User Manual

Government Water Testing Laboratory Accreditation Program (G-LAP)
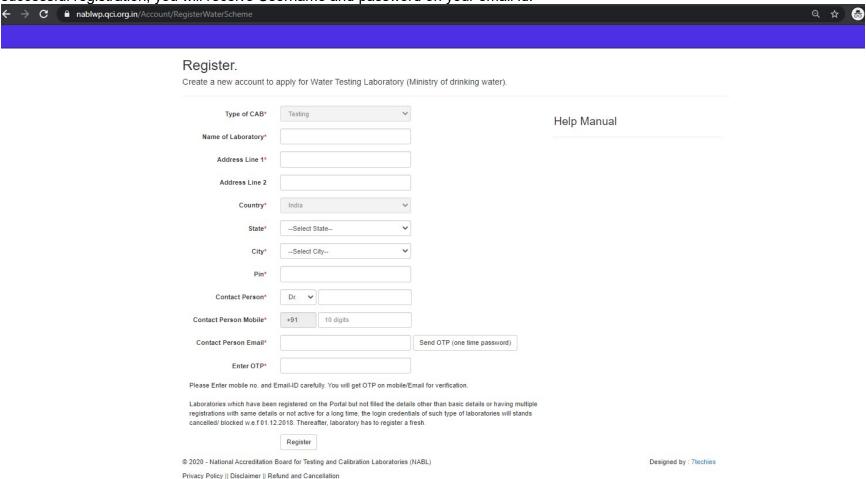

National Accreditation Board for Testing and Calibration Laboratories (NABL)

To apply for **NABL Accreditation for WATER Testing**, on the homepage of **NABL website** (www.nabl-india.org) screenshot given below, will be visible. The new user(s) / laboratory(s) are required to click on **" Fresh Accreditation/ New User"**, whereas, the user(s)/laboratory(s) having active NABL Portal login credentials and valid accreditation may click on **"Existing User"**

Government Water Testing Laboratory Accreditation Program (G-LAP) New

Fresh accreditation/ New User | Existing User

National Accreditation Board for Testing and Calibration Laboratories
(A Constituent Board of Quality Council of India)

NABL INDIA

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Chairman – NABL

Prof. R K Kotnala
Contact :
chairman@nabl.qcin.org

About Accreditation

- Why Laboratory Accreditation?
- Benefits of Accreditation
- FAQ
- Any Query?
- Feedback
- Complaints
- Appeals

NABL response to COVID-19

Upcoming Events

NATIONAL ACCREDITATION BOARD FOR TESTING & CALIBRATION LABORATORIES (NABL)
(A Constituent Board of Quality Council of India)
PLOT NO. 45, SECTOR - 44, GURUGRAM - 122003 (HARYANA)

Apply now for NABL accreditation for Testing lab /Calibration lab (ISO/IEC 17025), Medical lab (ISO 15189), PTP , RMP

APPLY online NOW Click here »

New Apply Now for NABL Medical Entry Level Testing M(EL)T Labs Program

New NABL Accreditation for medical testing laboratories of RT-PCR RNA Virus/ COVID-19.

