



National Accreditation Board for Testing and Calibration Laboratories (NABL)

NABL Webportal Help Manual *(for filling application by Testing Laboratories)*

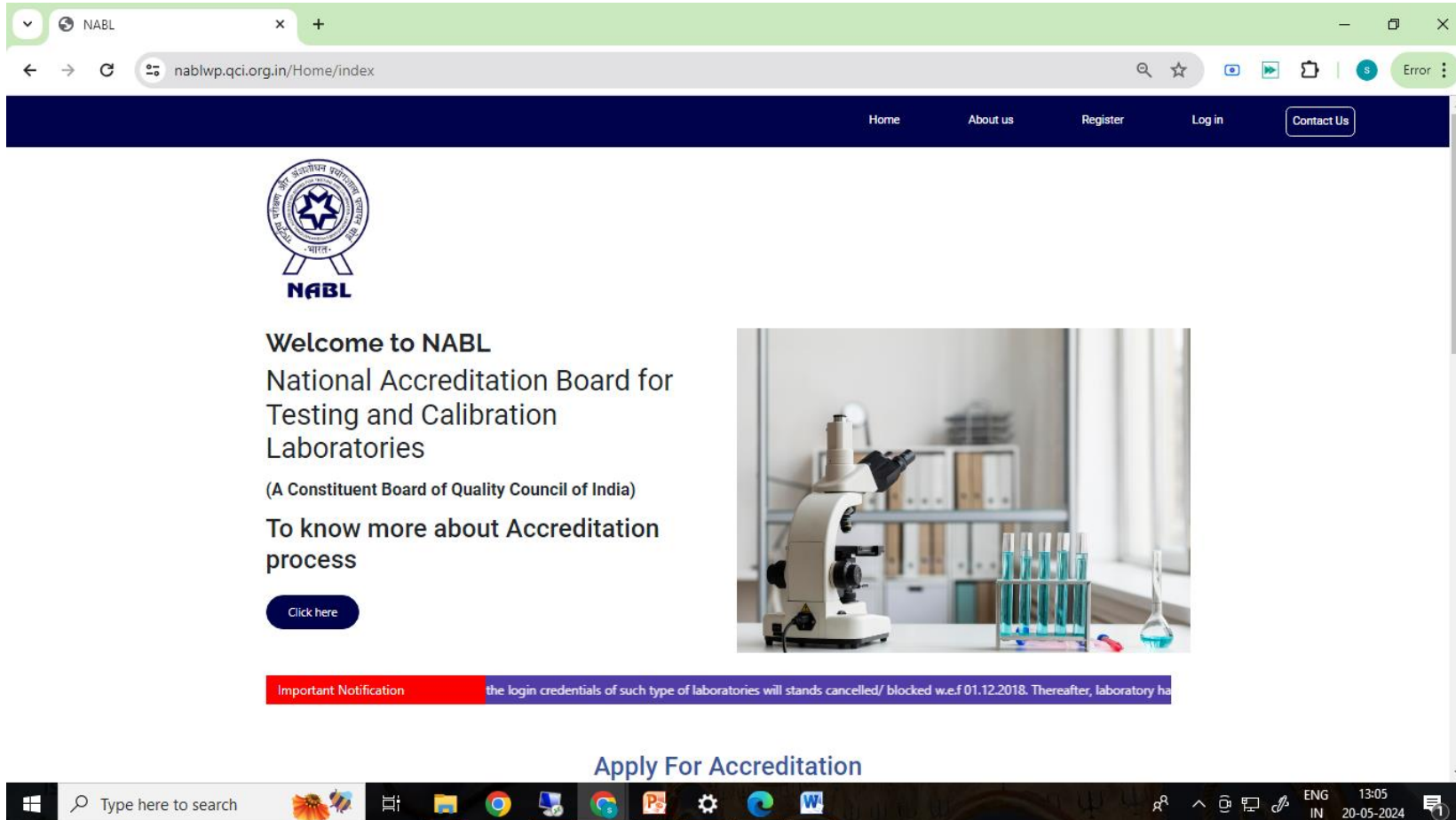
Dated : 20th May, 2024

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Registration of CAB (Laboratory)

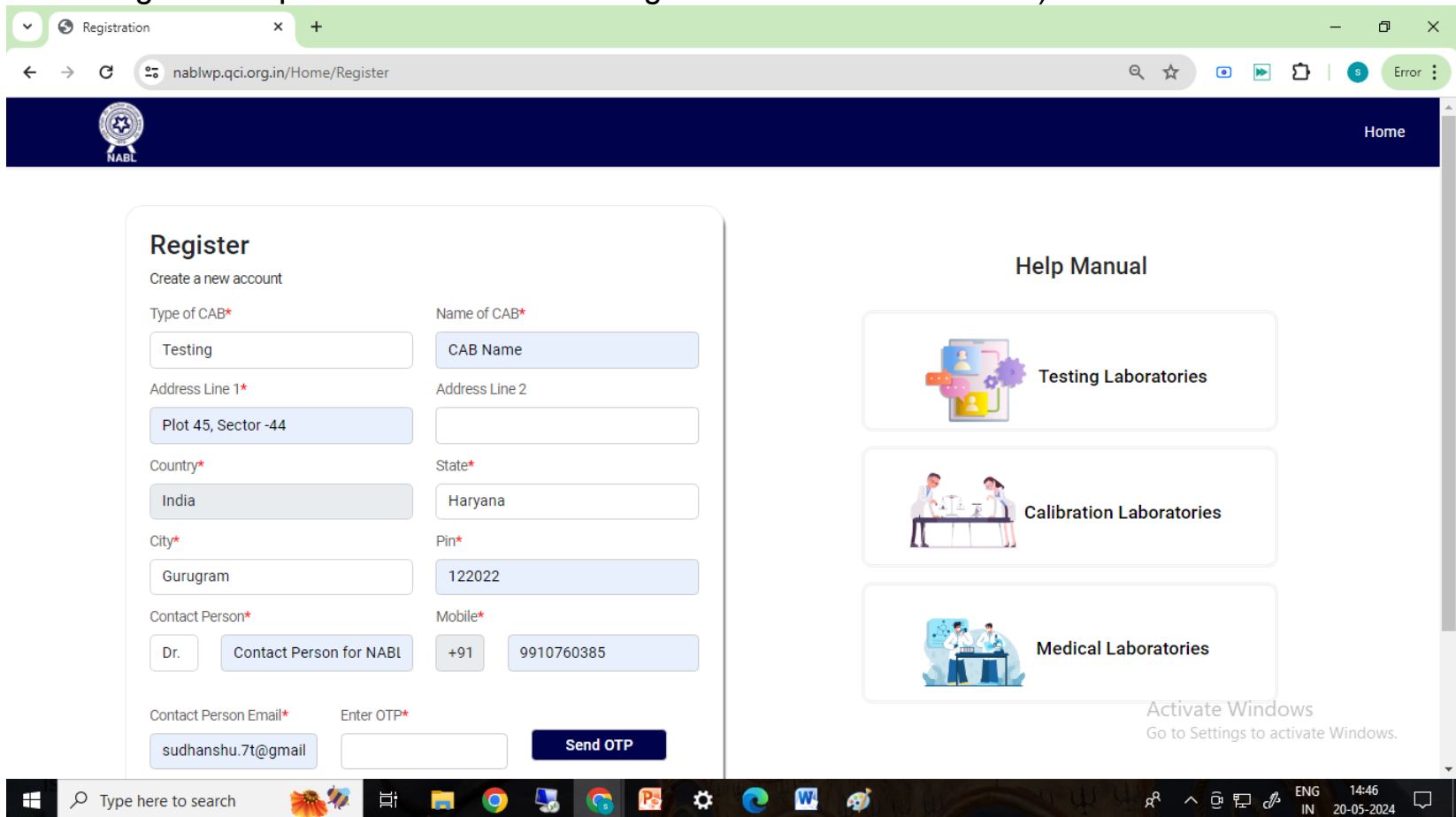
- To Open Registration Page/Form **Visit NABL Webportal registration page** (<https://nablwp.qci.org.in/Home/register>)
OR **Visit NABL Website** (www.nabl-india.org).



