National Accreditation Board for Testing and Calibration Laboratories (NABL)

NABL Webportal Help Manual

(for filling application by Medical Laboratories)

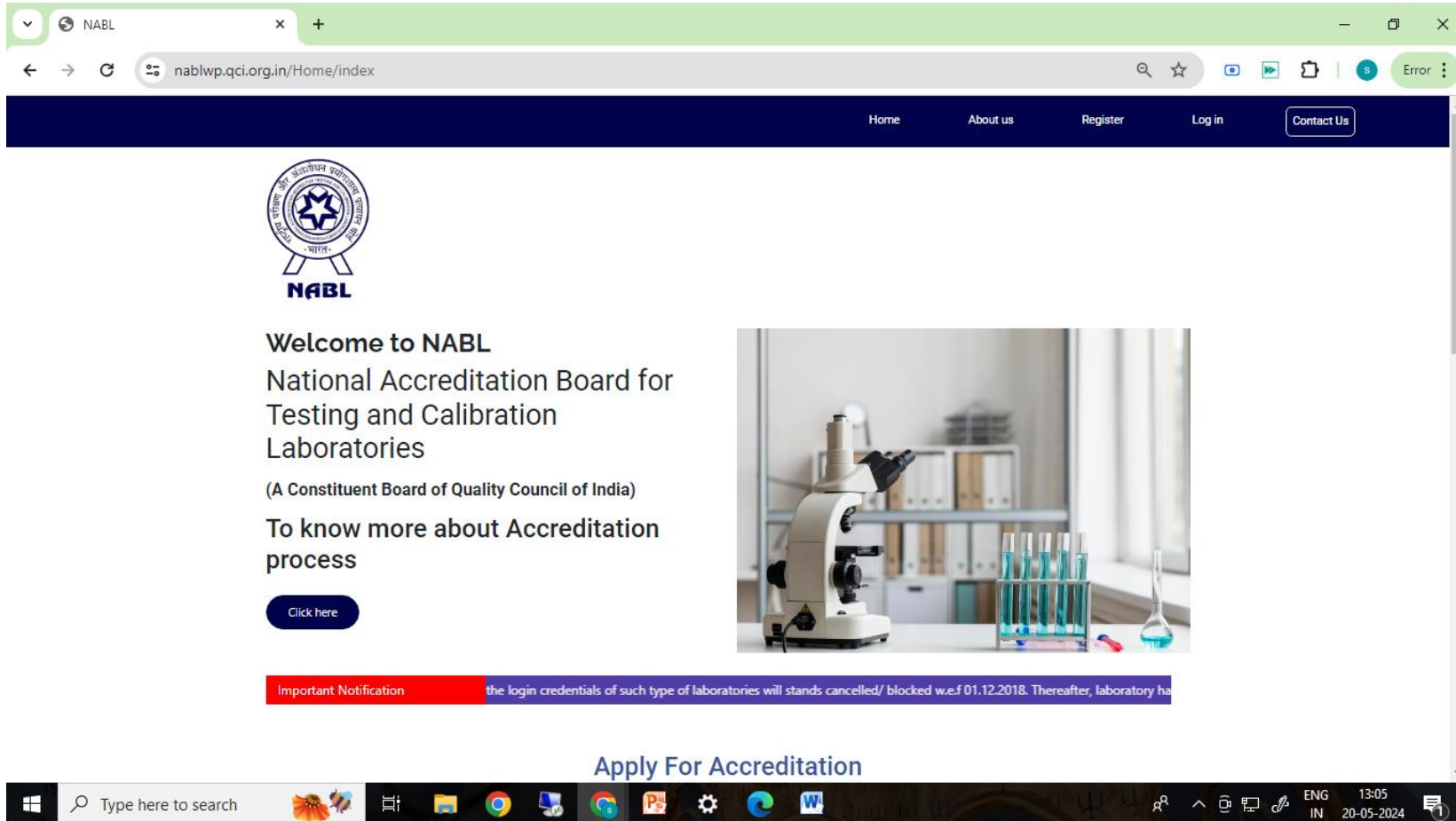**Dated : 20th May, 2024**

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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).***