New User/ Fresh Accreditation

Existing User/ Scope Extension

Government Water Testing Laboratory Accreditation Program (G-LAP) New

Fresh accreditation/ New User | Existing User

News & Announcements View All

1. New **More than 800 private Medical Laboratories are**

CEO – NABL

N. Venkateswaran

International Recognition

- ILAC
- APAC

NABL Grants Accreditation to

- Testing Laboratories as per ISO/IEC 17025
- Calibration Laboratories as per ISO/IEC 17025
- Medical Laboratories as per ISO 15189
- Proficiency Testing Providers (PTP) as per ISO/IEC 17043
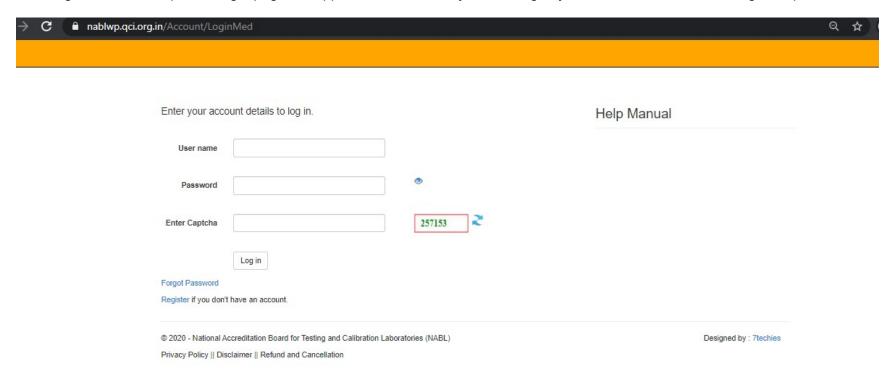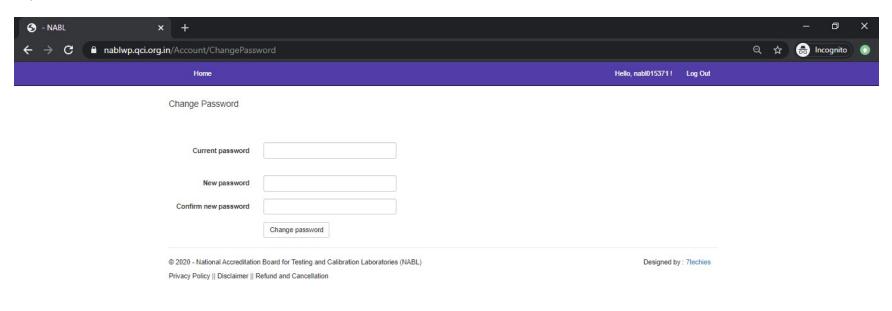- Reference Material Producers (RMP) as per ISO 17034

On clicking the **"Fresh Accreditation/ New User"** Tab/Button, it will take you to a new screen (as below) URL https://nablwp.qci.org.in/Account/RegisterMed.A Registration Form will get open as per below screen. Enter all the details with valid mobile number and email id. You will get OTP on your mobile number and email id. You have to validate your mobile number and email id using OTP. After entering OTP, your mobile number and email id will be validated. This will complete the registration. After successful registration, you will receive Username and password on your email id.

After registration is completed, login page will appear as below. On your first login, you will be redirected to change the password.

The change password screen will appear as below. You need to enter the system generated password received by you on the registered mobile number and email and new password to be created is to be entered, (Please note the new password should have atleast 8 characters in alphanumeric combination with one special character like @, $, #, & etc. available on your computer/laptop keyboard..

On first login with new changed password, the below screen with the instructions will appear. Kindly go through the instructions.

NABL   Home   Hello, nabl017633 !   Log Out

CAB may note th

You are filling the Application as per ISO/IEC 17025: 2017 under catgeory for First Accreditation

Testing Laboratory Details

Terminate this Application

Instructions

1. The applicant CAB shall undertake to carry out its testing activities in such a way as to meet the requirement of ISO/IEC 17025:2005 or ISO/IEC 17025:2017 whichever is applicable,NABL specific criteria, other relevant requirements of NABL and the regulatory authorities, as applicable at all times. CAB applying for accreditation as per ISO/IEC 17025: 2017 shall comply with NABL document NABL 165; 'NABL's Policies for Accreditation as per ISO/IEC 17025:2017'.

2. Applicant CABs are advised to ensure that the latest versions of NABL documents are available with them and are implemented.

3. The application fee and other necessary charges related to accreditation process is given in NABL document NABL 100 'General Information Brochure' under NABL Finance and NABL Fee Structure'. NABL 100 is available on NABL website.

4. CABs are advised to familiarize themselves with NABL 100 'General Information Brochure', NABL 201 'Procedure for dealing with Changes in Accredited Conformity Assessment Body's Operations', NABL 216 'Procedures for Dealing with Adverse Decisions',NABL 131 'Terms and Conditions for Obtaining and Maintaining Accreditation' and NABL 133 'NABL Policy for Use of NABL Symbol / Claim of Accreditation by Accredited Conformity Assessment Bodies & NABL Accredited CAB Combined ILAC MRA Mark' before filling up this form.

5. The applicant CAB shall provide photocopy of following appropriate document(s) in support of the legal status claimed:

     i. Proprietorship firm (Copy of Bank Passbook/Account Statement of CAB & ID of Proprietor)

     ii. Partnership (Copy of Registration under 1932 Act)

     iii. Company Act (Copy of Registration under 1956 Act)

     iv. Societies Registration Act (Copy of Registration under 1860 Act)

     v. Indian Trust Registration Act (Copy of Registration under 1882 Act)

     vi. Government (Copy of Government Notification/ Declaration etc.

