



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

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

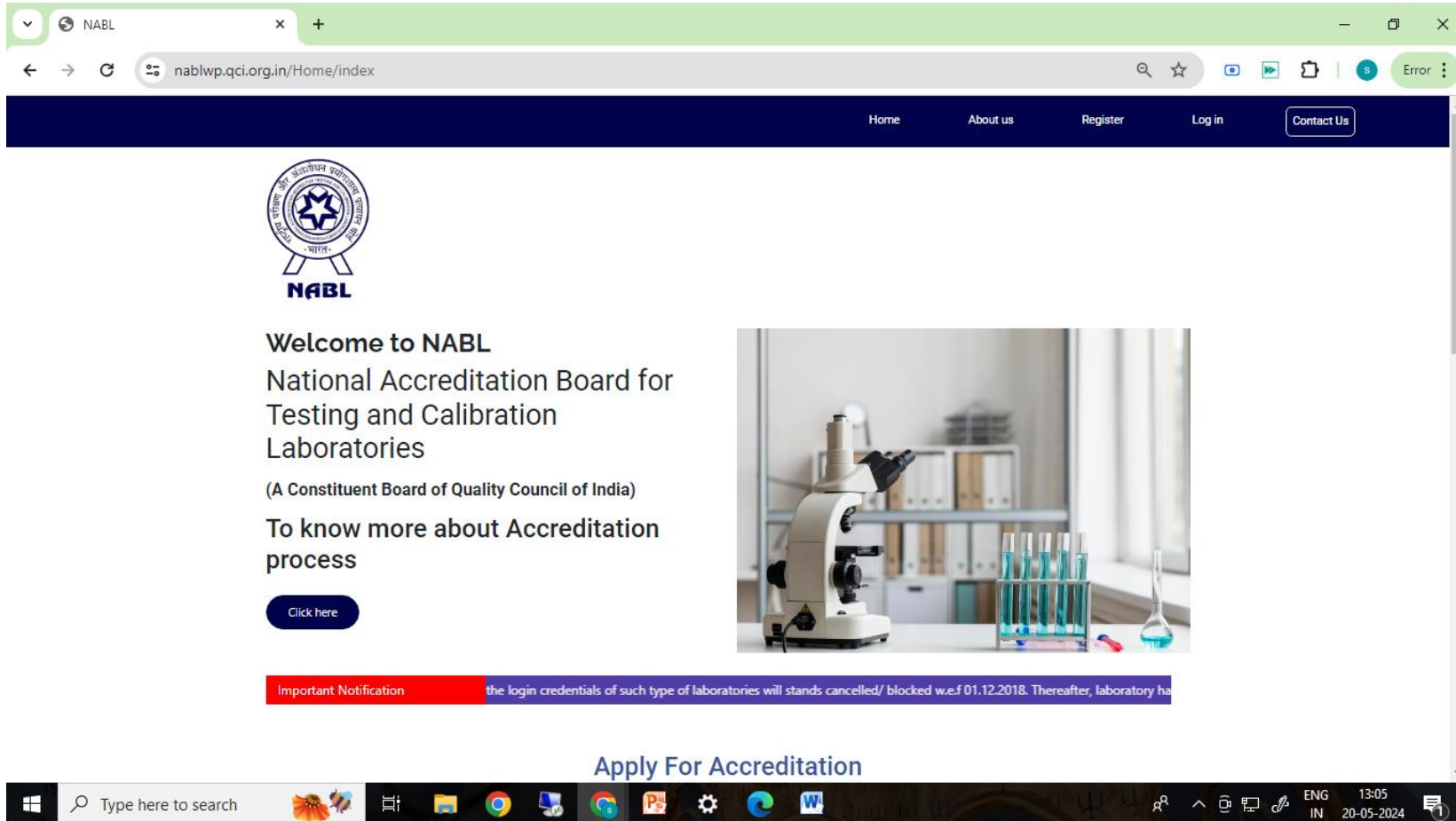
Dated : 20<sup>th</sup> May, 2024

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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](http://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](https://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'. A blue button labeled 'Click here' is positioned below this text. To the right of the text is a photograph of a laboratory setting, featuring a microscope, a rack of test tubes containing blue liquid, and a flask. 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 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.)

