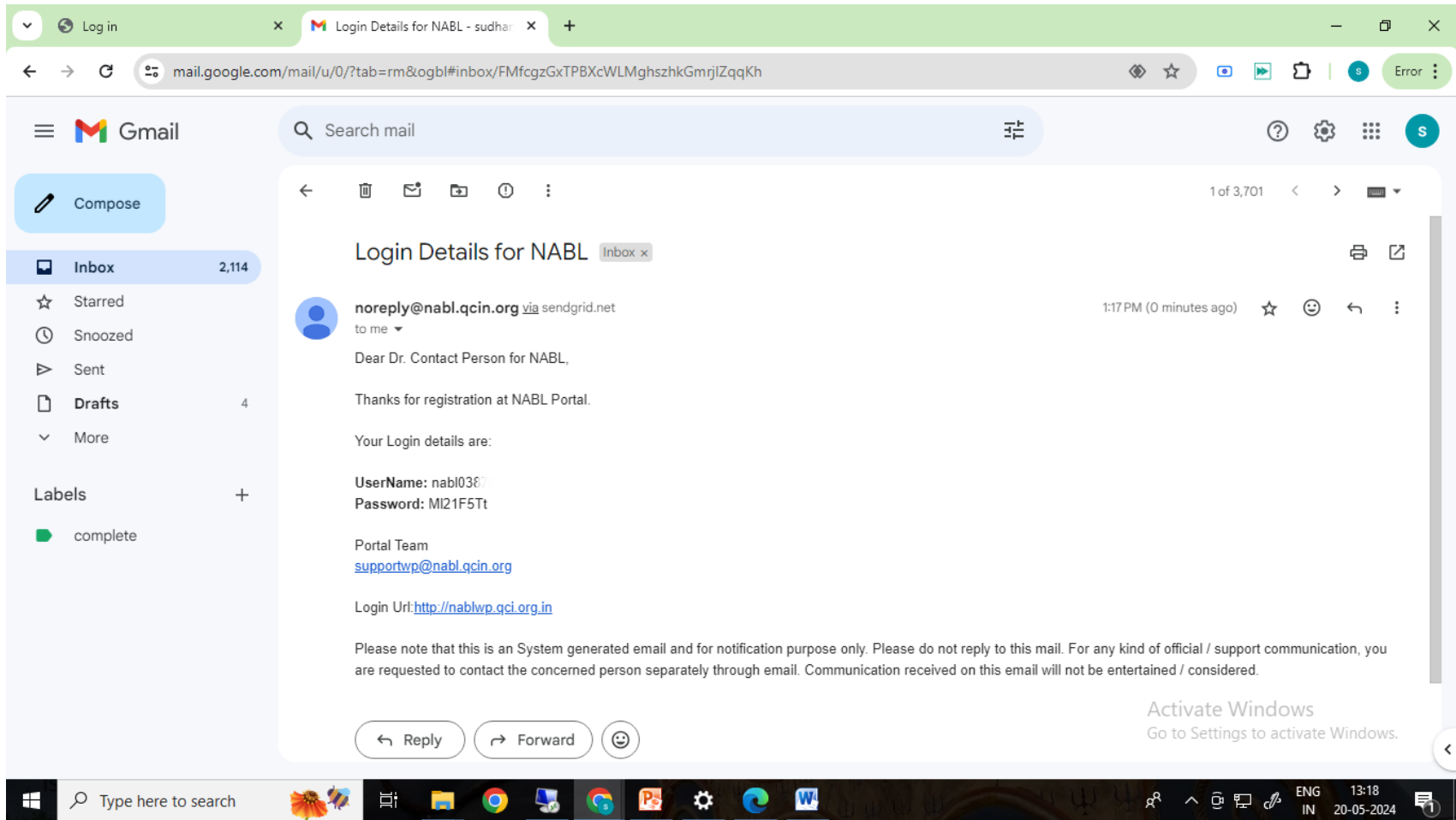
## Registration of CAB (PTP)

- You will get OTP on your mobile number and email id. You have to validate your mobile number and email id using OTP.



## Registration of CAB (PTP)

- After successful registration, you will receive Username and password on your email id.



## Login by CAB

- Open the URL <http://nablwp.qci.org.in/Account/Login>.
- It will redirect you to login page
- The login URL is also mentioned in the email sent for Login Username and Password
- Enter the credentials you receive in your email id.

The screenshot displays the NABL Webportal login interface. The browser's address bar shows the URL [nablwp.qci.org.in/Home/Login](http://nablwp.qci.org.in/Home/Login). The page header includes the NABL logo and a 'Home' link. The main content area is divided into two sections. On the left, the 'Log In' section prompts the user to 'Enter your account details to log in'. It contains three input fields: 'User Name', 'Password' (with a visibility toggle), and 'Enter Captcha' (with a captcha image showing '098943'). Below these fields is a dark blue 'Log in' button, a 'Forgot Password' link, and a 'Register if you don't have an account' link. On the right, the 'Help Manual' section features three large, rounded rectangular buttons with icons and text: 'Testing Laboratories', 'Calibration Laboratories', and 'Medical Laboratories'. The Windows taskbar at the bottom shows the search bar, several application icons, and system tray information including 'ENG IN', '13:01', and '20-05-2024'.

## Login by CAB

- After submitting the credentials you will be redirected to change password screen.
- It is mandatory for first time user to change the password
- New password should have minimum 8 characters with at least one special character, one number, one uppercase letter and one lower case letter.

change password

nablwp.qci.org.in/Home/ChangePassword

NABL

## Change Password

Current password

New password

Confirm new password

Change password

Activate Windows  
Go to Settings to activate Windows.