Registration of CAB (Laboratory)

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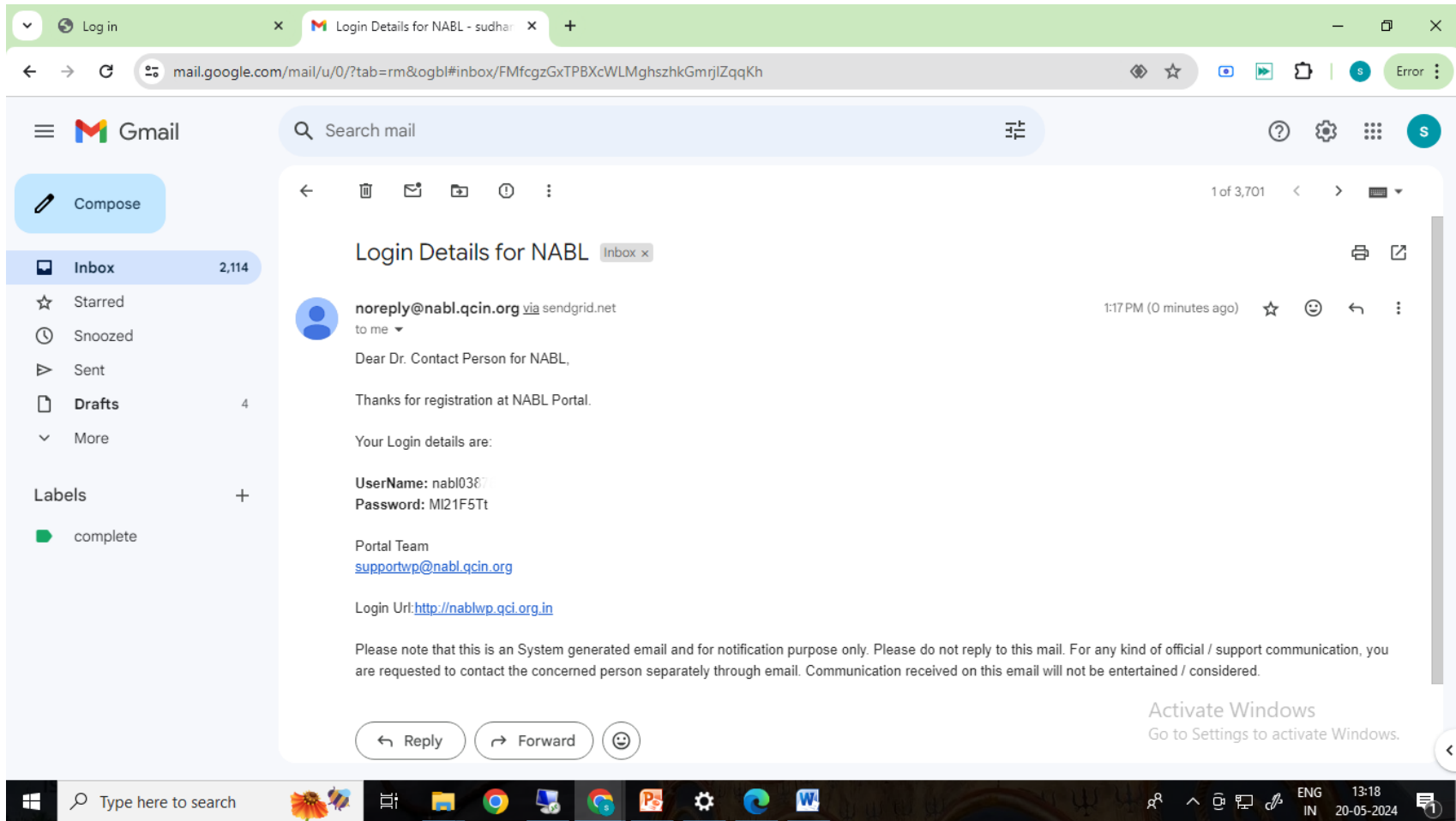
Registration of CAB (Laboratory)

