

UPDATION OF DETAILS

PROCEDURE FOR UPDATION OF
DETAILS

Registration

Register x +

Not secure | www.nablwp.qci.org.in/Account/Register

Home Register Log in

Register.

Create a new account.

Type of CAB* Testing

Name of CAB* ABC

Address Line 1* AAA

Address Line 2

Country* India

State* Haryana

City* Gurgaon

Pin* 122002

Contact Person* Dr. XYZ

Contact Person Mobile* +91 9999999999

Contact Person Email* supportwp@nabl.qcin.org

Enter OTP*

Please Enter mobile no. and Email-ID carefully. You will get different OTP on mobile and Email for verification.

Help Manual

- [Testing Laboratories](#)
- [Calibration Laboratories](#)
- [Medical Laboratories](#)
- [FAQ's for updating details and existing valid accredited scope](#)

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Type here to search

11:31 AM 22/10/2018

Registration contd.

- During registration, lab will get otp on email and mobile no , same need to be verified for registration.

Login using user id password sent on email and mobile no

Log in - NABL

www.nablwp.qci.org.in/Account/Login

Home Register Log in

Log in.

Enter your account details to log in.

User name

Password

Enter Captcha

[Forgot Password](#)

[Register](#) if you don't have an account.

Help Manual

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Type here to search

11:35 AM
22/10/2018

Change password



Change Password

Current password

New password

Confirm new password

Change password

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Welcome page



Welcome to NABL Portal.

Now, testing and calibration laboratories can apply only as per ISO/IEC 17025: 2017. No hard copy of applications will be accepted.

Create New Application

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http://www.nablwp.qci.org.in/newApplication



Opt for Updation of details

Welcome to NABL Portal.

Now, testing and calibration laboratories can apply only as per ISO/IEC 17025: 2017. No hard copy of applications will be accepted.

[Create New Application](#)

Applying For:

- First Accreditation
- Renewal of Accreditation
- Desktop Surveillance
- Onsite Surveillance
- Updation of details*

Note-- meant for Updation of CAB's details and existing valid Accredited scope only on NABL Portal.

Last NABL Accreditation Certificate No.

Accreditation Cycle

Amendment Date

[Submit](#)

The screenshot shows a web browser window with the URL www.nablwp.qci.org.in/newApplication. The page has a purple header with 'Home' on the left and 'Hello, nabl005955 ! Log Out' on the right. The main content area is white and contains the text 'Welcome to NABL Portal.' followed by a blue announcement. Below this is a blue button 'Create New Application'. The 'Applying For:' section has five radio button options, with 'Updation of details*' selected. A red note follows. The form fields include 'Last NABL Accreditation Certificate No.' with a text box containing 'Last Certificate No.', 'Accreditation Cycle' with two text boxes for 'Valid From' and 'Valid Upto', and 'Amendment Date' with a text box containing 'Amendment Date'. A blue 'Submit' button is at the bottom of the form. The Windows taskbar is visible at the bottom of the screen.

Fill in laboratory details

The screenshot shows a web browser window with the URL www.nablwp.qci.org.in/Test-Lab/LabDetails. The page header includes the NABL logo, a home button, and a user greeting: "Hello, nabl005955! Log Out". A red notification banner states: "You are updating details as per ISO/IEC 17025: 2005".

Testing Laboratory Details

The form contains several tabs: Laboratory Details (selected), Discipline Details, Scope Of Accreditation, Organization, Equipment, Reference Materials, Quality Control Activity, Enclosure List, and Declaration.

Laboratory Details

Name of the Laboratory *
Note : Indicate name of the Laboratory will be appear on the Certificate

Type of Laboratory *

GSTIN*
(if not applicable then write NA)

Country *

Slate/Province *

City *

Address *

District

Pin Code *

Mobile No*

Landline no

Fax No.

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray with the date "22/10/2018" and time "3:52 PM".

Lab details contd.

Are you from SEZ region(Special economic zone)? Yes No

Whether any individual or organization has provided consultancy for preparing towards NABL Accreditation? Yes No

Whether any adverse action has been initiated/taken by NABL against the laboratory in the past years? Yes No

Contact Person for NABL

Name*

Designation*

Mobile No*

Landline No

Fax No

Email*

Category of Facility(s) applied under the scope of Accreditation

Permanent Facility* Yes No

Site Facility* Yes No

Mobile Facility* Yes No

Parent Organization Details

Name of the Parent Organization Applicable? Yes No

Discipline details

You are updating details as per ISO/IEC 17025: 2005

Testing Laboratory Details

Laboratory Details	Discipline Details	Scope Of Accreditation	Organization	Equipment
Reference Materials	Quality Control Activity	Enclosure List	Declaration	

Discipline Details

Discipline of Testing for which Accreditation is sought

Discipline of Testing*

Group*

- Select Discipline-
- Biological
- Chemical
- Electrical
- Electronics
- Fluid Flow
- Forensic
- Mechanical
- Non-destructive
- Photometry
- Radiological

Discipline Details						
S No.	Delete	Field	Discipline	Group	Discipline	Fees
1		Testing	Biological		Animal Food & Feed	11000
					Total	11000
					Grand Total	11000
					(The indicated fees is without Taxes.)	