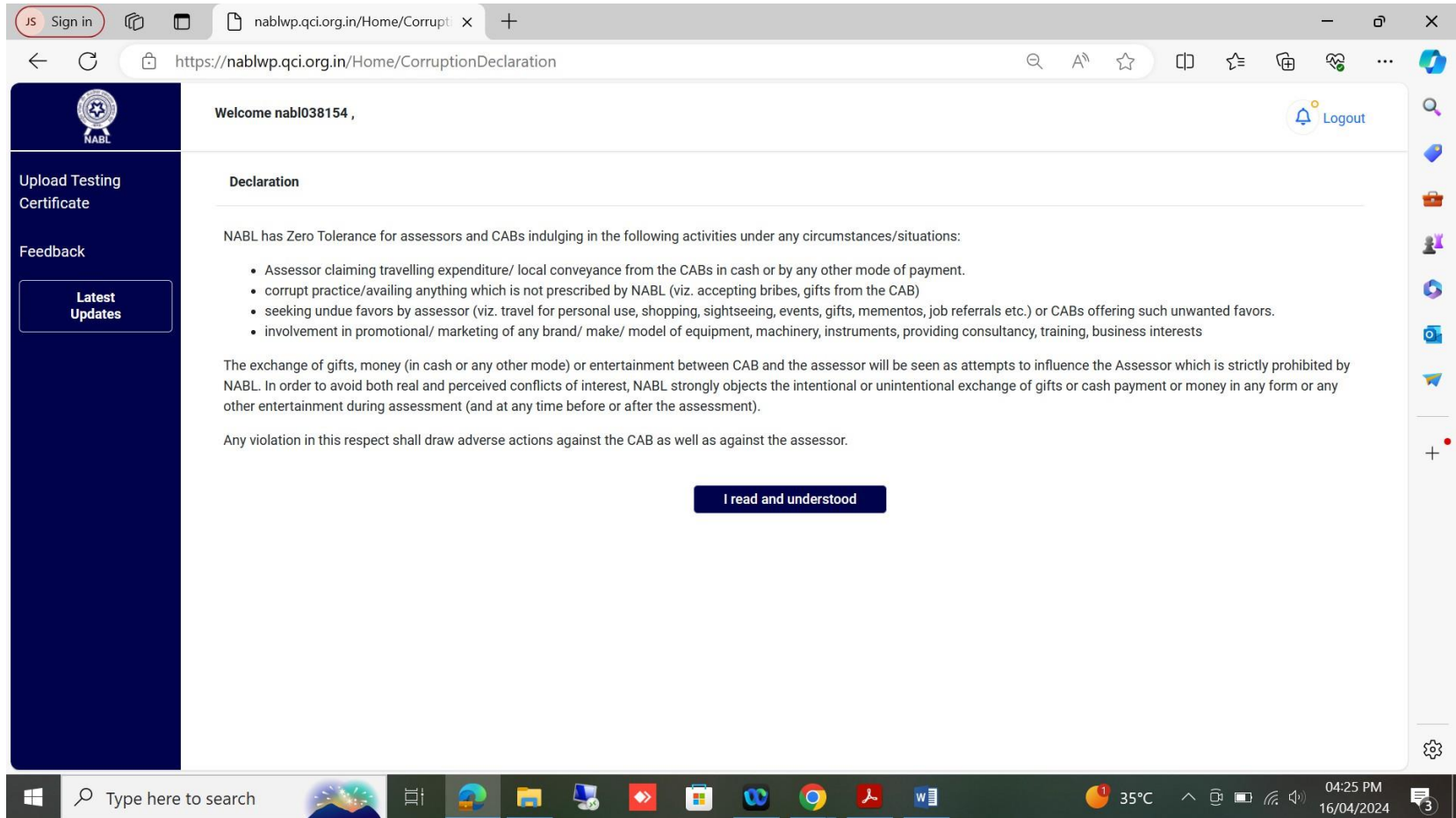
Type here to search

ENG IN 13:24 20-05-2024



# Login by CAB

- Upon Login the declaration for Zero Tolerance towards Corruption will appear.



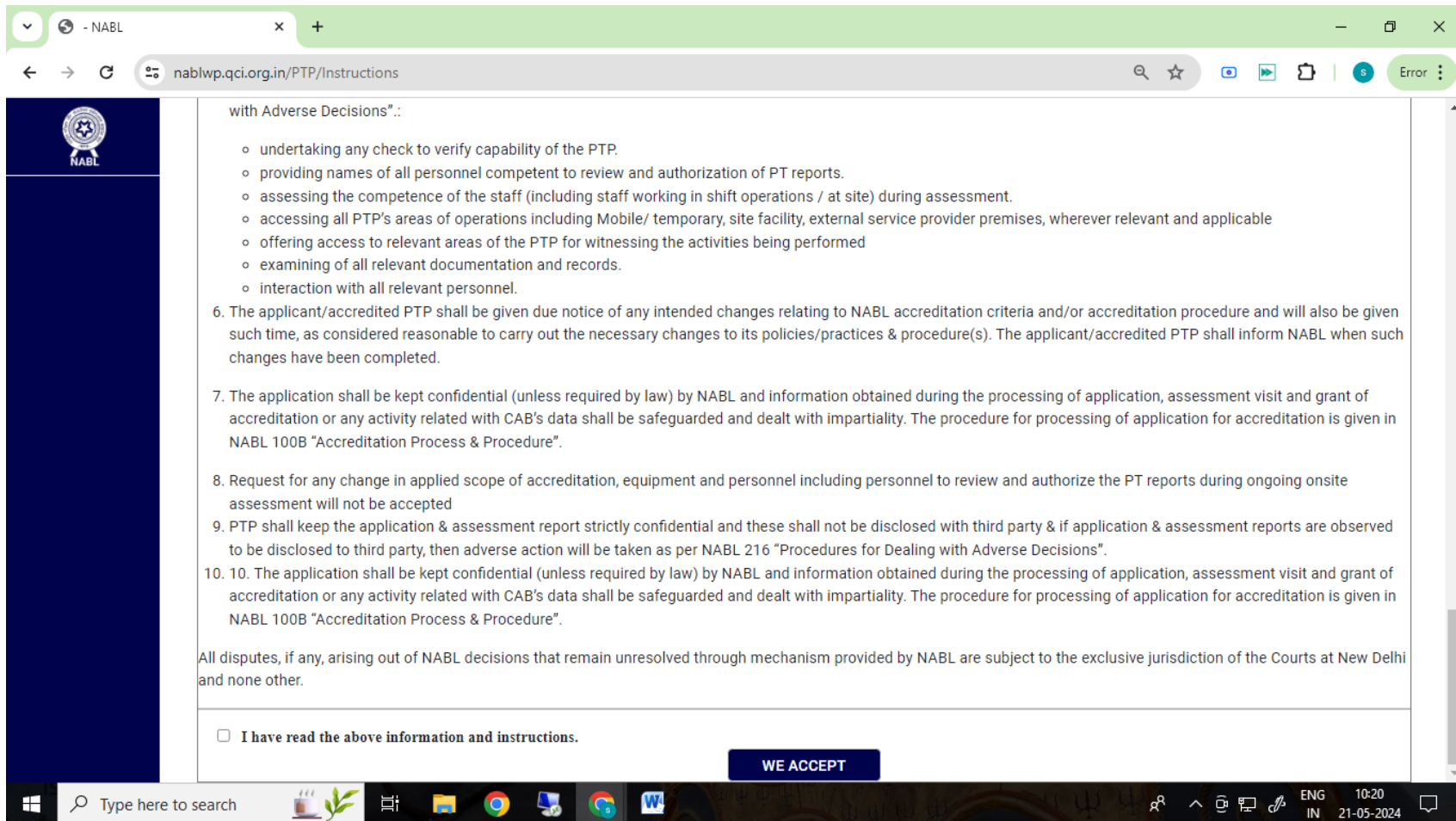
# Application Filling

- After Declaration the requirements and instructions as per NABL 180 - Application Form for Proficiency Testing Provider (PTP) will appear.
- Select Apply as per : ISO/IEC 17043:2010 or ISO/IEC 17043:2023

The screenshot shows a web browser window with the URL `nablwp.qci.org.in/PTP/Instructions.aspx`. The page header includes the NABL logo, the user ID `nabl038777`, and buttons for `Interact with NABL` and `Log Out`. A red notification banner states: "You are filling the application for PT provider under First Accreditation category". The main content area is titled "Requirements to be fulfilled and instructions to be followed by the Proficiency Testing Providers (PTP) while applying for NABL Accreditation". It lists four numbered requirements and includes a note about incomplete applications. A central form box titled "Applying as per :" contains two radio button options: `ISO/IEC 17043:2010` and `ISO/IEC 17043:2023`, with a `Submit` button below them. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, along with system tray information including language (ENG IN) and date/time (10:18 21-05-2024).