- You will get OTP on your mobile number and email id. You have to validate your mobile number and email id using OTP.
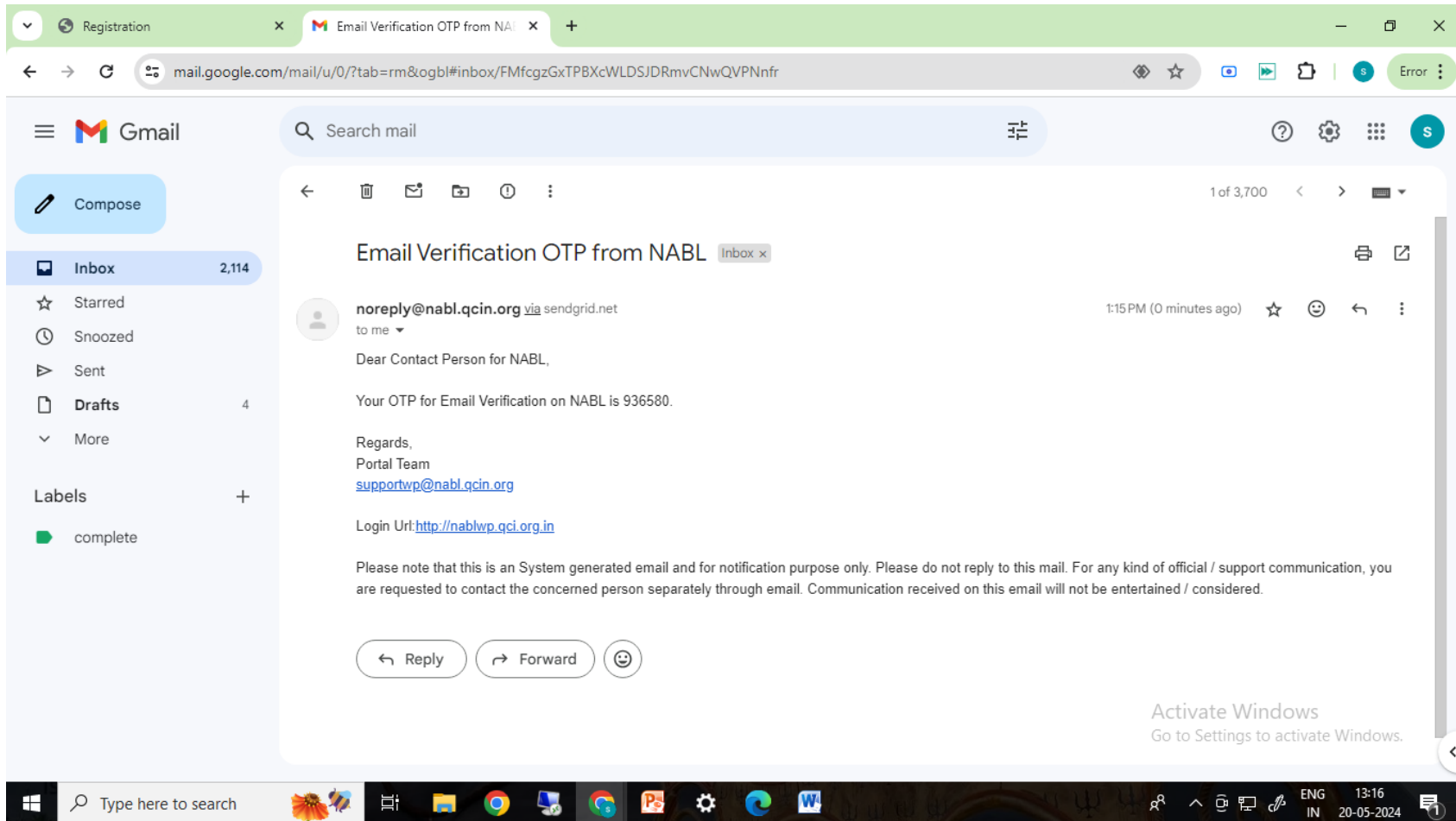
Registration of CAB (Laboratory)