The screenshot shows a web browser window displaying the NABL webportal. The browser's address bar shows the URL nablwp.qci.org.in/Home/index. The page features a dark blue navigation bar with links for Home, About us, Register, Log in, and a Contact Us button. Below the navigation bar is the NABL logo, which consists of a circular emblem with a star in the center and the text 'NABL' underneath. The main content area includes the text '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' followed by a 'Click here' button. To the right of this text is a photograph of a laboratory setting with a microscope and test tubes. At the bottom of the page, there is a red banner with the text 'Important Notification' and a blue banner with the text 'Apply For Accreditation'. The Windows taskbar is visible at the bottom of the screen, showing the search bar, taskbar icons, and system tray with the date 20-05-2024 and time 13:05.

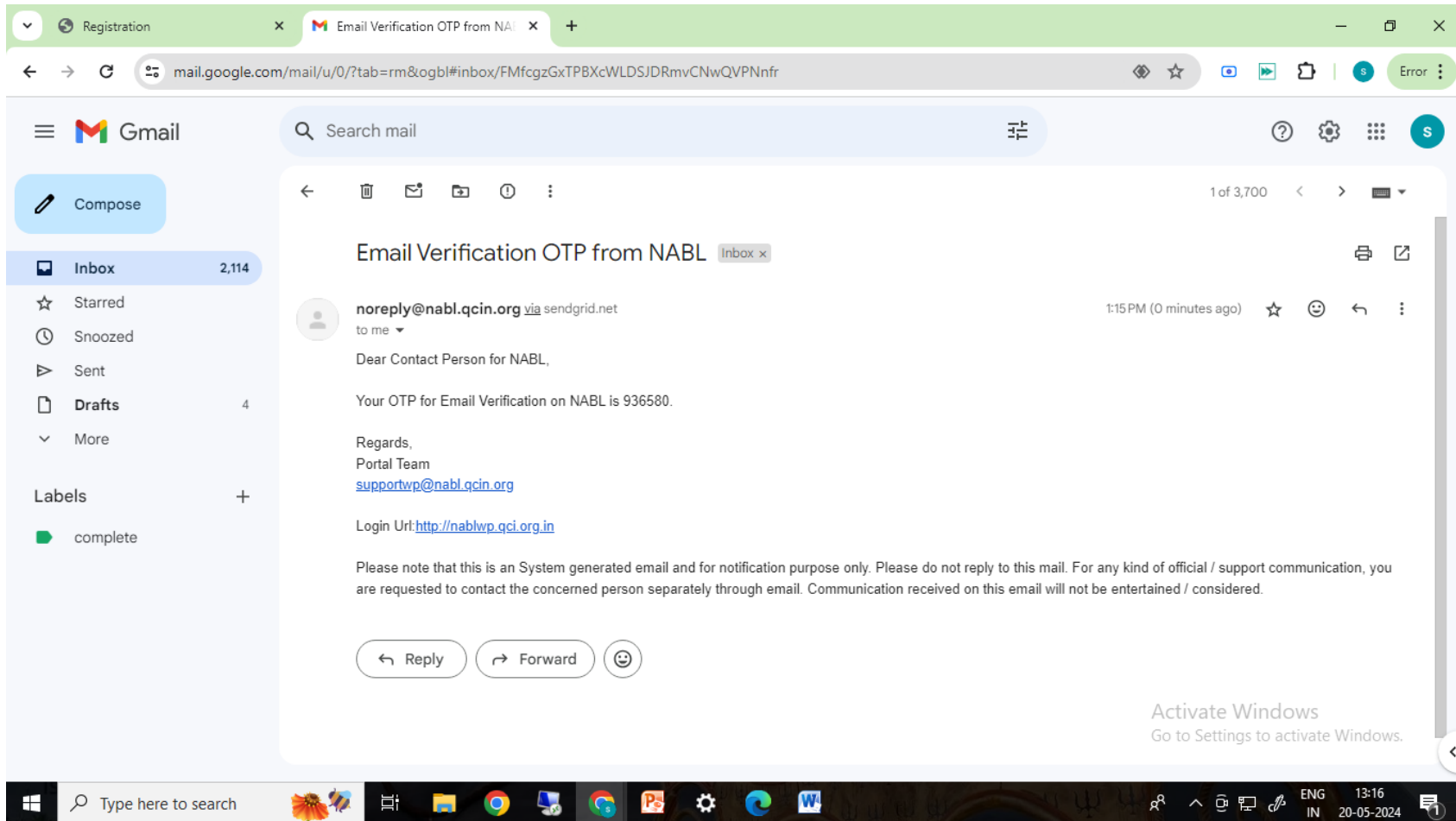
Registration of CAB (Laboratory)

- After Opening the Registration Page / Form, enter all details like Type of CAB (select TESTING), 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.)



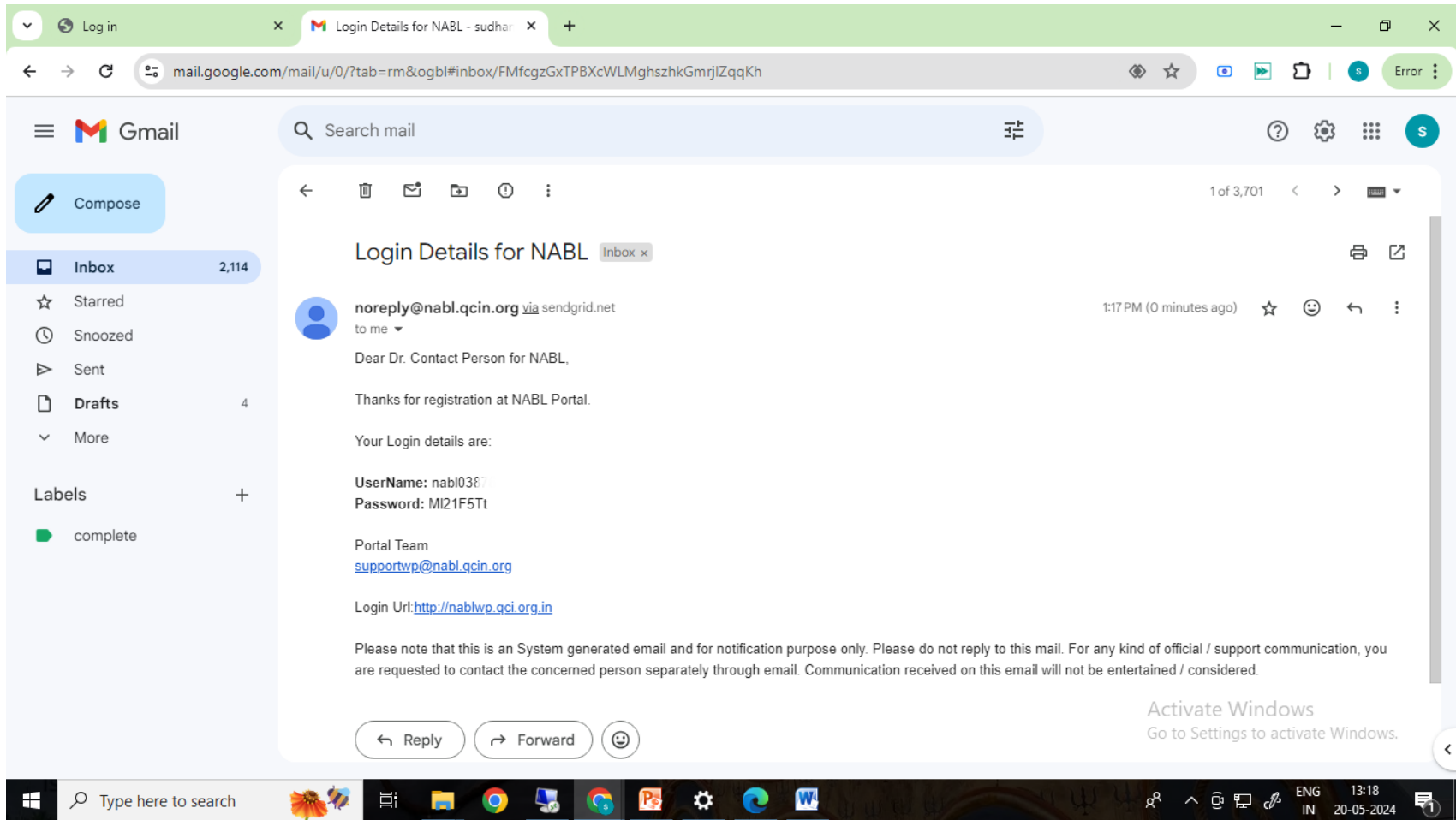
Registration of CAB (Laboratory)