# Application Filling

- To Proceed further please read and accept the information and instructions.



The screenshot shows a web browser window with the URL [nablwp.qci.org.in/PTP/Instructions](http://nablwp.qci.org.in/PTP/Instructions). The page content includes the NABL logo on the left and a list of instructions for PT providers. At the bottom, there is a checkbox for accepting the terms and a 'WE ACCEPT' button.

with Adverse Decisions"::

- undertaking any check to verify capability of the PTP.
- providing names of all personnel competent to review and authorization of PT reports.
- assessing the competence of the staff (including staff working in shift operations / at site) during assessment.
- accessing all PTP's areas of operations including Mobile/ temporary, site facility, external service provider premises, wherever relevant and applicable
- offering access to relevant areas of the PTP for witnessing the activities being performed
- examining of all relevant documentation and records.
- interaction with all relevant personnel.

6. The applicant/accredited PTP shall be given due notice of any intended changes relating to NABL accreditation criteria and/or accreditation procedure and will also be given such time, as considered reasonable to carry out the necessary changes to its policies/practices & procedure(s). The applicant/accredited PTP shall inform NABL when such changes have been completed.

7. The application shall be kept confidential (unless required by law) by NABL and information obtained during the processing of application, assessment visit and grant of accreditation or any activity related with CAB's data shall be safeguarded and dealt with impartiality. The procedure for processing of application for accreditation is given in NABL 100B "Accreditation Process & Procedure".

8. Request for any change in applied scope of accreditation, equipment and personnel including personnel to review and authorize the PT reports during ongoing onsite assessment will not be accepted

9. PTP shall keep the application & assessment report strictly confidential and these shall not be disclosed with third party & if application & assessment reports are observed to be disclosed to third party, then adverse action will be taken as per NABL 216 "Procedures for Dealing with Adverse Decisions".

10. 10. The application shall be kept confidential (unless required by law) by NABL and information obtained during the processing of application, assessment visit and grant of accreditation or any activity related with CAB's data shall be safeguarded and dealt with impartiality. The procedure for processing of application for accreditation is given in NABL 100B "Accreditation Process & Procedure".

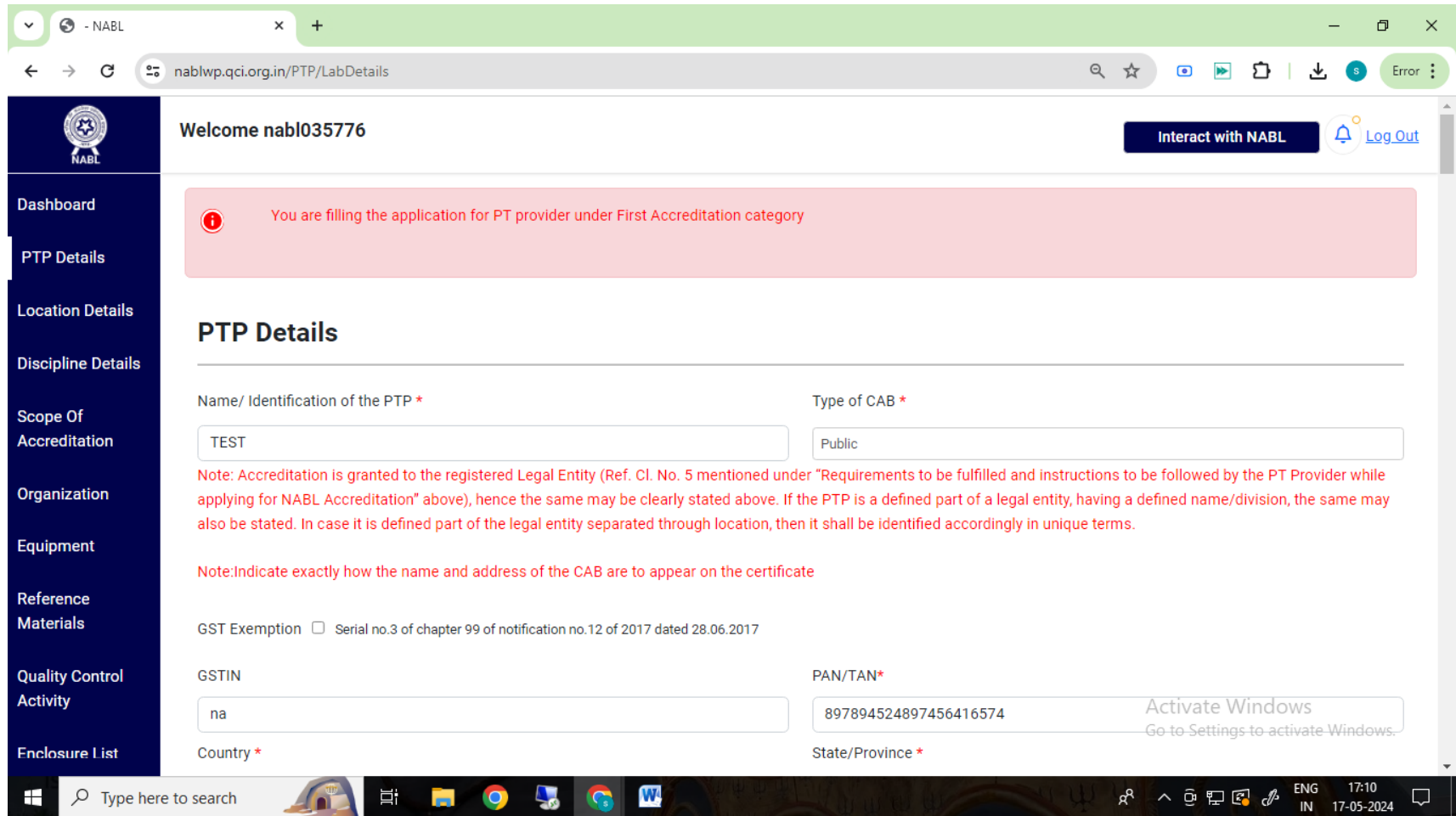
All disputes, if any, arising out of NABL decisions that remain unresolved through mechanism provided by NABL are subject to the exclusive jurisdiction of the Courts at New Delhi and none other.

I have read the above information and instructions.

**WE ACCEPT**

# Application Filling (PTP Details>>First Page)

- The first Section of PTP details will appear to fill.
- It is mandatory to fill PTP details first.