6. The applicant CAB shall intimate NABL about any change in the information provided in this application such as scope applied for accreditation, personnel, and location etc. within 15

The laboratory needs to accept and follow the instructions to proceed further.

After accepting the instructions, the following screen will appear with 8 different tabs. The information in these tabs is to be filled one by one i.e., once the first section of **Laboratory Details** is completed then only move to next section of **Discipline**. Please note that moving/jumping to other sections/tabs without completing the Laboratory Details section/tab will result in loss of data entered and may require rework.
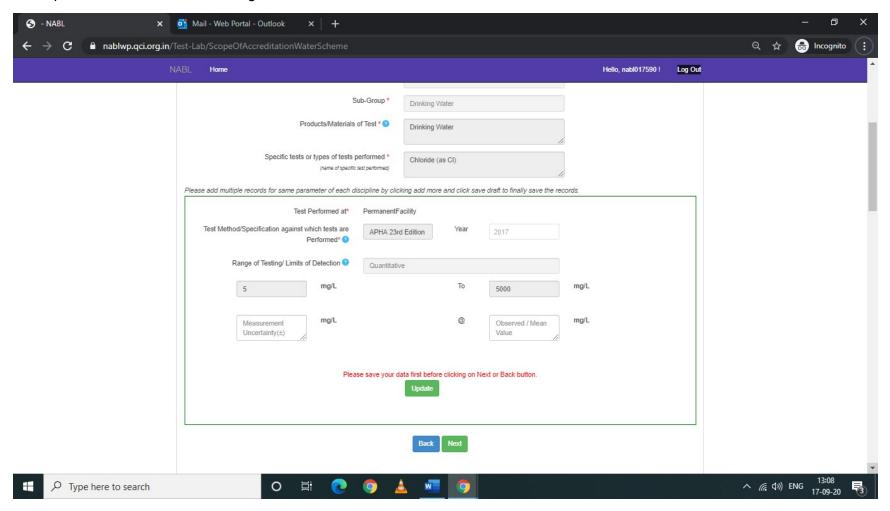
The second section/tab of **Discipline** will appear as below. The Discipline & Group is freezed in this section/tab and the fees payable is shown. No action is required by CAB/Laboratory in this Section/Tab.

The third section/tab is of **Scope of Accreditation** which will appear as below. There will be a total of **24 parameters/test details**, out of which **11 parameters/test aremandatory**parameters/testdetails and **13 parameters/test details are optional**. The 11 mandatory parameters/test details are shown in **RED**and the remaining 13 optional parameters/test details are shown in **BLACK** font.

The CAB/Laboratory has to fill the MU Value after clicking on the update button/tab given against each parameter/test detail. After clicking the update button/tab below screenshot will be visible, the two columns at the bottom with the watermark as **Measurement Uncertainty(±) and Observed/Mean Value** have to be mandatorily filled, the other details will be pre-filled. Once updated the colour of the parameter/test detail will change to **GREEN.**

In case of Qualitative parameter/test detail the following screenshot will appear after hitting/clicking on the Update button/tab. The details will be pre-filled, however, the CAB/Laboratory is required to fill the remarks column. Once filled and updated the colour of the parameter/test detail will change to **GREEN** colour.

The 13 optional parameters/test details have also to be filled in the same manner. Once the details are filled the colour of that parameter/test detail will change to **GREEN** colour. In case, if any parameter/detail is not applicable the same can be deleted by hitting the Delete button/tab.

After completing the details in **Scope of Accreditation**section/tab, the CAB/Laboratory may move to next tab/section of **Organisation**. The below screen will be visible to lab. The lab has to upload its Organisation Chart in **jpg** or **pdf** format.

After uploading the Organisation Chart, the **Employee Details** have to be filled. To add details please hit/press **Click Here** button/tab. The dropdown will appear as per below screen showing 4 categories for filling the employee details. **1) Chief Executive of the Laboratory 2) Person responsible for Management System 3) Person responsible for Technical Operations** & **4) Others**. *CAB/Laboratoryhas to mandatorily fill the detail for category sl. 1 to 3 and in addition to that they have to mention atleast one personnel responsible to report, review and authorize the test results.* This person can be anyone out of the sl. 1 to 3, if not, then the details of that person can be filled in the others category (sl. 4).