Scope of Accreditation

You are updating details as per ISO/IEC 17025: 2005

Testing Laboratory Details

Laboratory Details Discipline Details **Scope Of Accreditation** Organization Equipment

Reference Materials Quality Control Activity Enclosure List Declaration

Scope of Accreditation

accreditation is one time activity and may appear time consuming but it is the core and very important activity, for grant of acc required to fill the entire details for scope of accreditation with respect to existing as well as additional(new),if any.

[Refer User Manual for more details.](#)

Select Discipline *

Group *

Sub-Group *

Products/Materials of Test *

Specific tests or types of tests performed *
(more records are permitted)

Please add multiple records for same parameter of each discipline by clicking add more and click save draft to finally save the records.

Test Performed at* Permanent/Facility

Test Method/Specification against which tests are Performed* Year

Range of Testing/ Limits of Detection

g/ml To g/ml

 @

Scope contd.

The screenshot displays the NABL website interface for the 'Scope of Accreditation' form. The browser address bar shows the URL www.nablwp.qci.org.in/Test-Lab/ScopeOfAccreditation. A notification box at the top center states 'Data saved' with an 'OK' button. The form contains the following fields:

- Select Discipline *
- Group *
- Sub-Group *
- Products/Materials of Test *
- Specific tests or types of tests performed *

Below these fields, a note reads: 'Please add multiple records for same parameter of each discipline by clicking add more and click save draft to finally save the records.' A section titled 'Test Performed at' includes a dropdown for 'Permanent/Facility' and a 'Test Method/Specification against which tests are Performed' field with a 'Standard' dropdown and a 'Year' dropdown set to '-Select-'. The 'Range of Testing/ Limits of Detection' field is set to 'Qualitative', and there is a 'Remarks' field. An 'Add More' button is located below this section. At the bottom, there is a 'Range of testing and Measurement uncertainty' section with a 'View Range' button. Navigation buttons 'Back' and 'Next' are at the very bottom.

Scope contd.

View range of testing and click save draft

Sub-Group *

Products/Materials of Test * Product/Material

Specific tests or types of tests performed * Details of Test(s)

Please add multiple records for same parameter of each discipline by clicking add more and click save draft to finally save the records.

Test Performed at Permanent/facility

Test Method/Specification against which tests are Performed * Standard Year --Select--

Range of Testing/ Limits of Detection * Qualitative

Remarks

Add More

Range of testing and Measurement uncertainty [View Range](#)

Delete No.	Products/Materials of Test	Specific Test Performed	Standard and Year	Type of Range	Range Unit	Remark	Measurement Uncertainty (X)	Test Performed at
1	Drinking water	Chloride	IS: 3025 (Part 32): 1983	Quantitative	5 g/lit to 2000 g/lit		5 g/lit @ 1 g/lit	Permanent/facility

Back Cancel Save Draft Test

Proposed Scope of Accreditation [View Scope](#)

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Lab are required to update atleast – laboratory details, discipline, scope of accreditation and declaration.

Declaration

You are updating details as per ISO/IEC 17025: 2005

Testing Laboratory Details

Laboratory Details Discipline Details Scope Of Accreditation Organization Equipment

Reference Materials Quality Control Activity Enclosure List **Declaration**

Terms & Conditions for Obtaining and Maintaining NABL Accreditation

The Conformity Assessment Bodies (Testing including Medical / Calibration Laboratories / Proficiency Testing Providers-PTP / Reference Material Producers-RMP) that are applicant / accredited by NABL shall be required to fulfill the following terms and conditions:

1. The Conformity Assessment Bodies (CABs) shall carry out its testing / calibration / medical / PTP / RMP activities in such a way as to meet the requirements of ISO/IEC 17025:2005 or ISO 15189:2012 or ISO/IEC 17043:2010 or ISO 17034: 2016 whichever is applicable, relevant NABL specific criteria and other policies of NABL.
2. The CAB shall have a valid legal identity.
3. The CAB shall meet the requirements of regulators in relevant field.
4. The CAB shall identify and define various activities which they are involved in, and ensure that it does not lead to any potential conflict of interest.
5. The CAB shall have adequate qualified and trained manpower for stated scope including NABL approved authorized signatory(s) who is responsible for authenticity and issue of test / calibration / PTP / RMP reports or authorized qualified personnel for review, evaluation & release of results, as applicable who meets the requirements of relevant NABL specific criteria (wherever applicable) for each field / discipline of accreditation.
6. The designated Quality Manager / designated personnel (howsoever named), responsible for implementation, maintenance and improvement of the management system of CAB, shall successfully undergo 4 days training on ISO/IEC 17025 (CAB personnel trained on previous edition of ISO/IEC 17025 is required to be familiar with requirements of latest edition i.e. ISO/IEC 17025) or ISO 15189 whichever is relevant from a reputed training institute. For PTP / RMP, the Quality Manager shall preferably undergo either 4-days training on ISO/IEC 17043 / ISO 17034 or at least 4 days training on ISO/IEC 17025 (CAB personnel trained on previous edition of ISO/IEC 17025 are required to be familiar with requirements of new edition i.e. ISO/IEC 17025) or ISO 15189 as the case may be.
7. The CAB, where applicable, shall participate in one inter laboratory comparison / proficiency Testing program in at least one parameter / type of test per discipline prior to gaining accreditation and after obtaining accreditation for all groups included in the accredited scope of each discipline at least once every four years. Requirements specified in NABL 163 shall be followed for PT participation.
8. CAB shall submit the completed application for renewal of accreditation six months prior to the expiry of accreditation and also agree to undergo assessment as per the schedule proposed by NABL to maintain continuity in accreditation cycle.
9. The CAB shall offer cooperation to NABL or its representative in:
 - Undergoing assessments in stipulated time intervals / whenever NABL considered it as required.
 - Access to all CAB areas of operations including subcontractor premises, wherever relevant and applicable.
 - Undertaking any check / inspection to verify the capability of the CAB for the applied / accredited scope.
 - Witnessing the activities being performed relevant to accreditation.
 - Assessing the competence of the staff (including staff working in shift operations / at site) during assessment.
 - Access to all relevant information and documentation.

Declaration contd.

Click submit

The screenshot shows a web browser window with the address bar displaying www.nablwp.qci.org.in/Test-Lab/Submit. The page header includes the NABL logo, "Home", and user information "Hello, nabl0059551" with a "Log Out" link. The main content area contains a list of terms and conditions, followed by a "Declaration" section. The declaration text includes:

We declare that

1. We shall comply with the terms and conditions of maintaining accreditation (NABL 131) and will abide by them.
2. We shall fully comply with ISO/IEC 17025:2005/2017 or ISO 15189:2012 or ISO/IEC 17043:2010 or ISO 17034: 2016, which ever is relevant for the accreditation of Conformity Assessment Body.
3. We shall comply with all national, regional and local regulatory requirements for operating a laboratory.
4. We agree to comply with accreditation procedures and pay all costs for pre-assessment, assessment, verification 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 by them and their visits to those parts of the laboratory that are part of the scope of accreditation.
6. The information provided herein with reference to the consultancy provided to us and also in respect of any adverse decision, taken by NABL or by any other Accreditation Body is true to the best of our knowledge and believe and nothing has been concealed.
7. All other information provided in this application is true and nothing has been concealed.
8. For any payment which has not been made in response to the bills raised by NABL, we are liable for adverse action which may be initiated by NABL as specified in NABL 216.
9. If any information is found to be false or has been concealed wilfully, we are liable for any lawful action which may be initiated by NABL as deemed fit.
10. For any payment which has not been made in response to the bills raised by NABL, we are liable for adverse action as specified in NABL 216
11. If any information is found to be false or has been concealed wilfully, we are liable for any lawful action as deemed fit.

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 declaration section, there are two buttons: "Submit" (green) and "View Preview Report" (blue).

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The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray with the date "22/10/2018" and time "3:55 PM".

**Frequently Asked Questions for updating
details and existing valid accredited scope**

1. Why CABs are required to fill the existing valid accreditation scope?

NABL is planning to link this web portal to our website which will facilitate the users to search an accredited laboratory of their interest and this will ease the retrieval and access of the accredited laboratories' information by the stakeholders including government bodies, which may be potential source of business for CABs. Whereas, the non availability of the said accurate information of the CABs on web portal, may amount to loss to the CAB, especially in the context of ever growing use and reliance by stakeholders on digital platform for information.

2. Where can I update the scope on the webportal?

The CAB need to register first and opt of "updatation of details". Follow the steps for filling up the details.

3. I have already applied online for renewal of accreditation; I am unable to update my existing valid accredited scope?

If CAB has already applied for renewal of accreditation, not required to fill in existing valid accredited scope.

4. I have already applied online for renewal of accreditation; do I need to update my existing valid accredited scope as well?

Same as above.

5. I have already applied for initial/renewal of accreditation through offline mode, do I need to update the scope?

Yes, CAB is required to register on webportal and update the details.

6. Can I upload accredited scope as pdf /excel etc. file?

No. there is no provision for uploading any file for scope. CAB is required to fill in scope by entering same on portal in scope section.

7. What all need to be updated on webportal?

After registration, the mandatory fields to be filled in on the portal are Lab details, discipline, scope and declaration. Rest of the informations, CAB may like to update on the webportal for further use in future.

8. I have already entered scope, but it did not save?

After entering the scope, CAB is required to click “**save**” option there under. And the scope will be finally updated, once the declaration is filled in and clicked on “**submit**”.

9. My CAB certificates are more than one, which certificate number to enter for updating the scope?

You may start the updation the portal with all valid certificate numbers putting comma.

In case of any clarification on updation of webportal, please feel free to contact at NABL at **supportwp@nabl.qcin.org**