## **Application Filling (PTP Details>>First Page)**

- PTP details section consists of very basic details like
  - Name of PTP
  - Type of CAB
  - Address, Mobile number, Email ID
  - GST/PAN
  - Type of PTP by service
  - Externally Provided Product and Services/Sub-Contractors
  - Proficiency Testing Scheme as per ISO/IEC 17043(COMPLETED/INITIATED)

## Application Filling (PTP Details>>Legal entity, Scheme and Internal Audit)

- In this section the Legal Entity details (Name and Type of Legal entity) is to be filled and the legal entity document is to be uploaded (upload document in pdf or jpg format only).

The screenshot shows a web browser window with the URL `nablwp.qci.org.in/PTP/LabDetails`. The page title is "Legal identity of the PTP". Below the title, there is a red instruction: "(Please give Registration No. and name of authority who granted the registration. Copy of the certificate shall be enclosed. Refer Cl. No. 5 mentioned under "Requirements to be fulfilled and instructions to be followed by the PTP while applying for NABL Accreditation" above)".

The form contains the following fields and options:

- Legal Identity Name \***: Input field containing "test".
- Date of Establishment \***: Input field containing "12-12-2023". Below it, the format "(MM-DD-YYYY)" is indicated.
- Legal Identity Type \***: A list of radio button options:
  - Companies Act (Registration Certificate under The Companies Act, 1956 or 2013)
  - Societies Act/ Indian Trust Act (Registration certificate under Societies Registration Act, 1860/Registration under the Indian Trusts Act, 1882)
  - Government Organization (Gazette or Government Notification or Self-Declaration on Letter head by Head of the organization)
  - One Person Company (Certificate of Incorporation)
  - Limited Liability Partnership (Registration Certificate under The Limited Liability Partnership Act, 2008)

An "Activate Windows" watermark is visible in the bottom right corner of the page content.

## Application Filling (PTP Details>>Legal entity, Scheme and Internal Audit)

- Coming down in this section, the details of Proficiency Testing Scheme as per ISO/IEC 17043 is to be mentioned.
- Also mention whether Internal Audit conducted (Fill IA Dates)
- Also mention whether Management Review conducted (Fill MRM Dates)

The screenshot shows a web browser window with the URL `nablwp.qci.org.in/PTP/LabDetails`. The page title is "Proficiency Testing Scheme as per ISO/IEC 17043(COMPLETED/INITIATED)".

**Form Fields:**

- Name of program\*:
- Total Number of Participants\*:
- Statistical Technique Adopted\*:
- Status\*:  Completed  Under Process

**Save Button:** A blue button labeled "Save".

**Note:** - If a similar program has been repeated please provide details individually with unique ID - Please submit a copy of report for each PT scheme completed

S.No	Update	Delete	Name of Program	Total Number of Participants	Statistical Technique Adopted	Status	Uploaded Report	Remarks
1			asdsadsadsa	01	dfsadasdsadsadsa	Under Process	N/A	sadsasadsa
2			fgfghfghfghfghfgh	01	ghgffgrehwghfd	Completed	<a href="#">View/Download</a>	N/A

**Internal Audit and Management Review**

Activate Windows  
Go to Settings to activate Windows.

## Application Filling (Location Details)

- After filling the details in PTP Details section, open Location details.
- Add the location

**Note: CAB cannot claim accreditation for this location**

**Location Details**

To Add Location

Note: CAB cannot claim accreditation for this location

Address Line 1 \*

District

Contact No\*

E-mail\*

City

Pin Code \*

Fax No.

**Save**

**View Location Details**

Sr. No.	Update	Delete	Location Name	Address Line 1	City	District	Pin Code	Contact No	FAX No	E-mail	Remarks
1			Location 1	ROHINI	New Delhi	NORTH WEST	110058	8974541657	87857458974	dd@gmail.com	Accreditation can be claimed by the CAB for this location only



# Application Filling (Discipline Details)

- After filling the details in Location Details section, open Discipline details.
- Select the Disciplines/Sub-discipline (may refer NABL 181)

Browser: - NABL | URL: nablwp.qci.org.in/PTP/DisciplineGroup

Welcome nabl035776 | Interact with NABL | Log Out

**Warning:** NABL shall refuse to service an application because of proven fraudulent behaviour or falsification of information or violation of accreditation requirements.

### ACCREDITATION DETAILS

**Note:**  
i. \*For detailed information on classification PT schemes, NABL 181  
ii. Kindly make all kind of payments preferably through the 'Payment Gateway' available on NABL website

Discipline in which accreditation is sought \*  Sub-discipline of Testing/Calibration/Medical/Inspection for which accreditation is sought (includes sampling also) \*

Please save your data first before clicking on Next or Back button.

#### Accreditation Details Selected

S No.	Delete	Discipline	Sub-Discipline
1		Calibration	Radiological

Windows watermark: Activate Windows. Go to Settings to activate Windows.

Taskbar: Type here to search | 17:32 17-05-2024

## Application Filling (Scope of Accreditation)

- For entering Scope select the location from dropdown, Scheme, Select Discipline, the mapped Sub Discipline will appear in the dropdowns.
- **ENTER/TYPE** Proficiency Test Item/ Matrix.
- **ENTER/TYPE** Measurand/ Characteristic/ Analyte/ Parameter.
- **ENTER/TYPE** Propose Periodicity for Conducting PT Scheme.
- **ENTER/TYPE** Range, Remarks, Whether any PT conducted/initiated for this Measurand/ Characteristic/ Analyte/ Parameter.

The screenshot displays the NABL webportal interface for adding a scope of accreditation. The browser address bar shows the URL: `nablwp.qci.org.in/PTP/ScopeOfAccreditation`. The page features a dark blue sidebar with navigation options: Dashboard, PTP Details, Location Details, Discipline Details, Scope Of Accreditation (highlighted), Organization, Equipment, Reference Materials, Quality Control Activity, and Enclosure List. The main content area is titled 'Scope Of Accreditation' and includes two buttons: 'Add Scope' and 'View Scopes'. The form contains the following fields:

- Select Location\***: Location 2
- Scheme\***: Quantitative Scheme
- Discipline\***: Calibration
- Sub Discipline\***: --Select Discipline--
- Proficiency Test Item/ Matrix\***: Proficient Test Items
- Measurand/ Characteristic/ Analyte/ Parameter\***: Analyte
- Propose Periodicity for Conducting PT Scheme\***: No. of scheme to be completed within 2 years
- Range \***: --Select--
- Remarks\*\***: Remarks
- Whether any PT conducted/initiated for this Measurand/ Characteristic/ Analyte/ Parameter \***:  Yes  No

An 'Activate Windows' watermark is visible in the bottom right corner of the form area. The Windows taskbar at the bottom shows the time as 17:39 on 17-05-2024.