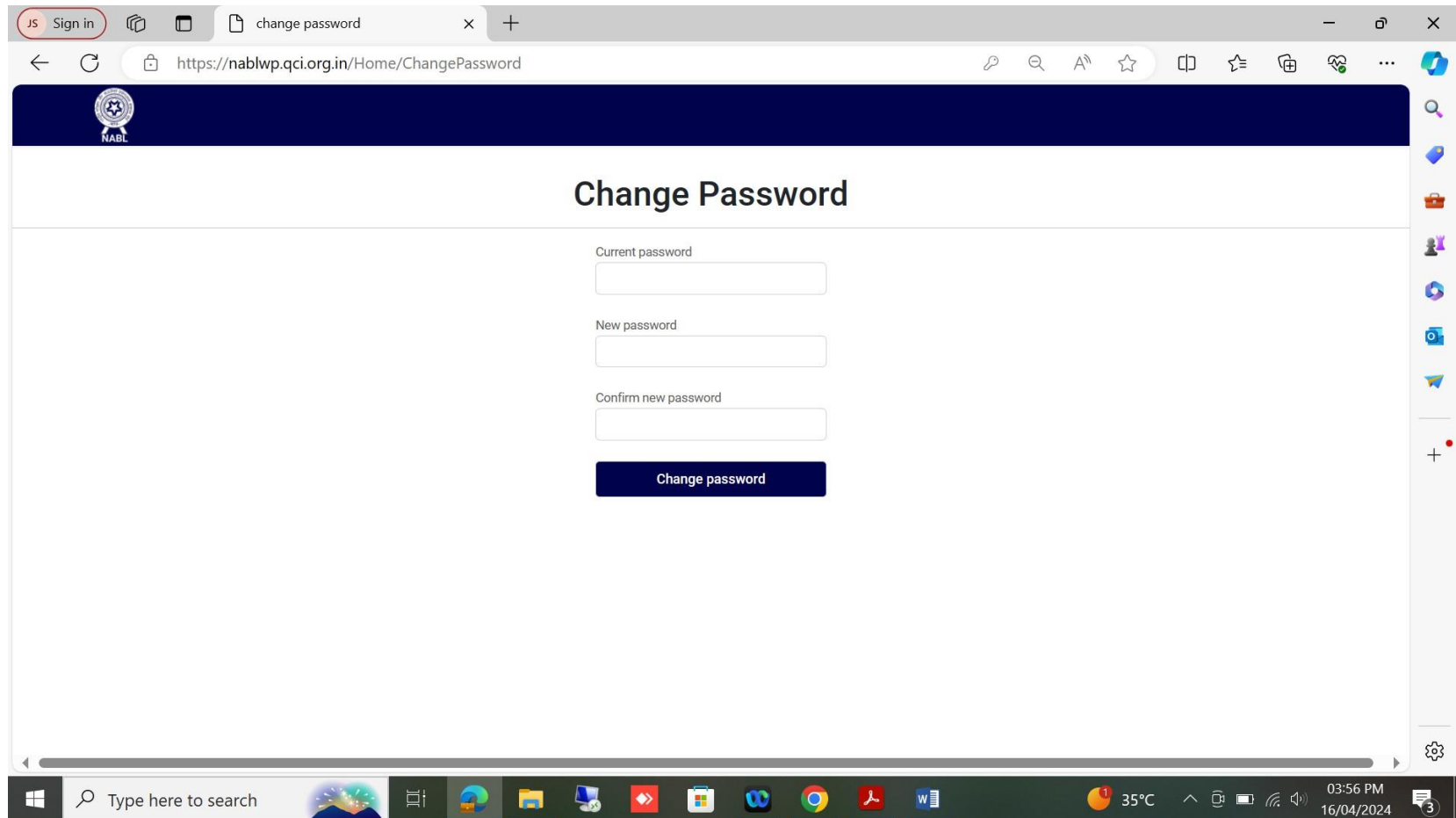- After successful registration, you will receive Username and password on your email id.