After completing the **Organisation** section/tab, please move to next section/tab of **Equipment.** The below screen will appear to CAB/Laboratory. There will be list of equipment displayed, the CAB/Laboratory has to click on update button and fill the details. Once the details are filled the colour of that equipment details will change to **GREEN.**
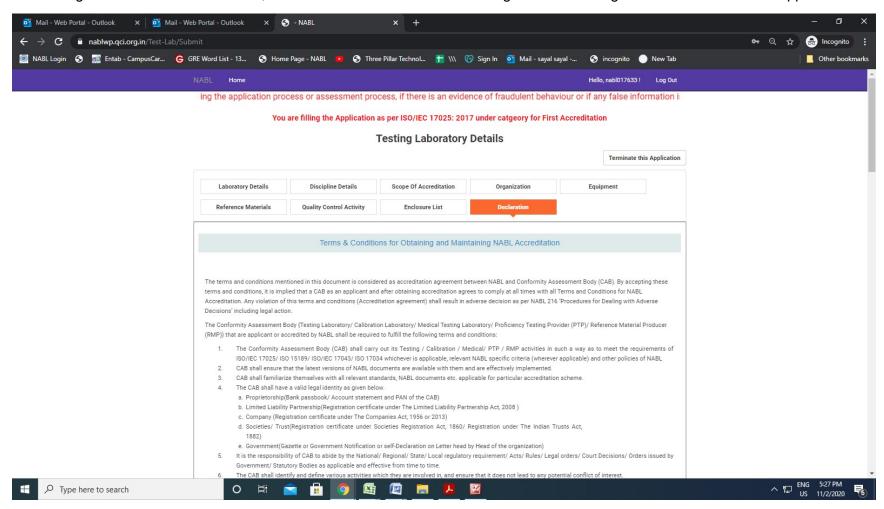
After completing the **Equipment** section/tab, please move to next section/tab of **Reference Materials.** Thebelow screen will appear to CAB/Laboratory. There will be list of Reference Materials displayed, the CAB/Laboratory has to click on update button and fill the details. Once the details are filled the colour of that Reference Materials details will change to **GREEN.**

After completing the **Reference Materials** section/tab, please move to next section/tab of **PT and ILC Participation.** Thebelow screen will appear to CAB/Laboratory. There will be list of PT Participation displayed, the CAB/Laboratory has to click on update button and fill the details. Once the details are filled the colour of row will change to **GREEN.**

After completing the **PT and ILC Participation** section/tab, please move to next section/tab of **Enclosure List.** Thebelow screen will appear to CAB/Laboratory. You have to upload the **Management System Document** in **pdf** Format. In the EnclosureList you will find **Green Ticks(✔)**, if there are any **Red Crosses (✗)**, please check for pendency in that section.

After completing all 8 different sections/tabs starting with 'Laboratory Details' and ending with 'Enclosure list'. The laboratory will find a new tab/section named as **Declaration** created as shown in the below screen and highlighted in orange colour.
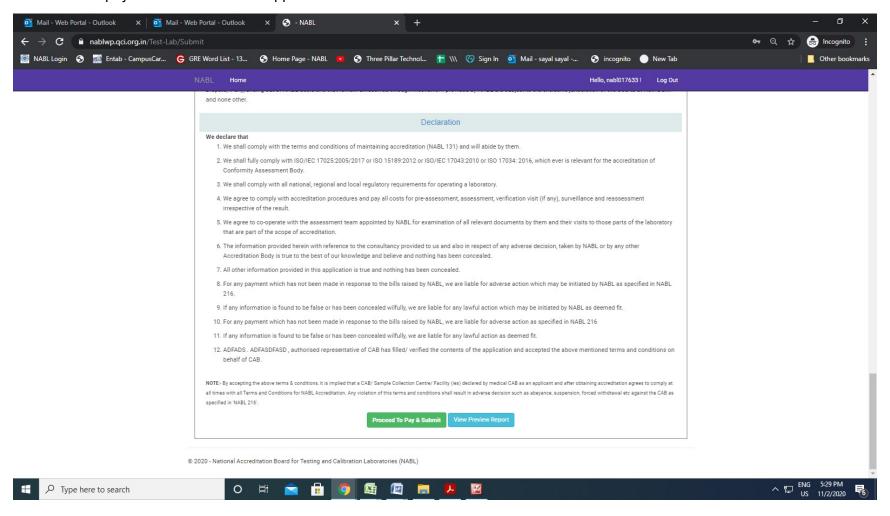
On clicking the Declaration tab/section, the Terms & Conditions for Obtaining and Maintaining NABL Accreditation will appear.