## Application Filling (Organization>>Add Steering)

- Organization Chart.
- Total No. of Employees.
- Total number of employees involved in running PT schemes.
- Steering Advisory

The screenshot displays the NABL webportal interface. The browser address bar shows the URL `nablwp.qci.org.in/PTP/Organisation`. The user is logged in as `nabl035776`. A navigation menu on the left lists various sections: Dashboard, PTP Details, Location Details, Discipline Details, Scope Of Accreditation, Organization, Equipment, Reference Materials, Quality Control Activity, and Enclosure List. The main content area features a warning banner: "CAB may note that at any point of time during the application process or assessment process, if there is an evidence of fraudulent behaviour or if any false information is provided or if any information is concealed, NABL will reject the application and it's processing or if in accreditation process, then terminate the assessment process." Below this, there are four buttons: "Add Employee", "View Employee", "Add Steering" (which is highlighted), and "View Steering". The "Add Steering" section is titled "Organisation Chart" and contains two main input areas. The first is "PTP Organization Chart\*", which includes a text box for a description and a "Choose File" button. The second is "Organization chart indicating relation to its parent organization", which also includes a text box and a "Choose File" button. A note at the bottom states: "Note: If the PTP is a defined part of a legal entity, then the organization structure of the Legal entity, with place of the PTP within the larger structure (Legal entity/parent organization) shall also be submitted, clearly". On the right side, there is a field for "Total number of employees in the organization \*" with the placeholder text "No. Of Employee in Organization". An "Activate Windows" watermark is visible in the bottom right corner of the page.

## **Application Filling (Organization>>Add Employee)**

- The mandatory employee details under this section is as below.
  - Details for Head of the PTP, having overall responsibility to be mandatorily selected and filled from the dropdown (only one entry allowed).
  - Details of Person Responsible for PTP Management System to be mandatorily selected and filled from the dropdown (minimum one person required, multiple entries (persons) are also allowed).
  - Details of Person Responsible for Technical Operations of the PTP (minimum one person per required, multiple entries (persons) are also allowed)

### **NOTE:**

- 1. In case the above three roles are assigned / taken-up by single person then same details to be entered under the above different heads/category selected from the dropdown)***
- 2. The above persons can also be proposed as person(s) to report, review and authorize the test results.***

### **NOTE:**

- 1. The PTP can also choose the category of "Others" from the dropdown to enter the details of person(s) proposed to involved in PT activities.***

## Application Filling (Equipment)

- Fill Equipment details - Select Location, Select Discipline, Select Sub Discipline, Name of Equipment, UID of Equipment, Type Of Facility, Model, Make (Name of Manufacturer), Year of Make, Receipt dt. & dt. placed in service, Range, Accuracy, Last Calibration Date, Next Calibration Due Date, Calibrated By.

**Equipment Details**

**Note:**

- PTP shall have access to the measuring and analytical equipment for its dedicated use only, either by ownership or by long term contract /lease, generally for 2 years or above. The PTP shall have necessary documentation to demonstrate compliance.
- \*The PTP to decide the calibration interval based on ISO 10012 or ILAC-G24
- \*\*Please mention name of calibration agency. In case the equipment is calibrated in-house, same needs to be clearly indicated under this column.
- For metrological traceability in measurement, refer NABL policy document NABL 142
- V. Apart from measuring and analytical equipment, the details for equipment (if any) to be provided which are required for processing and preparation of PT items.

Select Location: Location 1

Select Discipline \*: --Select Discipline--

Select Sub Discipline \*

UID of Equipment \*: UID Of Equipment

Name of Equipment \*: Equipment Name

Model/ type/Serial number \*: Model/ type/Serial number

Make \*: Make

Year of Make\*: 2024

Receipt date & date placed in service \*: Receipt date & date placed in service

Range \*: Range

Activate Windows  
Go to Settings to activate Windows.

## Application Filling (Reference Material/Reference standards)

- Select the location first from dropdown, Select Discipline, the mapped Sub Discipline will appear in the dropdowns.
- **ENTER/TYPE** Name of Reference Material/Strain/Culture.
- **ENTER/TYPE** Source, Date of expiry/Calibration Validity, and Traceability.

Note: For traceability in measurement, refer NABL policy document NABL 142

**Reference Materials/ Reference standards**

Note: For traceability in measurement, refer NABL policy document NABL 142

Select Location: Location 1

Select Discipline\*: --Select Discipline--

Select Sub Discipline: [Empty]

Name of Reference Material/Strain/Culture\*: Reference Material Name

Source\*: Source

Date of expiry/Calibration Validity\*: [Empty]

Traceability\*: Traceability

Please save your data first before clicking on Next or Back button.

Back Save Next

**Reference Materials**

Edit	Delete	S No.	Discipline	Sub Discipline	Name of Reference Material	Source	Date of expiry	Traceability
		1	Calibration	Radiological	rreferfer	referferfe	15-12-2023	ferferferr

## Application Filling (Quality Control Activity)

- Select location first, Type of participation, Participated By.
- Select the location first from dropdown, Select Discipline, the mapped Sub Discipline will appear in the dropdowns.
- Select the location first from dropdown, Select Discipline, the mapped Sub Discipline will appear in the dropdowns.
- Select Materials or Products tested, Component
- **ENTER/TYPE** Test Method Specification, Date of Testing, Nodal Laboratory/PT Provider.

**Quality Control Activity**  
(For details and other requirements please refer to ISO/IEC 17043 & NABL 163)

Select Location  
--No Data--

Type of Participation \*  
Select Participation

Participated By \*  
--Select Participated By--

Select Discipline\*  
[Empty]

Select Sub Discipline \*  
[Empty]

Materials or Products tested\*  
[Empty]

Component, parameter or characteristic tested/ Specific Test Performed/ Tests or type of tests performed\*  
[Empty]

Test Method Specification against which tests are performed and/or the techniques/ equipment used\*  
Test Method Specification