**Register**  
Create a new account

Type of CAB\*  Name of CAB\*

Address Line 1\*  Address Line 2

Country\*  State\*

City\*  Pin\*

Contact Person\*   Mobile\*

Contact Person Email\*  Enter OTP\*

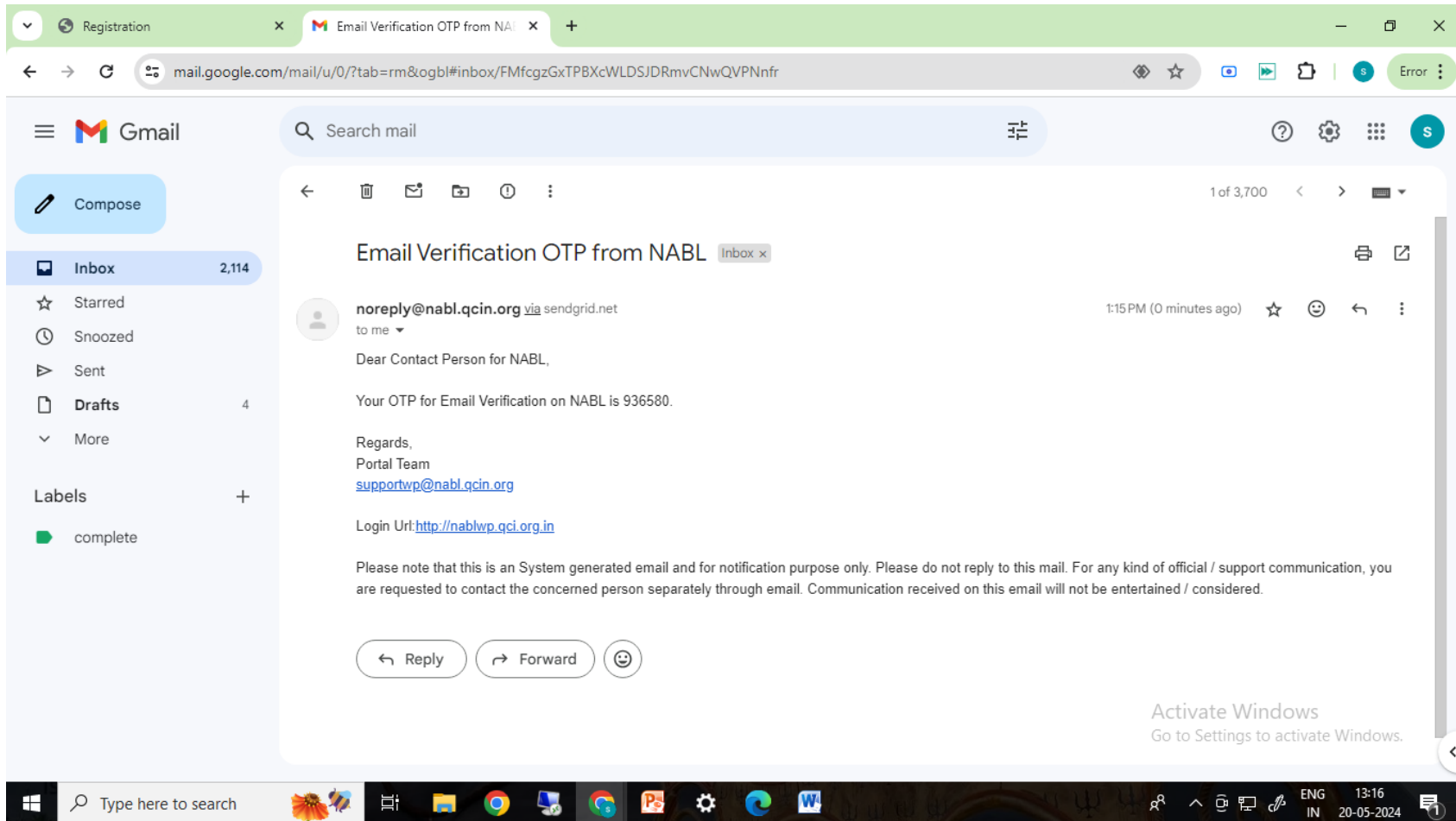
**Help Manual**

- Testing Laboratories
- Calibration Laboratories
- Medical Laboratories

Activate Windows  
Go to Settings to activate Windows.