- 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 (Laboratory)

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



Login by CAB (Laboratory)

- 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. The page has a dark blue header with the NABL logo on the left and a 'Home' link on the right. The main content area is divided into two sections. On the left is the 'Log In' form, which includes the following elements: a title 'Log In', a subtitle 'Enter your account details to log in', a 'User Name' input field, a 'Password' input field with a visibility toggle, a 'Enter Captcha' input field with a captcha image showing the number '098943', a dark blue 'Log in' button, and links for 'Forgot Password' and 'Register if you don't have an account'. On the right is the 'Help Manual' section, which contains three cards: 'Testing Laboratories' with a gear and person icon, 'Calibration Laboratories' with an icon of two people at a table, and 'Medical Laboratories' with an icon of two people in lab coats.

Login by CAB (Laboratory)

- 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.

The screenshot shows a web browser window with the following elements:

- Browser Tab:** JS Sign in | change password
- Address Bar:** <https://nablwp.qci.org.in/Home/ChangePassword>
- Header:** NABL logo on a dark blue background.
- Section Title:** Change Password
- Form Fields:**
 - Current password:
 - New password:
 - Confirm new password:
- Submit Button:** Change password

Login by CAB (Laboratory)

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

The screenshot shows a web browser window with the URL `nablwp.qci.org.in/Home/CorruptionDeclaration`. The page header includes the NABL logo and a welcome message: "Welcome nabl038770 ,". A "Logout" button is visible in the top right corner. The left sidebar contains the following menu items: "Upload Testing Certificate", "Feedback", and "Latest Updates". The main content area is titled "Declaration" and contains the following text:

NABL has Zero Tolerance for assessors and CABs indulging in the following activities under any circumstances/situations:

- Assessor claiming travelling expenditure/ local conveyance from the CABs in cash or by any other mode of payment.
- corrupt practice/availing anything which is not prescribed by NABL (viz. accepting bribes, gifts from the CAB)
- seeking undue favors by assessor (viz. travel for personal use, shopping, sightseeing, events, gifts, mementos, job referrals etc.) or CABs offering such unwanted favors.
- involvement in promotional/ marketing of any brand/ make/ model of equipment, machinery, instruments, providing consultancy, training, business interests

The exchange of gifts, money (in cash or any other mode) or entertainment between CAB and the assessor will be seen as attempts to influence the Assessor which is strictly prohibited by NABL. In order to avoid both real and perceived conflicts of interest, NABL strongly objects the intentional or unintentional exchange of gifts or cash payment or money in any form or any other entertainment during assessment (and at any time before or after the assessment).

Any violation in this respect shall draw adverse actions against the CAB as well as against the assessor.

A button labeled "I read and understood" is positioned below the text. An "Activate Windows" watermark is visible in the bottom right corner of the page.

Application Filling

- After Declaration the requirements and instructions as per NABL 151 - Application Form for Testing Laboratories will appear.

The screenshot shows a web browser window with the URL `nablwp.qci.org.in/Test-Lab_New/Instructions.aspx`. The page header includes the NABL logo, a welcome message for user `nabl038770`, and buttons for `Interact with NABL`, `Logout`, and `Terminate this Application`. The main content area is titled **Requirements to be fulfilled and instructions to be followed by the testing laboratories while applying for NABL Accreditation**. It contains four numbered points and two notes. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, with the system tray displaying `ENG IN`, `15:06`, and `20-05-2024`.

Welcome nabl038770 ,

[Interact with NABL](#) [Logout](#)

[Terminate this Application](#)

Requirements to be fulfilled and instructions to be followed by the testing laboratories while applying for NABL Accreditation

1. Application shall be made in the prescribed form NABL 151 only. All applied disciplines of testing should be covered in the same application form. The application shall consist of the following.
 - Completed application form.
 - Management System Document (how-so-ever named)
 - Prescribed application fees
 - Duly signed NABL 131

Note: Incomplete application, false information and concealing the information and fraudulent behavior, discovered any time during accreditation process may lead to rejection of application or termination of the assessment process by denial of accreditation
2. The applicant/accredited laboratory shall carry out its testing activities in such a way as to meet the requirement of ISO/IEC 17025:2017, NABL Application documents/specific criteria (wherever applicable), other relevant requirements of NABL and the regulatory authorities, as applicable at all times

Note: Other relevant requirements of NABL are mentioned in documents such as NABL 133, NABL 142 & NABL 163 etc. The list of documents is available on NABL website under publications section

3. Applicant/accredited laboratories are advised to ensure that the latest versions of NABL documents are available with them and are implemented
4. Laboratories are advised to familiarize themselves with NABL 100A 'General Information Brochure' NABL 100B 'Accreditation Process & Procedure', NABL 216 'Procedures for Dealing with Adverse Decisions', NABL 131 'Terms and Conditions for Obtaining and Maintaining NABL Accreditation' and NABL 133 'Policy for Use of NABL Symbol and/of Claim of Accreditation by Accredited Conformity Assessment Bodies (CAB) & NABL Accredited CAB Combined ILAC MRA Mark' before filling up this form.

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/Test-Lab_New/Instructions.aspx`. The page content includes a list of instructions for laboratories, a checkbox for accepting the terms, and a 'WE ACCEPT' button. The browser's taskbar at the bottom shows the Windows logo, search bar, and various application icons. The system tray on the right indicates the language is set to English (IN) and the date is 20-05-2024.

NABL

- b. providing names of all personnel competent to report, review and authorization of results (Signing of test reports) of laboratory
- c. assessing the competence of the staff (including staff working in shift operations / at site) during assessment.
- d. accessing all laboratory areas of operations including Mobile/ temporary, site facility, external service provider premises, wherever relevant and applicable.
- e. offering access to relevant areas of the lab for witnessing the test being performed.
- f. examining of all relevant documentation and records.
- g. interaction with all relevant personnel.

5. The applicant/accredited laboratory 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 laboratory shall inform NABL when such changes have been completed

6. 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".

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

8. Laboratory 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

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

Activate Windows
Go to Settings to activate Windows.

Type here to search

ENG IN 15:07 20-05-2024

Application Filling (Laboratory Details>>First Page)

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

Welcome nabl038770 , [Interact with NABL](#) [Logout](#)

Laboratory Details

Discipline Details

Enclosure

Laboratory Details

Legal Entity Internal Audit & Management Review

Organization Chart

Management System Document

Laboratory Details

Name/Identification of the Testing Laboratory *

CAB NAME

Type of Laboratory *

--Select Type of Laboratory --

Note: Accreditation is granted to the registered Legal Entity (Ref. Cl. No. 5 mentioned under "Requirements to be fulfilled and instructions to be followed by the testing laboratories while applying for NABL Accreditation" above), hence the same may be clearly stated above. If the laboratory is a defined part of a legal entity, having a defined name/division, the same may also be stated. In case it is defined part of the legal entity separated through location, then it shall be identified accordingly in unique terms.