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.

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.
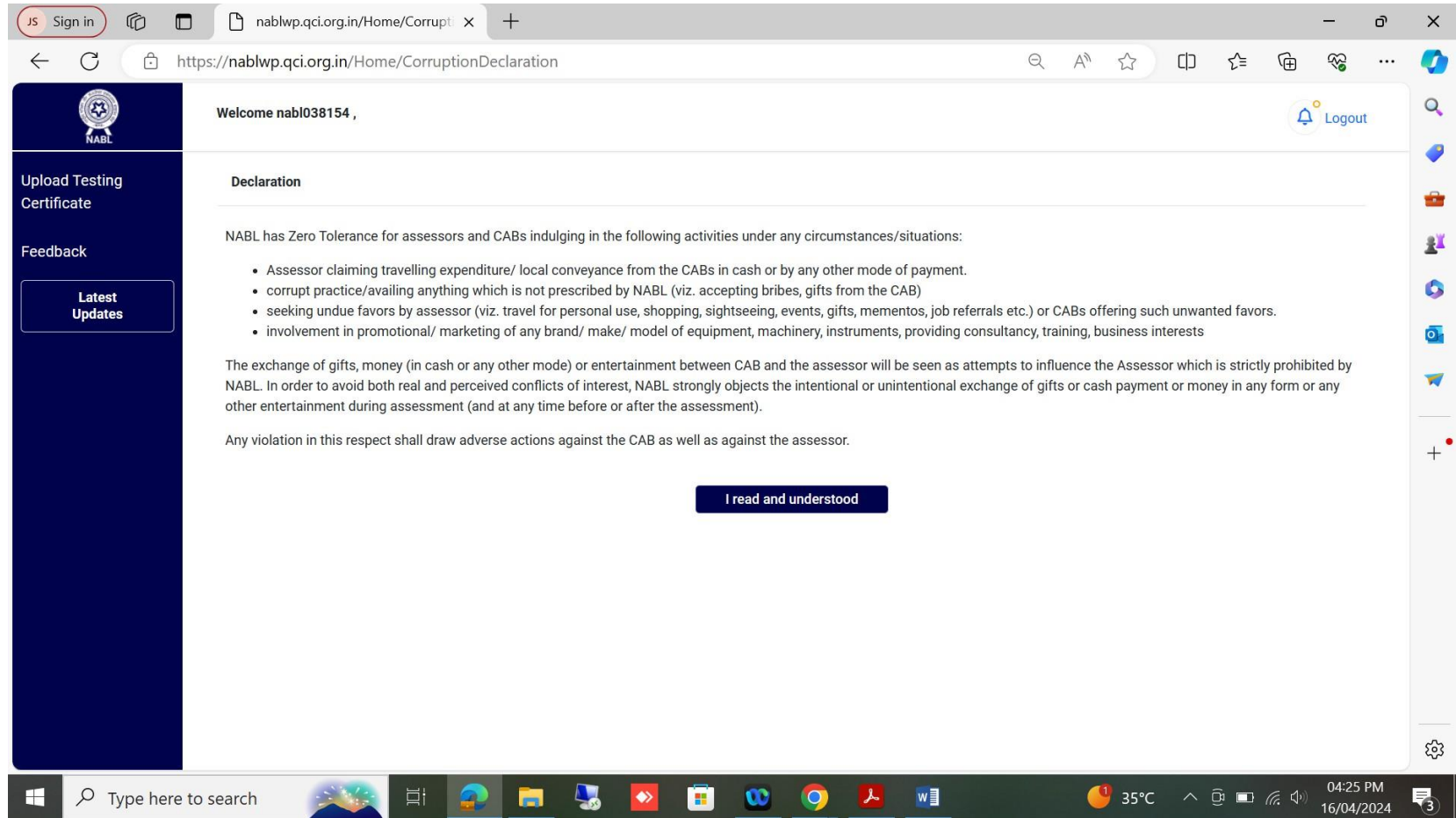
Login by CAB (Laboratory)

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

Application Filling

- After Declaration the requirements and instructions as per NABL 153 – Application Form for Medical Laboratories will appear.