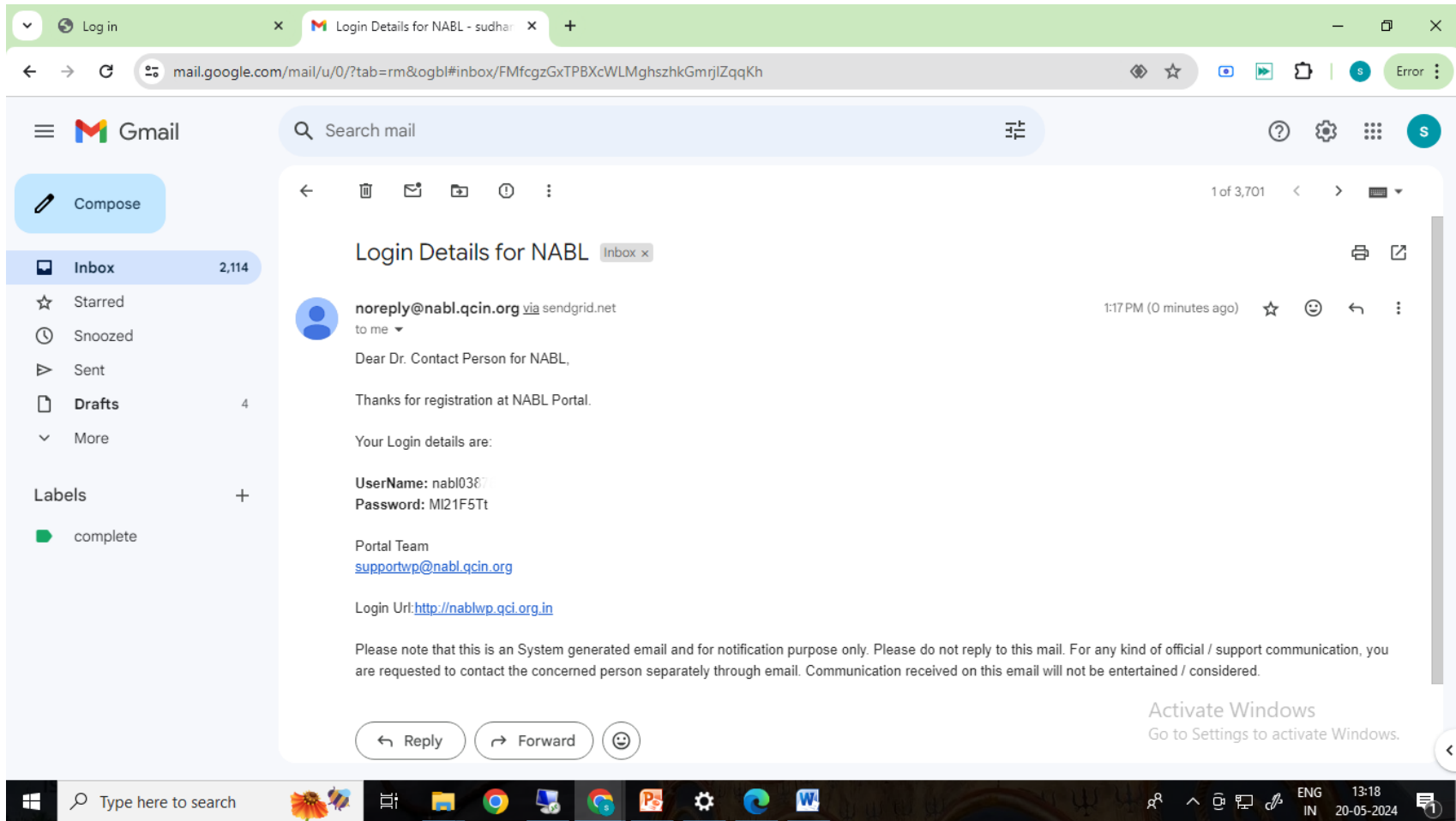
## Registration of CAB (Laboratory)

- 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.