Note: Indicate exactly how the name and address of the CAB are to appear on the certificate

GST Exemption Serial no.3 of chapter 99 of notification no.12 of 2017 dated 28.06.2017

Goods and Services Tax (GST) Number along with PAN/ TAN Number*

Goods and Services Tax (GST) †

(if not applicable then write NA)

Country *

PAN/TAN*

PAN/TAN

State/Province *

Activate Windows
Go to Settings to activate Windows.

Application Filling (Laboratory Details>>First Page)

- Laboratory details section consists of very basic details like
 - Name of laboratory
 - Address, Mobile number, Email ID
 - GST/PAN
 - Whether lab used Consultant service
 - Whether Any adverse action taken by NABL against lab in past
 - Parent Organisation details (if applicable)
 - Facility Type i.e., Permanent Testing, Site Testing, Mobile Testing, Permanent Site Facility

Application Filling (Laboratory Details>>Legal entity, Internal Audit and Management Review)

- In this section the Legal Entity details (Name and Type of Legal entity, Date of Establishment) 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/Test-IAB_new/LegalIdentityAndInternalAudit`. The page title is "Legal Entity". On the left, there is a dark blue sidebar with the NABL logo and navigation links: "Laboratory Details", "Discipline Details", and "Enclosure". The main content area contains the following fields and options:

- Legal Entity Name ***: A text input field containing "test".
- Date of Establishment ***: A date input field containing "05-08-2024".
- Legal Entity Type ***: A list of radio button options:
 - Companies Act (Registration Certificate under The Companies Act, 1956 or 2013)
 - Societies/Trust (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)
- Upload Companies Act Certificate(.pdf, .jpg, .png)***: A file upload section with a "Choose File" button (displaying "No file chosen") and an "Upload" button.

Below the form, there is a Windows taskbar with the search bar, taskbar icons, and system tray showing the date and time as 15:35 on 20-05-2024.

Application Filling (Laboratory Details>>Legal entity, Internal Audit and Management Review)

- Coming down in this section, the details of Service provided like **Open to Others / Partly Open to Others / An In-house Activity** 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/Test-IAB_new/LegalIdentityAndInternalAudit`. The page is titled "Laboratory Details" and contains the following sections:

- Upload Companies Act Certificate:** A file upload field with a "Choose file" button and an "Upload" button. The text "No file chosen" is displayed.
- Type of service provided by the Testing Laboratory:-** A section with the instruction "(If yes, please provide the details with present status)". It contains three radio buttons: Open to Others, Partly Open to Others, and An In-House Activity.
- Other Accreditations:** A text input field labeled "Other Accreditations" and an "Add more" button.
- Internal Audit and Management Review:** A section with two rows of date inputs. The first row is for "Date(s) of Last Internal Audit" with two input fields containing "03/01/2023" and "03/02/2023". The second row is for "Date(s) of Last Management Review" with two input fields containing "04/01/2023" and "04/02/2023".
- Whether all requirements of ISO/IEC 17025: 2017 covering all activities of laboratory have been audited at least once in last one year *** A section with two radio buttons: Yes and No.
- Buttons:** "Update Draft" and "Next" buttons are located at the bottom of the form.

Application Filling (Laboratory Details>>Organisation Chart)

- Under this section, the laboratory is required to upload Organisation Chart (mandatory) and Parent Organisation Chart (if applicable)
- Upload document in pdf or jpg format.

The screenshot shows a web browser window with the URL `nablwp.qci.org.in/Test-IAB_new/LegalIdentityAndInternalAudit`. The page is titled "Laboratory Details" and contains several sections for data entry:

- Upload Companies Act Certificate:** A file upload area with a "Choose file" button, "No file chosen" text, and an "Upload" button.
- Type of service provided by the Testing Laboratory:** A section with a red note "(If yes, please provide the details with present status)". It includes radio buttons for "Open to Others" (selected), "Partly Open to Others", and "An In-House Activity".
- Other Accreditations:** A text input field labeled "Other Accreditations" and an "Add more" button.
- Internal Audit and Management Review:** A section with two rows of date inputs. The first row is for "Date(s) of Last Internal Audit" with values "03/01/2023" and "03/02/2023". The second row is for "Date(s) of Last Management Review" with values "04/01/2023" and "04/02/2023".
- Whether all requirements of ISO/IEC 17025: 2017 covering all activities of laboratory have been audited at least once in last one year:** A section with radio buttons for "Yes" (selected) and "No".

At the bottom of the form, there are two buttons: "Update Draft" and "Next".

Application Filling (Laboratory Details>>Organisation Chart)

- Coming down in this section, the lab has to fill the employee details, including senior management and the person proposed to report, review and authorize the test results.
- This section gets activated once the lab fills the scope details under Discipline Details section as shown at later pages in this document.

The screenshot displays a web browser window with the URL `nablwp.qci.org.in/Test-lAB_new/Organisation1`. The page title is "Senior Management/ Proposed personnel declared to report, review and authorization of results (Signing of test reports) of laboratory / Details of staff (Technical as well as those for support functions)".

The form includes the following fields and sections:

- Employee Type***: A dropdown menu with options: "-Select Employee Type-", "Head of the Laboratory", "Person responsible for management system", "Person Responsible for Technical Operations", "Others", "Biological", and "Electrical".
- Name***: Two input fields labeled "Surname" and "Name".
- Designation***: An input field.
- Qualification with Specialization(Academic and Professional Qualifications)***: An input field.
- Specialization***: An input field.
- Relevant experience (in years) related to present work ***: An input field.
- Relevant Training***: An input field.
- Proposed personnel declared to report, review and authorization of results (Signing of test reports) of laboratory***: Radio buttons for "Yes" (selected) and "No".
- Select Group (Authorized for which specific area of testing)**: An input field.
- Upload Specimen Signature***: A file upload button with "Choose file" and "No file chosen" options.

At the bottom, there are "Save Draft" and "Next" buttons. A note states: "Please save your data first before clicking on Next or Back button." Below the buttons, there are additional instructions: "Note: Please also give the designation as per laboratory management system.", "Note: Laboratory shall clearly indicate staff responsible for Site/mobile/ permanent site testing.", "Laboratory operating in shifts shall clearly identify the staff working in shifts.", and "*Please clearly indicate the area of specialization".

Application Filling (Laboratory Details>>Organisation Chart)

- The mandatory employee details under this section is as below.
 - Details for Head of the laboratory to be mandatorily selected and filled from the dropdown (only one entry allowed).
 - Details of Person Responsible for 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 for **each discipline of scope selected by lab** (minimum one person per discipline 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.*
- The person(s) proposed to report, review and authorize the test results **for each group of scope selected by lab** has to be mentioned (the signature of the person to be uploaded in jpg format)

NOTE:

1. *The lab can also choose the category of “Others” from the dropdown to enter the details of person(s) proposed to report, review and authorize the test results.*

Application Filling (Laboratory Details>>Management System Document)

- In this section, the lab has to upload the Management System Document (Quality Manual) as per the accreditation standard ISO/IEC 17025:2017.
- The document has to be uploaded in pdf format.

The screenshot displays a web browser window with the URL `nablwp.qci.org.in/Test-IAB_new/QMS`. The page header includes the NABL logo, a welcome message for user `nabl038770`, and buttons for 'Interact with NABL' and 'Logout'. A navigation sidebar on the left lists 'Laboratory Details', 'Discipline Details', and 'Enclosure'. A red notification banner states: 'You are filling the Application as per ISO/IEC 17025: 2017'. Below this, four menu items are visible: 'Laboratory Details', 'Legal Entity Internal Audit & Management Review', 'Organization Chart', and 'Management System Document', with the last one being the active page. The main content area is titled 'Upload Quality Manual (PDF,JPG,PNG)*' and features a file selection interface with a 'Choose File' button, a text box containing 'No file chosen', and a 'Save' button. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date '20-05-2024' and time '15:34'. An 'Activate Windows' watermark is present in the bottom right corner.