Date of Testing  
DD-MM-YYYY

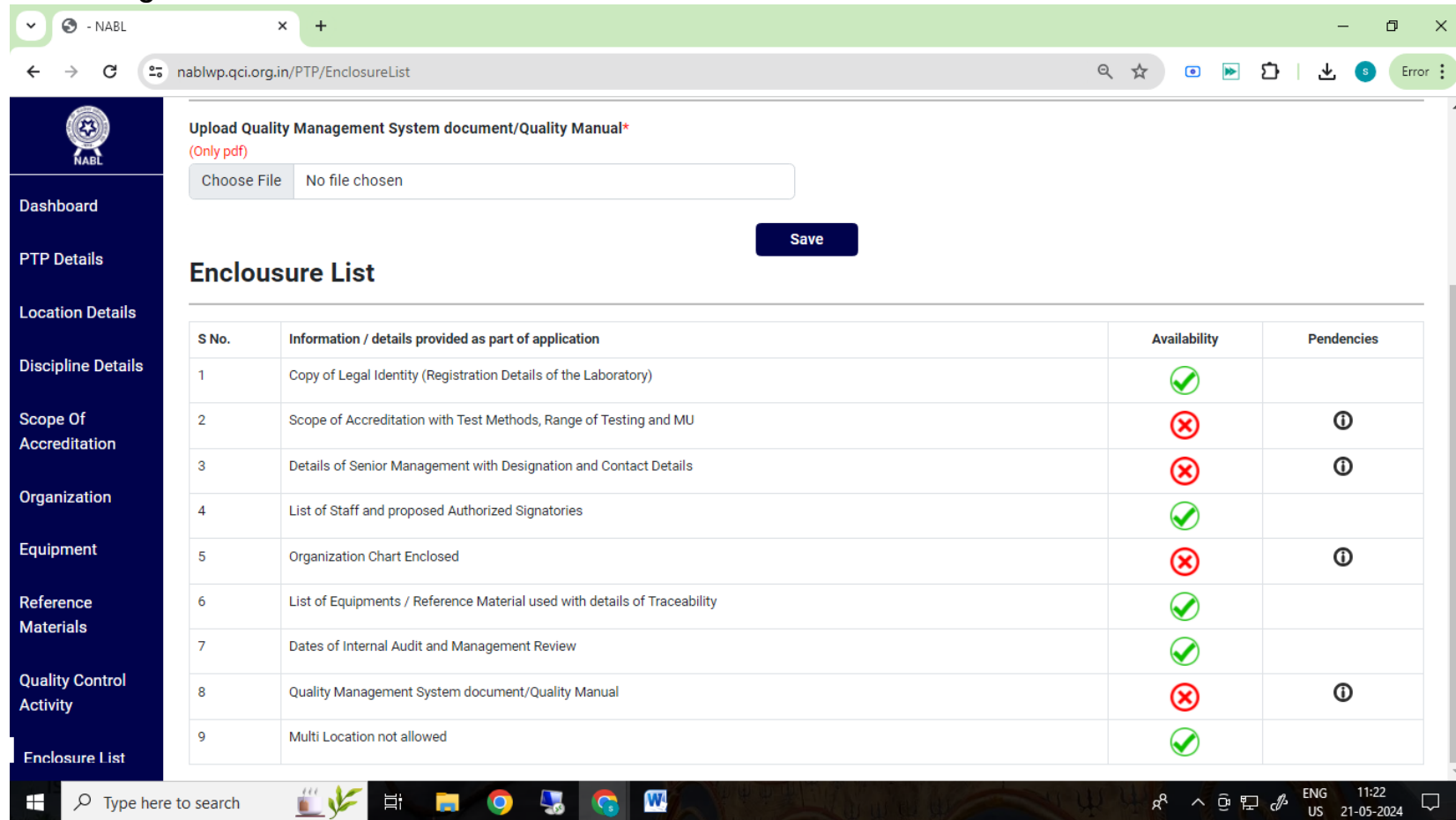
Nodal Laboratory/PT Provider (Accreditation Body/Country)\*  
Nodal Laboratory/PT Provider

Please save your data first before clicking on Next or Back button.

Back Save Draft Next

## Application Filling (Enclosure-Application Checklist)

- Upload Quality Management System document/Quality Manual.
- Once all the information is filled in the application the red cross button **X** change to green tick **✓** .



The screenshot displays the NABL webportal interface for uploading a Quality Management System document. The browser address bar shows the URL `nablwp.qci.org.in/PTP/EnclosureList`. The page title is "Upload Quality Management System document/Quality Manual\*" with a note "(Only pdf)". A file upload area contains a "Choose File" button and the text "No file chosen". A "Save" button is located below the upload area.

### Enclosure List

S No.	Information / details provided as part of application	Availability	Pendencies
1	Copy of Legal Identity (Registration Details of the Laboratory)	✓	
2	Scope of Accreditation with Test Methods, Range of Testing and MU	✗	i
3	Details of Senior Management with Designation and Contact Details	✗	i
4	List of Staff and proposed Authorized Signatories	✓	
5	Organization Chart Enclosed	✗	i
6	List of Equipments / Reference Material used with details of Traceability	✓	
7	Dates of Internal Audit and Management Review	✓	
8	Quality Management System document/Quality Manual	✗	i
9	Multi Location not allowed	✓	



## Application Filling (Declaration)

- Once all the information is filled and application checklist shows no pendency, the declaration tab will auto-appear on the left vertical bar below enclosure.
- This contains declaration as per NABL 180 - Application form for Proficiency Testing Provider (PTP) as well as Terms & Conditions for Obtaining and Maintaining NABL Accreditation (NABL 131).

The screenshot displays the NABL webportal interface. On the left is a dark blue navigation menu with the following items: Dashboard, PTP Details, Discipline Details, Scope Of Accreditation, Organization, Equipment, Reference Materials, Quality Control Activity, and Enclosure List. The top header area includes the NABL logo, the text 'Welcome', and a 'Login' button with a bell icon. A prominent red warning box contains the following text: 'CAB may note that at any point of time during the application process or assessment process, if there is an evidence of fraudulent behaviour or if any false information is provided or if any information is concealed, NABL will reject the application and it's processing or if in accreditation process,then terminate the assessment process.' Below this, the main content area is titled 'Terms & Conditions for Obtaining and Maintaining NABL Accreditation' with a 'Terminate this Application' button. The text in the main area reads: 'The terms and conditions mentioned in this document is considered as accreditation agreement between NABL and Conformity Assessment Body (CAB). By accepting these terms and conditions, it is implied that a CAB as an applicant and after obtaining accreditation agrees to comply at all times with all Terms and Conditions for NABL Accreditation. Any violation of this terms and conditions (Accreditation agreement) shall result in adverse decision as per NABL 216 'Procedures for Dealing with Adverse Decisions' including legal action. The Conformity Assessment Body (Testing Laboratory/ Calibration Laboratory/ Medical Testing Laboratory/ Proficiency Testing Provider (PTP)/ Reference Material Producer (RMP)) that are applicant or accredited by NABL shall be required to fulfill the following terms and conditions: 1. The Conformity Assessment Body (CAB) shall carry out its Testing / Calibration / Medical/ PTP / RMP activities in such a way as to meet the requirements of relevant standard (eg. ISO/IEC 17025 or ISO 15189 or ISO/IEC 17043 or ISO 17034, whichever is applicable), appropriate NABL specific criteria/application documents (wherever applicable) and other policies of NABL, as relevant to the accredited scope at all times. 2. CAB shall ensure that the latest versions of NABL documents are available with it and are effectively implemented. 3. CAB shall familiarize itself with all relevant standards, NABL documents etc. applicable for particular accreditation scheme. 4. The CAB shall have a valid legal entity status as given below: a. One Person Company (Registration certificate under The Companies Act, 2013) b. Limited Liability Partnership (Registration certificate under The Limited Liability Partnership Act, 2008) c. Company (Registration certificate under The Companies Act, 1956 or 2013) d. Societies / Trust (Registration certificate under Societies Registration Act, 1860/ Registration under The Indian Trusts Act, 1882) e. Government (Gazette or Government Notification or self-Declaration on Letter head by Head of the organization)'. The Windows taskbar at the bottom shows the system tray with the date 5/21/2024 and time 11:45 AM.