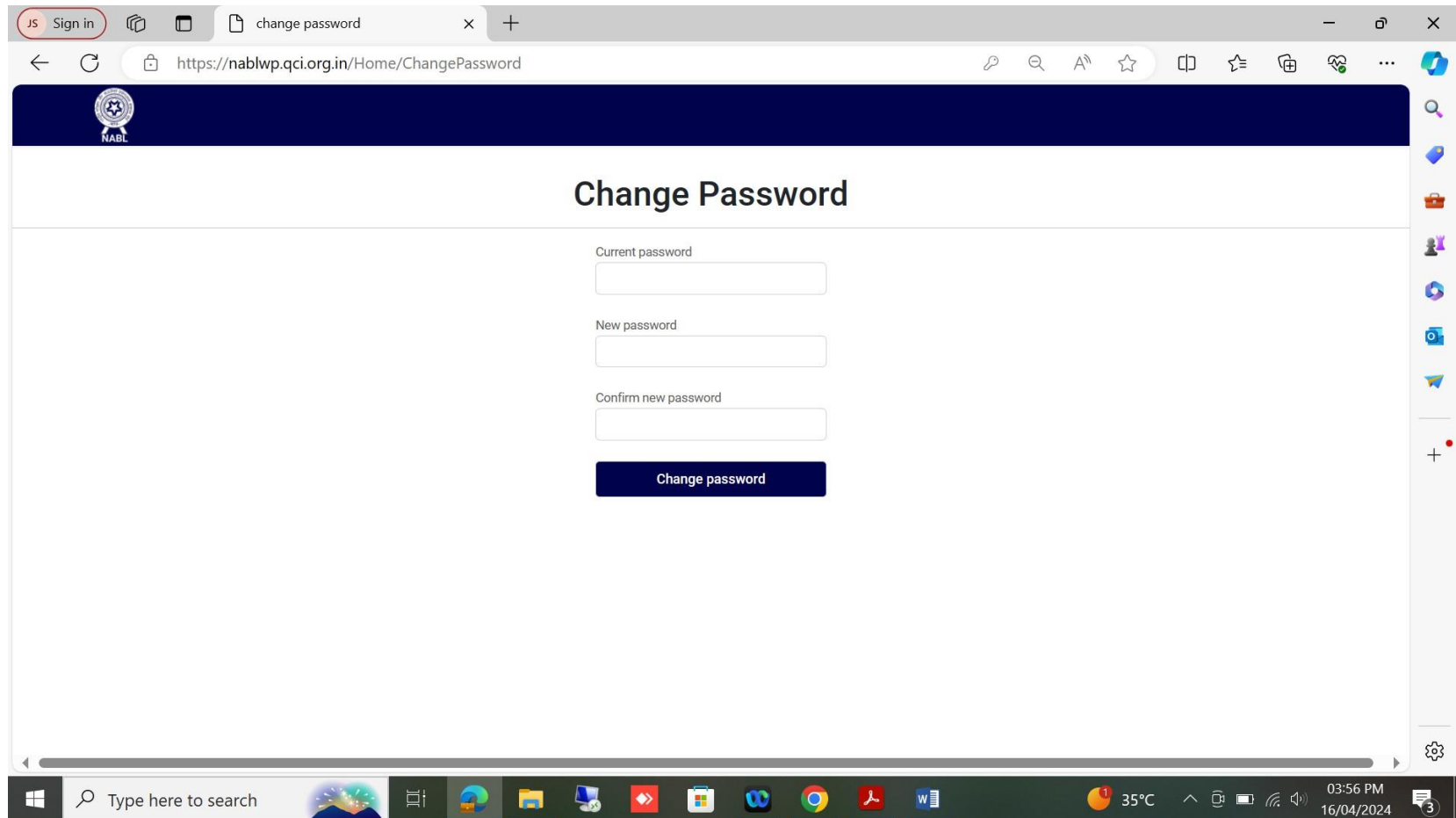
## Login by CAB (Laboratory)

- 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 login interface of the NABL webportal. The browser's address bar indicates the URL [nablwp.qci.org.in/Home/Login](http://nablwp.qci.org.in/Home/Login). The page header includes the NABL logo and a 'Home' link. The main content area is divided into two sections. On the left, the 'Log In' section prompts the user to enter their account details. It contains three input fields: 'User Name', 'Password' (with a toggle for visibility), and 'Enter Captcha' (with a captcha image showing the number '098943'). Below these fields is a dark blue 'Log in' button, and links for 'Forgot Password' and 'Register if you don't have an account'. On the right, the 'Help Manual' section provides quick access to three categories: 'Testing Laboratories', 'Calibration Laboratories', and 'Medical Laboratories', each represented by an icon and a text label.