Application Filling

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

d. accessing all laboratory areas of operations including Mobile/ temporary, POCT, external service provider, etc.) 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.

h. lab shall offer NABL or observers sent by NABL or officials on special purpose (who enable NABL to fulfil the MRA obligation) full cooperation and access to the laboratory.

19. Application for extension in scope of accreditation will not be accepted at the time of scheduled assessment. (Surveillance assessment and Re-assessment).

20. 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.

21. 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 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".

22. 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 entertained.

23. Laboratory shall keep the application & assessment reports strictly confidential and shall not be disclosed with third party. If application and 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

Application Filling (Laboratory Details>>First Page)

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

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)

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

- 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).

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 Sample Collection Centre(s)/ Facility(ies)

- Also mention whether Internal Audit conducted (Fill IA Dates)

- Also mention whether Management Review conducted (Fill MRM Dates)

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.

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.

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 15189: 2012.

- The document has to be uploaded in pdf format.

Application Filling (Discipline Details)

- After filling the details in Laboratory Details section, open Discipline details.
- Select the Disciplines/Groups (may refer NABL 135)

Application Filling (Discipline Details)

- After selecting the disciplines/groups a table will appear showing options to fill the Scope, Equipment, Reference Material, List of Phantoms, List of reference materials and test kits/Radioisotopes, PT/ILC details.

- Fill the Scope, Equipment, Reference Material (if applicable), , List of Phantoms, List of reference materials and test kits/Radioisotopes, 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 ✗ change to green tick ✔

Application Filling (Discipline Details>>Scope)

❖ **Enter one detail at a time**

- For entering Scope select the discipline from dropdown.

- **ENTER/TYPE** Materials or Products tested.

- **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.)

❖ Bulk Upload

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

- Read the "Instruction For Bulk Upload".

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

- Select the discipline from dropdown.

- 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.

Note: - Similarly LAB can use the bulk upload for "Equipment", "Reference Material" and "List of reference materials and test kits/Radioisotopes".

Application Filling (Discipline Details>>Equipment)

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

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.

Application Filling (Discipline Details>> List of Phantoms (For Medical Imaging laboratories))

- Fill Phantoms Details for each per discipline.