At the bottom of Declaration tab/section, to option/buttons will appear one is 'WE ACCEPT' and another is 'View Preview Report'. The laboratory can view/download its application by clicking on 'View Preview Report'. To proceed further for submission of application, the laboratory has to accept the Terms & Conditions for Obtaining and Maintaining NABL Accreditation by clicking on 'We Accept'
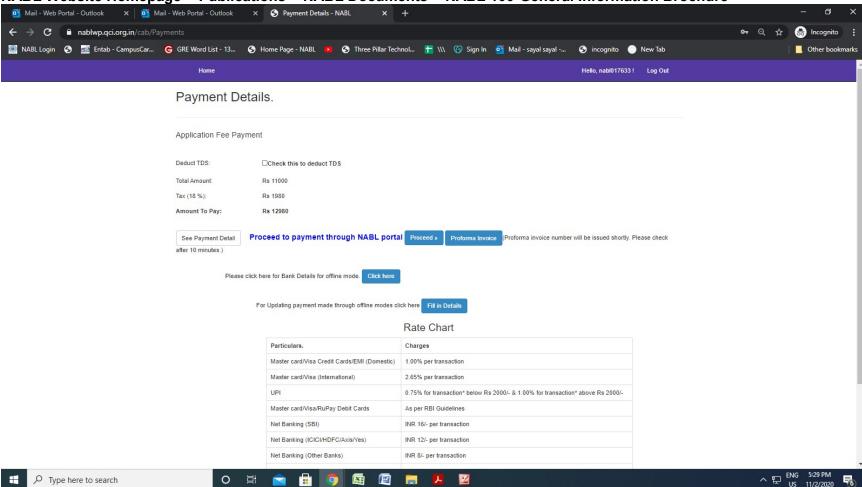
After clicking on 'We Accept', the button of "**Pay & Submit**"will appear and the "WE ACCEPT" button will go away. The laboratory can make the payment and submit the application.
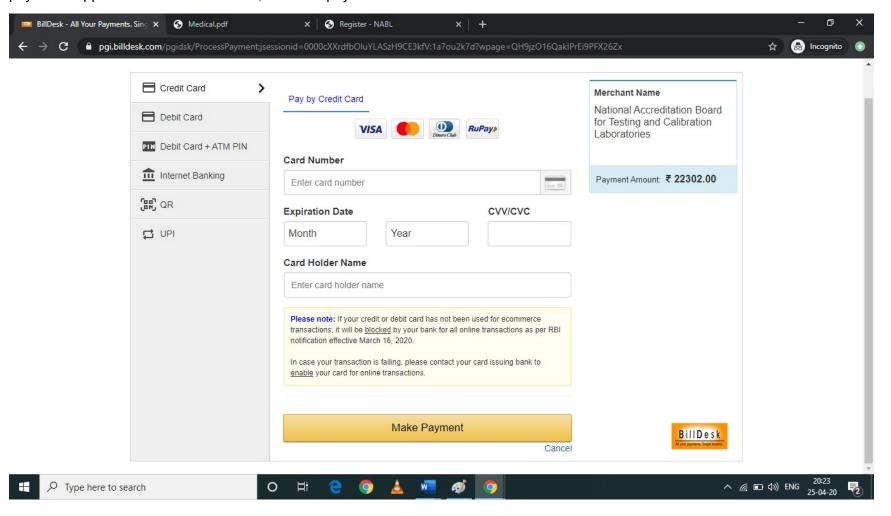
After clicking the **"Proceed to Pay & Submit"** and entering the password (portal login password), the laboratory will be redirected to new page as below. The laboratory may ensure the fee being charged before making the payment. For detailed information / requirements of Accreditation including fee you may refer NABL Document - General Information Brochure (NABL 100) available on NABL's website (www.nabl-india.org), you may follow as below:

NABL Website Homepage>>Publications>>NABL Documents>>NABL 100-General Information Brochure

You may proceed to make the payment. The various payment options are available. The below screen will appear for making the payment. Application will be submitted, once the payment is success.

For any clarifications you may reach us

at below Email ID

supportwp@nabl.qcin.org