Application Filling (Discipline Details)

- After filling the details in Laboratory Details section, open Discipline details.
- Select the Disciplines/Groups (may refer NABL 120)

ACCREDITATION DETAILS
(Discipline of Testing for which accreditation is sought)

Note:

- *For detailed information on classification of groups, NABL 120: Guidance for Classification of Product Groups in Testing & Calibration Fields & relevant specific criteria is to be referred. Needs to added as a note under discipline heading
- Kindly make all kind of payments preferably through the 'Payment Gateway' available on NABL website (www.nabl-india.org)

Discipline of Testing*

Group*

ADD

Fees	Scope	Equipment	Reference Material	PROFICIENCY TESTING/ INTERLABORATORY COMPARISON
11000	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Total : 11000 (This indicates fees is without Taxes)

Application Filling (Discipline Details)

- After selecting the disciplines/groups a table will appear showing options to fill the scope, equipment, reference material, PT/ILC details.
- Fill the Scope, Equipment, Reference Material (if applicable), PT/ILC details
- “+” button give option to enter one detail at a time, “↑” upward arrow is bulk upload option if the lab wish to upload details through excel, “i” is to view the details entered.
- Once the details are filled the red cross button **X** change to green tick **✓**

ACCREDITATION DETAILS
(Discipline of Testing for which accreditation is sought)

Note:

- *For detailed information on classification of groups, NABL 120: Guidance for Classification of Product Groups in Testing & Calibration Fields & relevant specific criteria is to be referred. Needs to added as a note under discipline heading
- Kindly make all kind of payments preferably through the 'Payment Gateway' available on NABL website (www.nabl-india.org)

Discipline of Testing* Group* **ADD**

Added Discipline Details

S No.	Field	Discipline	Group	Fees	Scope	Equipment	Reference Material	PROFICIENCY TESTING/ INTERLABORATORY COMPARISON
1	Testing	Chemical	Gases	11000	+ ↑ i X	+ ↑ i X	+ ↑ i X	+ ↑ i X

Total : 11000 (This indicates fees is without Taxes)

Application Filling (Discipline Details>>Scope)

❖ Enter one detail at a time

- For entering Scope select the discipline from dropdown, the mapped group & subgroup will appear in the dropdowns. The product/material of test will also appear, in case dropdown option is not applicable then select OTHER option to type/enter the details.
- **ENTER/TYPE** Component, parameter or characteristic tested/ Specific Test Performed/ Tests or type of tests performed* (name of specific test performed).
- **ENTER/TYPE** Test Method Specification against which tests are performed and/or the techniques/ equipment used with publication Year, Range to Testing (Lower Limit and Upper Limit with SI Units)
- For non-quantitative scope parameters, please select Qualitative or Others as applicable and enter the remarks column (e.g. Absent/Present OR Positive/Negative etc.)

The screenshot displays the NABL webportal interface for filling an application. The browser address bar shows the URL: `nablwp.qci.org.in/Discipline/ScopeOfAccreditation_add`. The user is logged in as `nabl038770`. A notification banner at the top indicates: "You are filling the Application as per ISO/IEC 17025: 2017". The main content area is titled "Scope Accreditation" and contains the following fields:

- Select Discipline***: A dropdown menu with "Chemical" selected.
- Sub-Group***: An empty dropdown menu.
- Select Group***: A dropdown menu with "Gases" selected. The menu also shows options for "--Select Group--" and "Product/Material".
- Component, parameter or characteristic tested/ Specific Test Performed/ Tests or type of tests performed***: A text area containing "Details of Test(s)".

Navigation buttons include "Add New", "Bulk Upload", "View Existing", and "Back to Main". The Windows taskbar at the bottom shows the system time as 15:32 on 20-05-2024.

❖ Bulk Upload

- Click on “ ↑ ” upward arrow for bulk upload, if the lab wish to upload details through excel.

You are filling the Application as per ISO/IEC 17025: 2017

ACCREDITATION DETAILS

(Discipline of Testing for which accreditation is sought)

Note:

- *For detailed information on classification of groups, NABL 120: Guidance for Classification of Product Groups in Testing & Calibration Fields & relevant specific criteria is to be referred. Needs to added as a note under discipline heading
- Kindly make all kind of payments preferably through the 'Payment Gateway' available on NABL website (www.nabl-india.org)

Discipline of Testing* Group*

--Select Discipline-- --Select Group-- **ADD**

Added Discipline Details

S No.	Field	Discipline	Group	Fees	Scope	Equipment	Reference Material	PROFICIENCY TESTING/ INTERLABORATORY COMPARISON	
1	Testing	Chemical	Gases	11000	⊕ ↻ ⓘ ✖	⊕ ↻ ⓘ ✖	⊕ ↻ ⓘ ✖	⊕ ↻ ⓘ ✖	🗑️

Total : 11000 (This indicates fees is without Taxes)

- Read the “Instruction For Bulk Upload”.

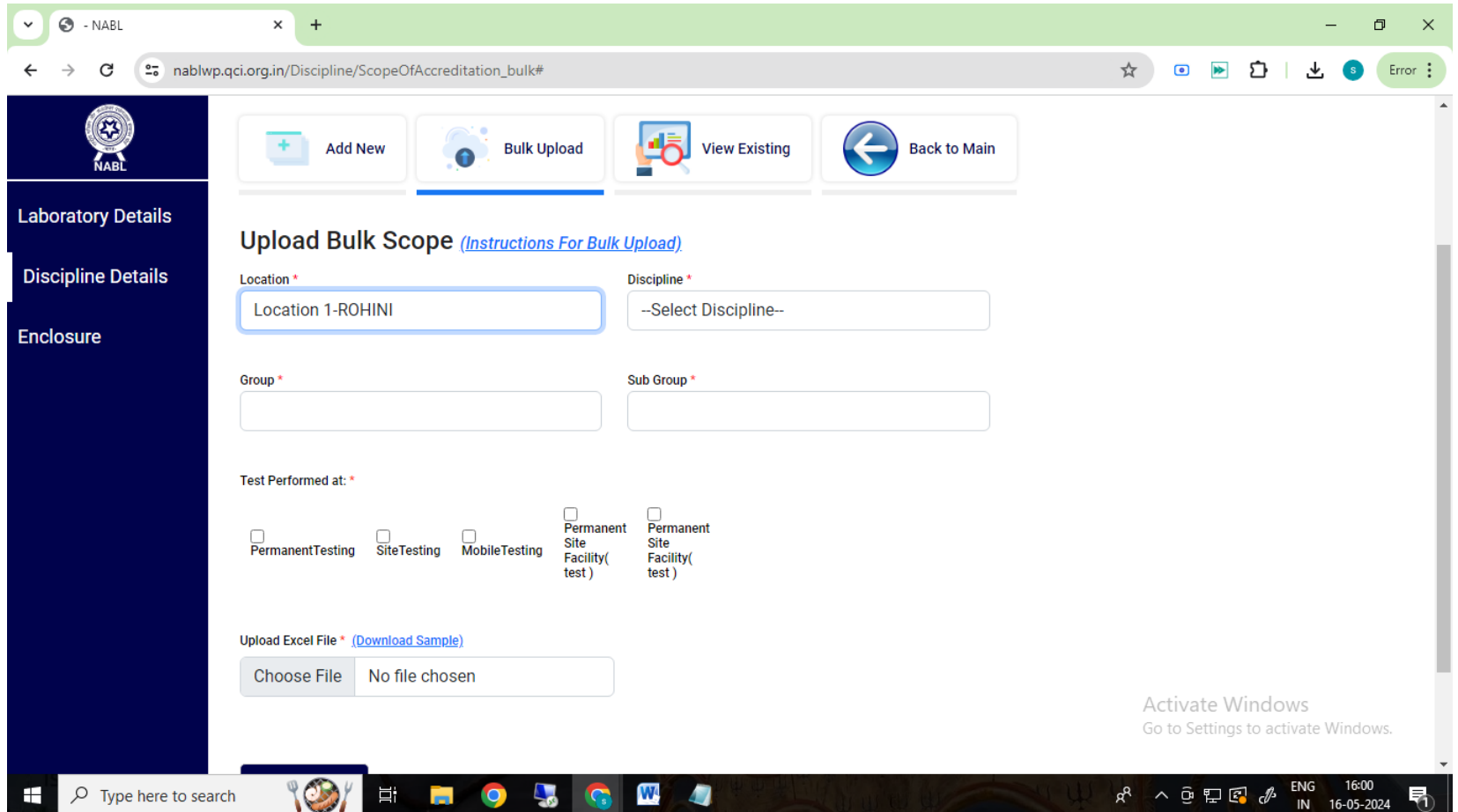
The screenshot displays the NABL webportal interface. A modal window titled "Instruction" is open, providing the following guidelines for bulk uploads:

Note :

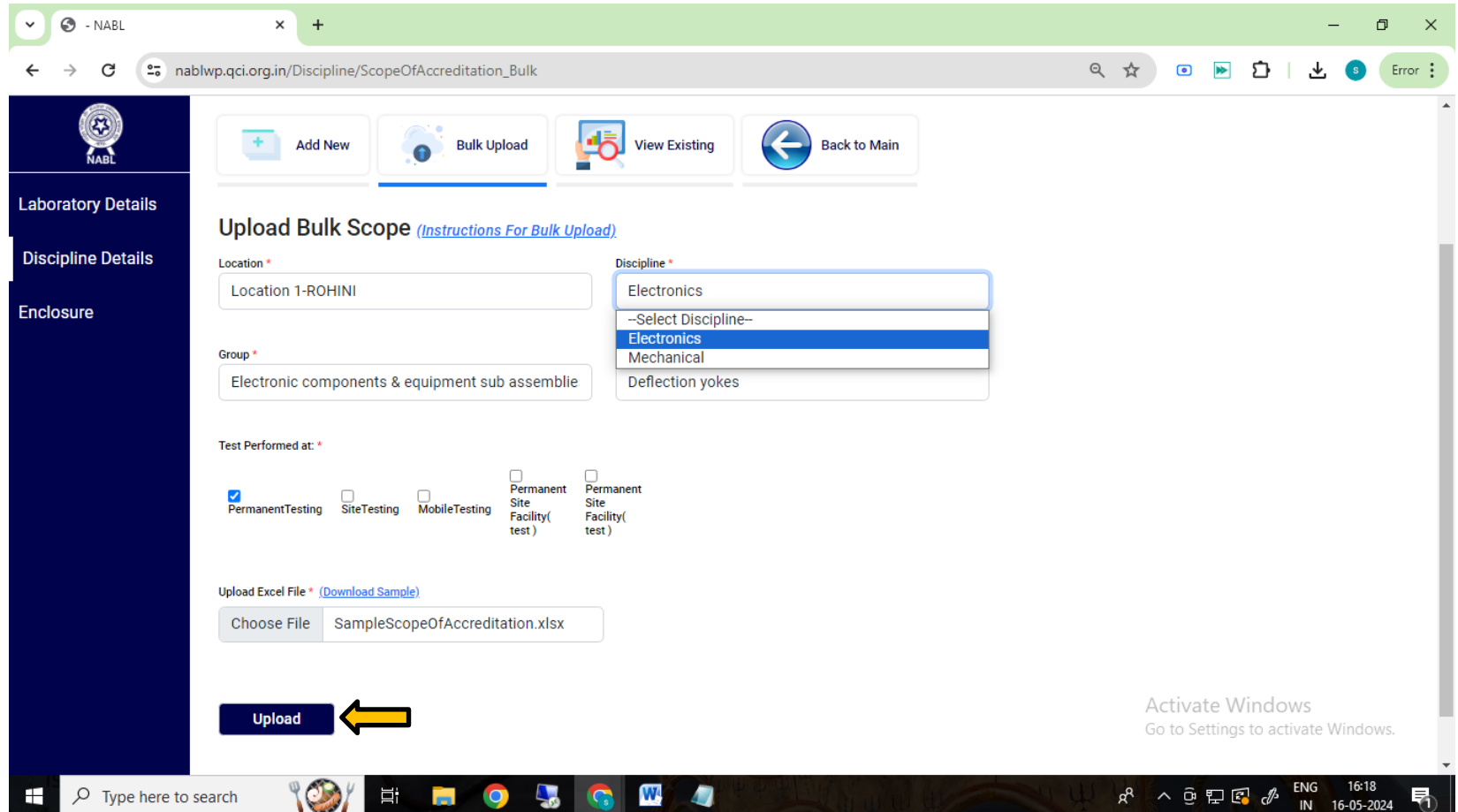
1. Simply download the format and type/enter the data avoid copy pasting of data.
2. Do not change the filename or filetype.
3. Do not make changes w.r.t. font size, style (bold, italic etc), colour, bordering or merging of cells etc.
4. Do not add/delete or rename sheets in the file.
5. Avoid entering special characters like \pm , \neq , \leq etc.
6. The Cells which are not applicable to be left blank.
7. In the column Range_of_Testing_or_Limits_of_Detection, please mention either Quantitative or Qualitative or Others only.
8. If the valued entered in column Range_of_Testing_or_Limits_of_Detection as Qualitative or Others then fill the Remarks column
e.g. Absent/present Or Less than 100 or the range or range as applicable in the Remarks column itself
9. If the valued entered in column Range_of_Testing_or_Limits_of_Detection as Quantitative then keep Remarks column blank and fill the subsequent further columns with value.
10. In the column Test_Performed_at please mention either Permanent Facility or Site Facility or Mobile Facility only.

The background interface includes a sidebar with "Laboratory Details", "Discipline Details", and "Enclosure". The main content area shows a form with fields for "Location", "Group", and "Test Performed at:". The "Test Performed at:" field has several options: PermanentTesting, SiteTesting, MobileTesting, Permanent Site Facility(), and Permanent Site Facility().

- First, download the sample file and then populate it with data according to the Excel column headers.



- Select the discipline from dropdown, the mapped group & subgroup will appear in the dropdowns.
- Select the Test Performed at.
- Select the completed Excel file and Click on “Upload”.



- After the data is successfully uploaded, it will be displayed in a tabular format on the same page. The LAB can easily edit the data before submitting it.
- The LAB will click the “Submit” button to save the bulk uploaded data.

Electronic components & equipment sub assemblies Deflection yokes

Test Performed at: *

PermanentTesting SiteTesting MobileTesting Permanent Site Facility(test) Permanent Site Facility(test)

Upload Excel File * [Download Sample](#)

Choose File No file chosen

Upload **Submit** ←

Location 1-ROHINI Electronic components & equipment sub assemblies Deflection yokes

Sno	Product/Material Of Test	Specific tests or types of tests performed	Test Method/Specification against which tests are Performed	Scope Year	Range of Testing/ Limits of Detection	Remark	Range LL	Range LL Unit	Range UL
1	product 1	test 1	method 1	1902	Quantitative		1	cm	10

Note: - Similarly LAB can use the bulk upload for “Equipment”, “Reference Material” and “Proficiency Testing/ Interlaboratory Comparison”.

Application Filling (Discipline Details>>Equipment)

- Fill Equipment details - Name of Equipment, Model/Type, Serial No., Make (Name of Manufacturer), Year of Make, Range & Accuracy, Last Calibration Date, Next Calibration Due Date.

Equipment

Note:

- Laboratory 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 Laboratory shall have necessary documentation to demonstrate compliance
- *The laboratory 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

Select Location: Location 1-PLOT 45, SECTOR -44

Select Discipline *: -No Data--

Select Group *:

UID of Equipment *: UID Of Equipment

Name of Equipment *: Equipment Name

Model/Type: Model

Serial No: Serial No.