## Application Filling (Declaration)

- At the end of the declaration, the Signature of the Head of the Organisation is to be uploaded in jpg format.
- Also the lab is required to upload the Upload Declaration by the Laboratory Shareholders and Directors in the format downloadable on portal.

The screenshot displays the NABL application filling interface. On the left is a dark blue sidebar with the NABL logo and a list of menu items: Dashboard, PTP Details, Discipline Details, Scope Of Accreditation, Organization, Equipment, Reference Materials, Quality Control Activity, and Enclosure List. The main content area contains a declaration form with 10 numbered steps:

1. We are familiar with the terms and conditions of maintaining accreditation (NABL 131), which is enclosed and will abide by it. We have understood the requirements given in NABL 133
2. We have declared and submitted accurate and complete information in the enclosed "Declaration Form"
3. We agree to comply fully with ISO/IEC 17043: 2010 or ISO/IEC 17043: 2023 for the accreditation of Proficiency Testing Provider
4. We agree to comply with accreditation procedures, pay all costs for pre-assessment, assessment, supplementary visit (if any), surveillance and reassessment irrespective of the result.
5. We agree to co-operate with the assessment team appointed by NABL for examination of all relevant documents/records by them and their visits to those parts of the PTP that are part of the scope of accreditation.
6. We comply to all national, regional and local regulatory requirements for operating a PTP.
7. NA has provided consultancy for preparing towards NABL accreditation. [Information regarding any individual or organization who provided consultancy (if any) for NABL accreditation shall be declared
8. All information provided in this application are true.
9. Signature of Head of the Laboratory  
 No file chosen   
   
authorised representative of CAB has filled/ verified the contents of the application and accepted the above mentioned terms and conditions on behalf of CAB.
10. Upload Declaration by the Laboratory Shareholders and Directors\*  No file chosen   
[Download Format](#)

**NOTE:-** By accepting the above terms & conditions, it is implied that a CAB/ Sample Collection Centre/ Facility (ies) declared by medical CAB as an applicant and after obtaining accreditation agrees to comply at all times with all Terms and Conditions for NABL Accreditation. Any violation of this terms and conditions shall result in adverse decision such as abeyance, suspension, forced withdrawal etc against the CAB as specified in 'NABL 216'.

At the bottom of the form, there is a blue button labeled "WE ACCEPT" and a "View Preview Report" button.

The Windows taskbar at the bottom shows the system tray with the date and time: 11:46 AM IN 5/21/2024.

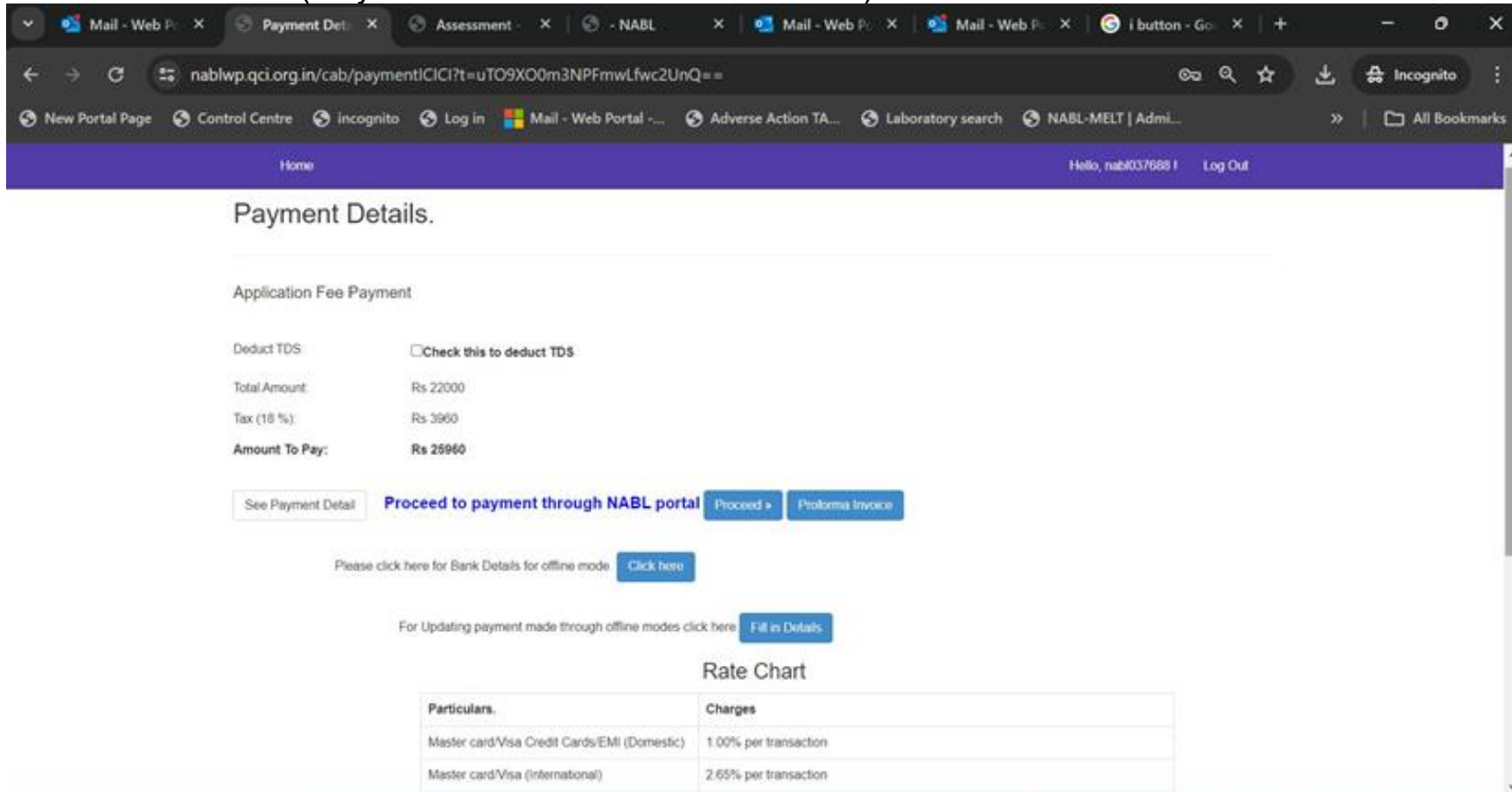
# Application Preview

- The laboratory can view the application filled by it by clicking on application preview button (refer previous screenshots).