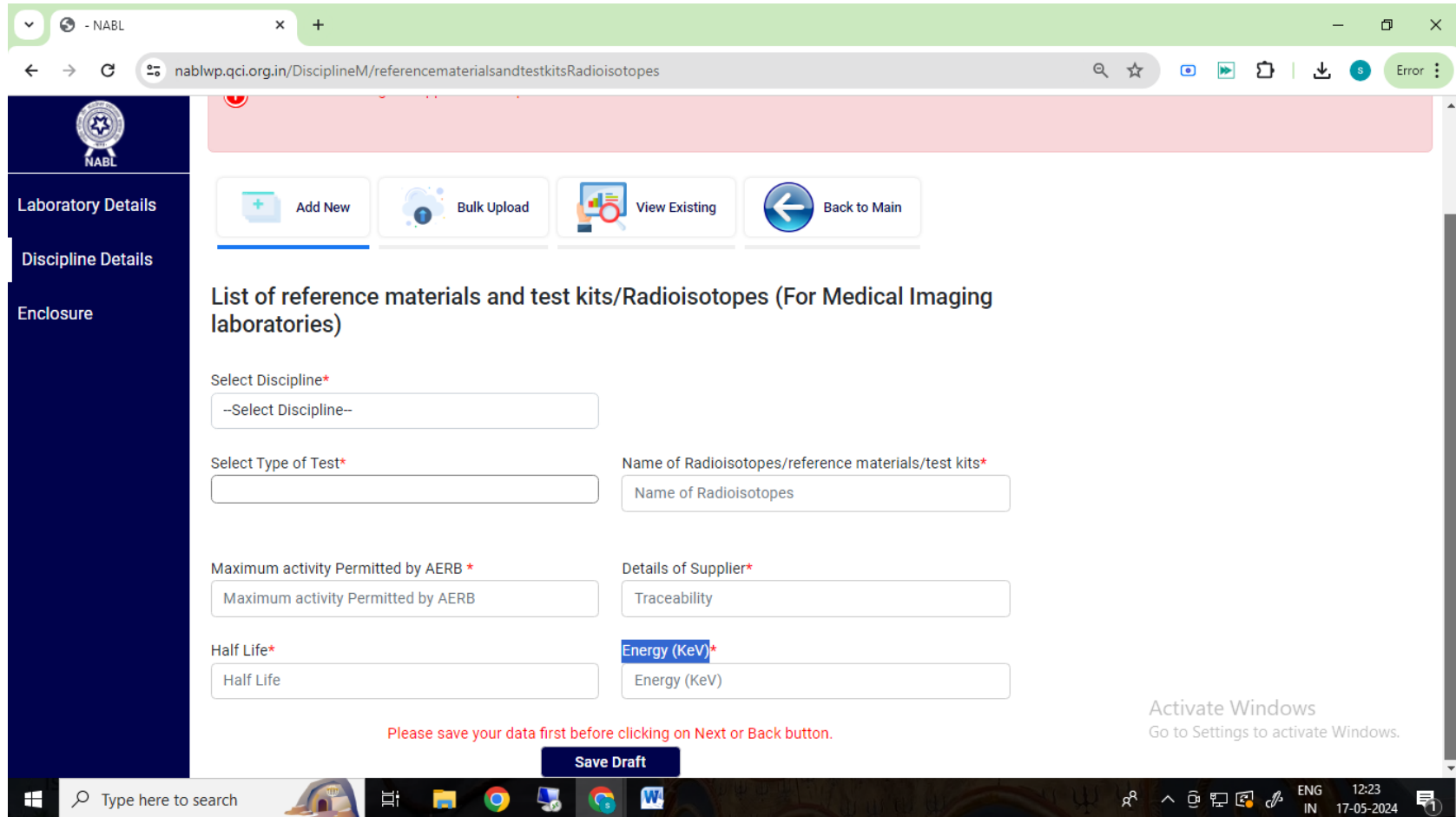- Select Type of Test, Phantom Type, Specification, Date of Placing in use, Traceability.

Application Filling (Discipline Details>> Reference materials and test kits/Radioisotopes)

- Select Discipline.

- Select Type of Test, Name of Radioisotopes, Maximum activity Permitted by AERB, Details of Supplier, Half Life, Energy (KeV).

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.

Application Filling (Enclosure-Application Checklist)