Make *: Name of manufacturer

Year of Make:

Range and Accuracy:

Activate Windows
Go to Settings to activate Windows.

Application Filling (Discipline Details>>Reference Material, if applicable)

- Fill Reference Material Details - Name of Reference Material/ Standard/ Strain/ Culture, Source, Date of Expiry/Vaidity, Traceability.

The screenshot shows a web browser window with the URL `nablwp.qci.org.in/Discipline/ReferenceMaterials_add`. The page header includes the NABL logo and a welcome message for user `nabl038770`. A red notification banner states: "You are filling the Application as per ISO/IEC 17025: 2017". Below this, there are four buttons: "Add New", "Bulk Upload", "View Existing", and "Back to Main". The main content area is titled "Reference Material/ Reference Standards" and includes a note: "Note: For traceability in measurement, refer NABL policy document NABL 142". The form contains several fields: "Select Location" (dropdown menu with "Location 1-PLOT 45, SECTOR -44"), "Select Discipline" (dropdown menu with "--No Data--"), "Select Group" (empty text box), "Name of Reference Material/ Standard/ Strain/ Culture" (text box with "Reference Material Name"), "Source" (text box with "Source"), "Date of Expiry/Vaidity" (text box with "Date of Expiry"), and "Traceability" (empty text box). The Windows taskbar at the bottom shows the time as 15:30 on 20-05-2024.

Application Filling (Discipline Details>>PT/ILC)

- Fill PT/ILC Details for each Group per discipline.
- The PT/ILC details can be filled for only scope parameters which are entered by lab under Scope section.

The screenshot displays the NABL webportal interface. At the top, the browser address bar shows the URL 'nablwp.qci.org.in/Discipline/QualityControlActivity_add'. The page header includes the NABL logo and a welcome message 'Welcome nabl038770 ,'. A navigation menu on the left lists 'Laboratory Details', 'Discipline Details', and 'Enclosure'. A red notification banner states 'You are filling the Application as per ISO/IEC 17025: 2017'. Below the banner are three buttons: 'Add New', 'View Existing', and 'Back to Main'. The main content area is titled 'PROFICIENCY TESTING/ INTERLABORATORY COMPARISON' with a note '(For details and other requirements please refer to ISO/IEC 17043 & NABL 163)'. The form contains several fields: 'Type of Participation' (dropdown menu), 'Select Discipline' (dropdown menu), 'Select Group' (dropdown menu), 'Component, parameter or characteristic tested/ Specific Test Performed/ Tests or type of tests performed' (text input), 'Materials or Products tested' (dropdown menu), and 'Date of Testing' (text input with 'DD-MM-YYYY' placeholder). At the bottom, there is a field for 'Nodal Laboratory/PT Provider (Accreditation Body/Country)*'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date '20-05-2024' and time '15:29'.

Application Filling (Enclosure-Application Checklist)

- Once all the information is filled in the application the red cross button **X** change to green tick **✓**.

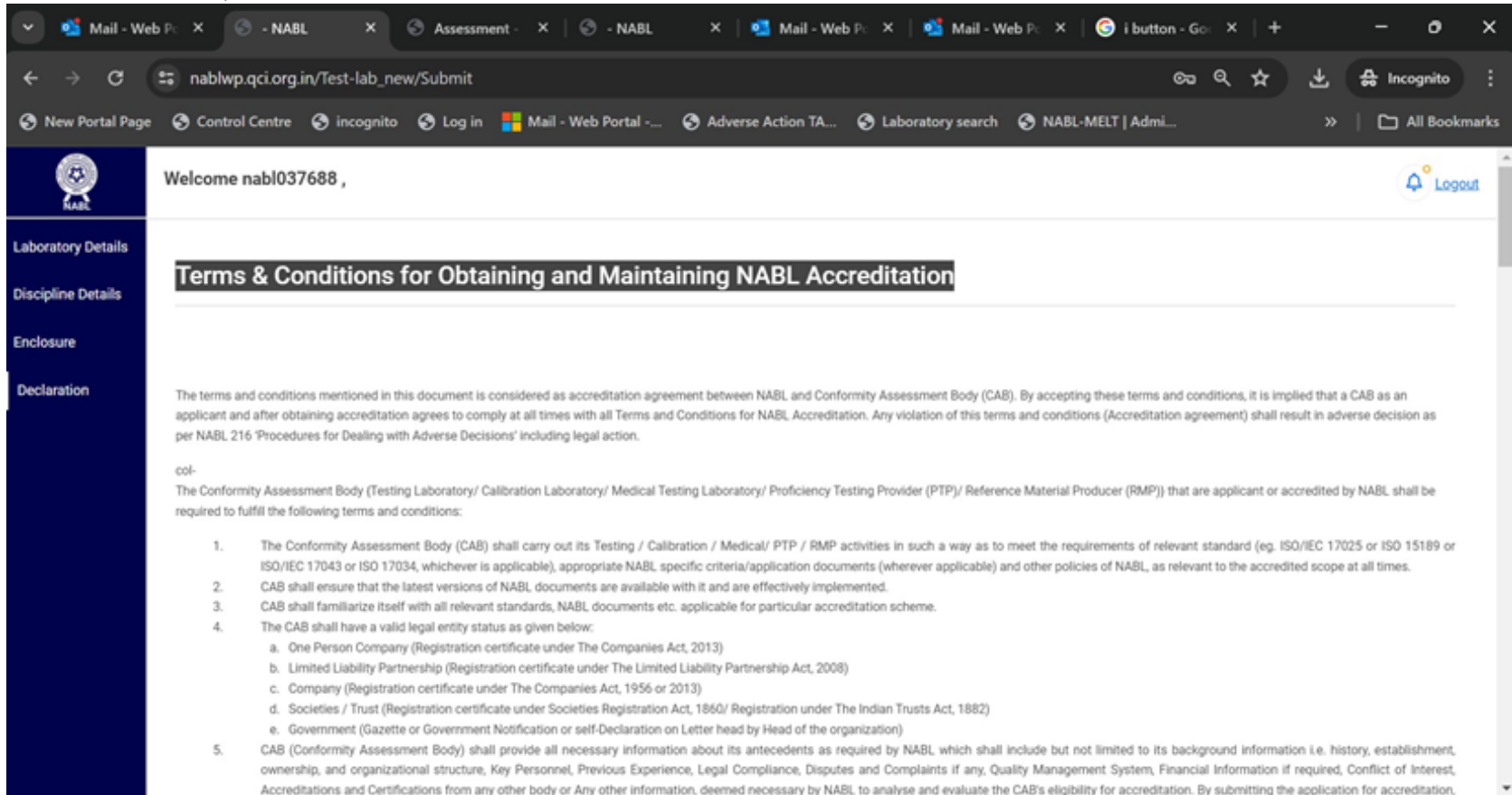
S No.	Information / details provided as part of application	Availability	Pendencies
1	Copy of Legal Identity (Registration Details of the Laboratory)	X	i
2	Scope of Accreditation with Test Methods, Range of Testing and MU	X	i
3	Details of Senior Management with Designation and Contact Details	X	i
4	List of Staff and personnel proposed to report,review and authorization of results	X	i
5	Organization Chart Enclosed	X	i
6	List of Equipments / Reference Material used with details of Traceability	X	i
7	Details of Quality Control Activity/Participation	X	i
8	Dates of Internal Audit and Management Review	X	i
9	Is QMS file Uploaded	X	i
10	Multi Location not allowed	X	i

Kindly Fill the Details for Application Checklist

Activate Windows
Go to Settings to activate Windows.

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 151 - Application form for Testing Laboratories as well as Terms & Conditions for Obtaining and Maintaining NABL Accreditation (NABL 131).