Details	Lab
Name/ Identification of the PTP	TEST
Type of CAB	Public
GST Exemption	No
Uploaded GST Exemption	N/A
GSTIN	na
PAN/TAN	897894524897456416574
Country	India
State	Delhi
City	New Delhi
Address Line 1	ROHINI
District	NORTH WEST
Pincode	110058
Contact No	8974541657
Fax No.	87857458974
E-mail	dd@gmail.com
Are you from SEZ region(Special economic zone)	Yes
Uploaded SEZ certificate	<a href="#">View</a>
Whether any individual or organization has provided consultancy for preparing towards NABL Accreditation	Yes
Name of Individual/organization with city	sddsds
Has adverse action been initiated/taken against the PTP in the past?	Yes
Type of adverse action	gregrger
Current status	dsadsadsa
Does the PTP operate from different locations having same legal identity within the city and applying for accreditation	Yes
Does accreditation sought for different locations?	No

## Payment Process

- After completing application the laboratory can proceed to payment process for final submission of application. The Proceed to Pay & Submit Button will redirect to payment page showing the application amount as per the groups/discipline selected by the PT Provider (may refer NABL 100A for fee structure).



The screenshot shows the 'Payment Details' page on the NABL web portal. The browser address bar displays the URL: `nablwp.qci.org.in/cab/paymentICICI?t=uTO9XO0m3NPFmwLfwc2UnQ==`. The page header includes a navigation bar with 'Home' and a user greeting 'Hello, nab4037688 | Log Out'. The main content area is titled 'Payment Details.' and contains the following information:

**Application Fee Payment**

Deduct TDS:  Check this to deduct TDS

Total Amount: Rs 22000  
Tax (18 %): Rs 3960  
Amount To Pay: Rs 25960

Buttons: See Payment Detail, Proceed to payment through NABL portal, Proceed, Proforma Invoice

Please click here for Bank Details for offline mode [Click here](#)

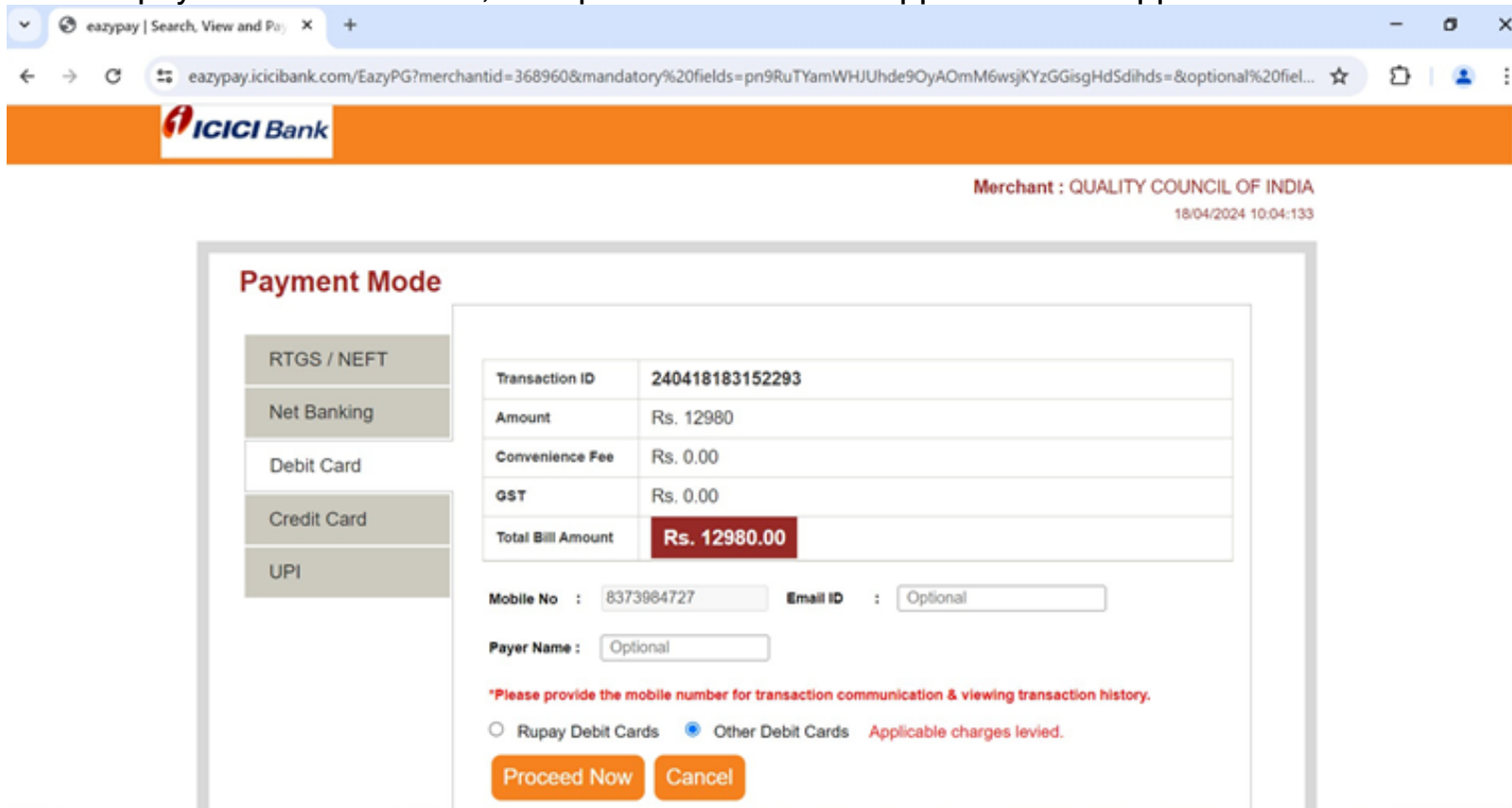
For Updating payment made through offline modes click here [Fill in Details](#)

**Rate Chart**

Particulars.	Charges
Master card/Visa Credit Cards/EMI (Domestic)	1.00% per transaction
Master card/Visa (International)	2.65% per transaction

## Payment Process

To make the payment the laboratory can choose from the different payment modes given on payment gateway page e.g. Debit Card, Credit Card, Net Banking, UPI etc. After payment is successful, the option to Submit the application will appear.



The screenshot shows the ICICI Bank eazypay payment gateway interface. The browser address bar displays the URL: eazypay.icicibank.com/EazyPG?merchantid=368960&mandatory%20fields=pn9RuTYamWHUUhde9OyAOmM6wsjKYzGGisgHdSdihds=&optional%20fiel... The page header includes the ICICI Bank logo and the merchant information: Merchant : QUALITY COUNCIL OF INDIA, dated 18/04/2024 10:04:133.

The main content area is titled "Payment Mode" and features a sidebar with five payment options: RTGS / NEFT, Net Banking, Debit Card, Credit Card, and UPI. The "Debit Card" option is currently selected.

The transaction details table is as follows:

Transaction ID	240418183152293
Amount	Rs. 12980
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Bill Amount	<b>Rs. 12980.00</b>

Below the table, there are input fields for "Mobile No" (8373984727) and "Email ID" (Optional). The "Payer Name" field is also marked as "Optional".

A red asterisk note states: **\*Please provide the mobile number for transaction communication & viewing transaction history.**

At the bottom, there are two radio button options: "Rupay Debit Cards" (unselected) and "Other Debit Cards" (selected). A red note next to "Other Debit Cards" says "Applicable charges levied." Below these options are two buttons: "Proceed Now" and "Cancel".