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

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

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.
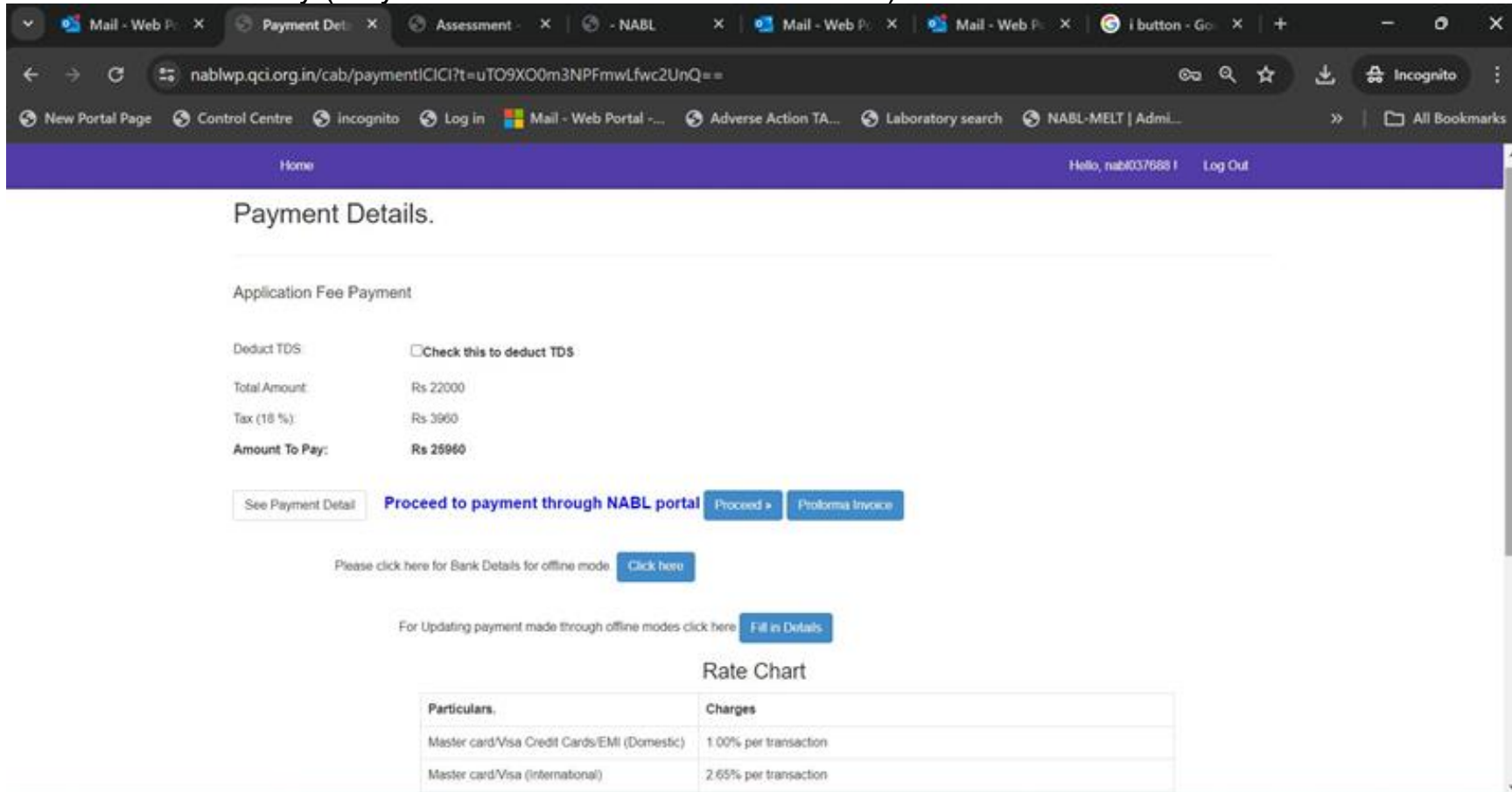
Application Preview

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

Laboratory Details

Details	Data Feeded by Lab
Name/Identification of the Laboratory	TEST
Type of Laboratory	Public
GSTIN	
GST Exemption	Yes
GST Exemption File	View
PAN/TAN	7894657895
Country	India
State/Province	Delhi
City	New Delhi
Landline	98768-4684899899
Does the laboratary operate from different locations having same legal identity within the city	No
Are you from SEZ region(Special economic zone)	Yes
SEZ certificate	Download
Whether any individual or organization has provided consultancy for preparing towards NABL Accreditation	Yes
Name of Individual/organization with city	rregrgrgere
Whether any adverse action has been initiated/taken by NABL against the laboratory in the past years.	Yes
Type of adverse action	gregrger
Current status	rgregerrege
Contact Person for NABL	
Name	TEST
Designation	test
Mobile No	7291967296

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).

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.