Mail - Web P... x - NABL x Assessment - x - NABL x Mail - Web P... x Mail - Web P... x i button - Go... x +

nablwp.qci.org.in/Test-lab_new/Submit

New Portal Page Control Centre incognito Log in Mail - Web Portal -... Adverse Action TA... Laboratory search NABL-MELT | Admi... All Bookmarks

Welcome nabl037688 , [Logout](#)

Terms & Conditions for Obtaining and Maintaining NABL Accreditation

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.

col-

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)
5. CAB (Conformity Assessment Body) shall provide all necessary information about its antecedents as required by NABL which shall include but not limited to its background information i.e. history, establishment, ownership, and organizational structure, Key Personnel, Previous Experience, Legal Compliance, Disputes and Complaints if any, Quality Management System, Financial Information if required, Conflict of Interest, Accreditations and Certifications from any other body or Any other information, deemed necessary by NABL to analyse and evaluate the CAB's eligibility for accreditation. By submitting the application for accreditation,

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 shows a web browser window with the URL `nablwp.qcl.org.in/Test-lab_new/Submit`. The page title is "Declaration by the Laboratory". On the left, there is a dark blue sidebar with a menu containing "Laboratory Details", "Discipline Details", "Enclosure", and "Declaration". The main content area contains the following text:

We declare that

1. We are familiar with the Terms & Conditions for Obtaining and Maintaining NABL 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 17025: 2017 for the accreditation of laboratory.
4. We agree to comply with accreditation procedures, pay all costs for pre-assessment (if opted), 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 laboratory that are part of the scope of accreditation
6. We comply to all national, regional and local regulatory requirements for operating a laboratory
7. All information provided in this application are true
8. Signature of Head of the Laboratory

XXXX , XYZ , authorised representative of CAB has filled/ verified the contents of the application and accepted the above mentioned terms and conditions on behalf of CAB.

9. Upload Declaration by the Laboratory Shareholders and Directors*

[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.

Application Preview

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

observed to be disclosed to third party, then adverse action will be taken as per NABL 216 "Procedures for Dealing with Adverse Decisions"

I have read the above information and instructions.

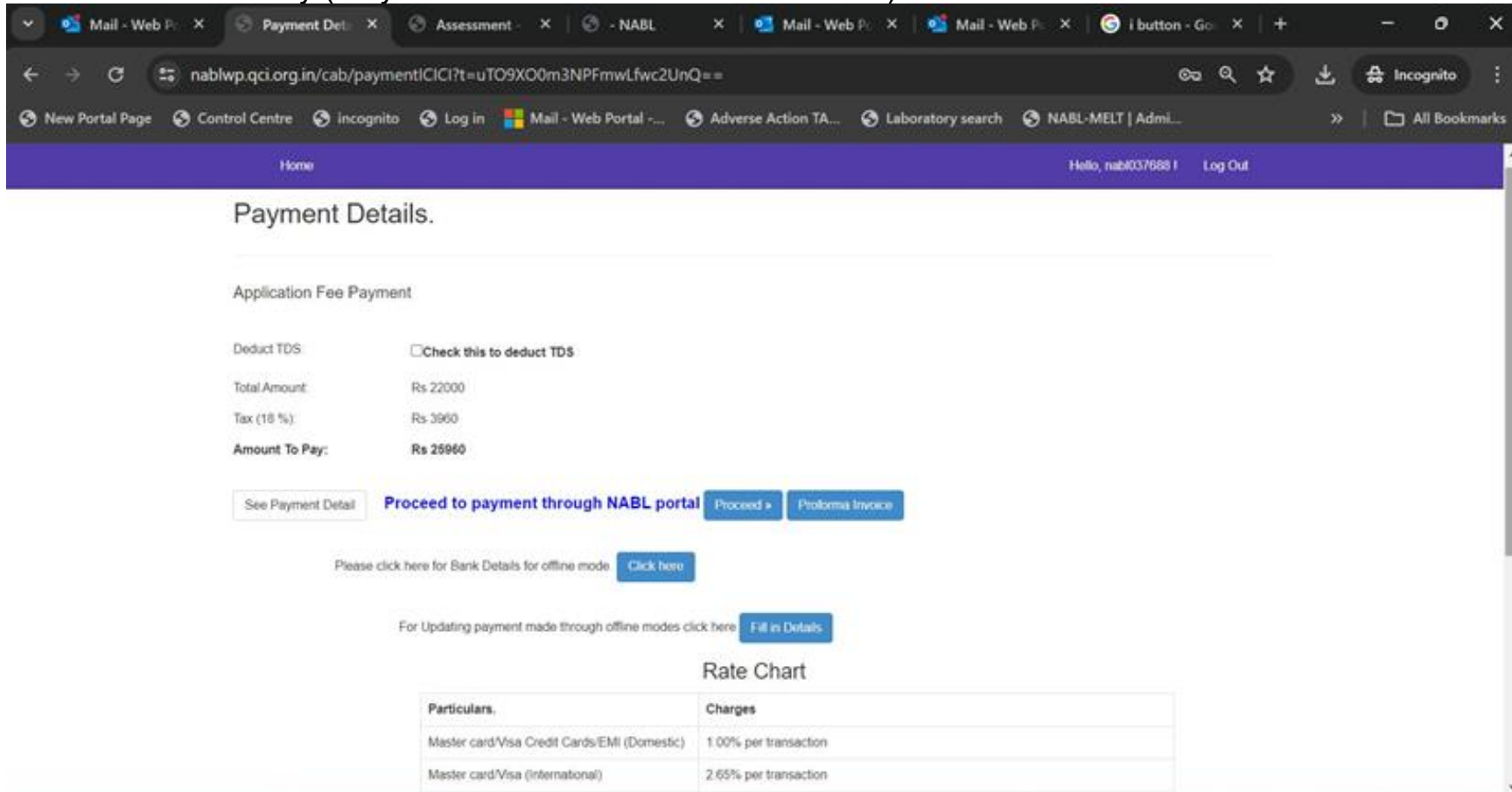
LABORATORY DETAILS

Details	Data Fedded by Lab
Name/Identification of the Testing Laboratory	CAB NAME
Type of Laboratory	Autonomous
PAN/TAN	ewrw8999e
Goods and Services Tax (GST) Number	29GGGGG1314R9Z6
Country	India
State/Province	Haryana
City	Gurugram
Landline	-2323224244
Does the laboratory operate from different locations having same legal identity within the city	No
Are you from SEZ region(Special economic zone)	No
Whether any individual or organization has provided consultancy for preparing towards NABL Accreditation	No
Has adverse action been initiated/taken against the laboratory in the past? YES/NO	No
Is laboratory working in shifts.	No
First Shift	9 hours
Contact Person for NABL	
Name	Dr. CONTACT PERSON FOR NABL
Designation	Dummy

Windows taskbar: Type here to search, 15:20, 20-05-2024

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 laboratory (may refer NABL 100A for fee structure).



The screenshot shows a web browser window with the URL `nablwp.qci.org.in/cab/paymentICICI?t=uTO9XO0m3NPFmwLfwc2UnQ==`. The page title is "Payment Details." and the user is logged in as "Hello, nab4037688!". The main content area is titled "Application Fee Payment" and includes the following information:

- Deduct TDS: Check this to deduct TDS.
- Total Amount: Rs 22000
- Tax (18 %): Rs 3960
- Amount To Pay: Rs 25960

Below the payment details, there are several buttons: "See Payment Detail", "Proceed to payment through NABL portal", "Proceed", and "Proforma Invoice". There are also links for "Click here" for bank details and "Fill in Details" for updating offline payments.

A "Rate Chart" table is displayed at the bottom of the page:

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.

Merchant : QUALITY COUNCIL OF INDIA
18/04/2024 10:04:133

Payment Mode

Transaction ID	240418183152293
Amount	Rs. 12980
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Bill Amount	Rs. 12980.00

Mobile No : 8373984727 Email ID : Optional

Payer Name : Optional

**Please provide the mobile number for transaction communication & viewing transaction history.*

Rupay Debit Cards Other Debit Cards *Applicable charges levied.*

Proceed Now **Cancel**