## 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.

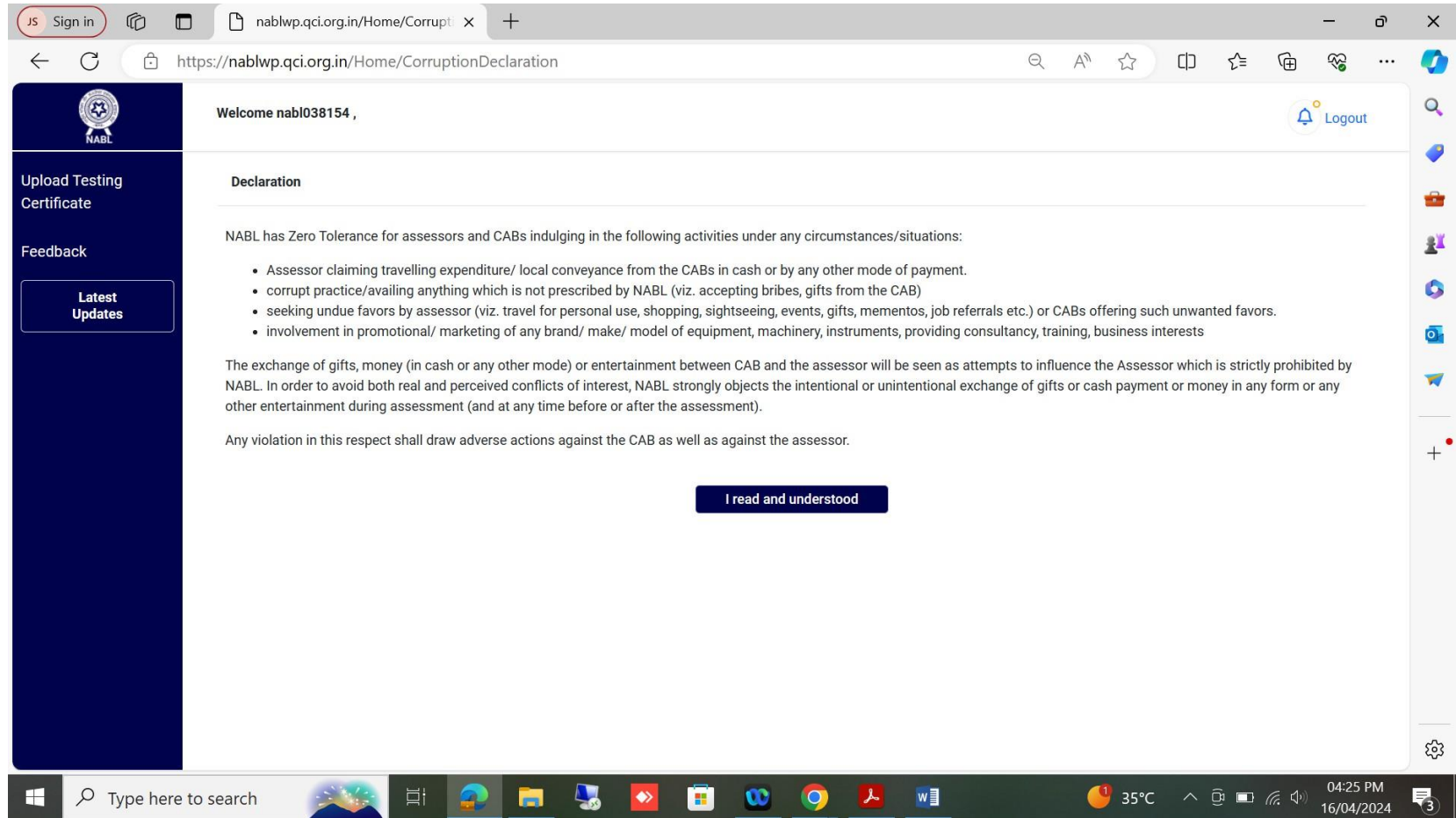


The screenshot shows a web browser window with the URL <https://nablwp.qci.org.in/Home/ChangePassword>. The page features the NABL logo in the top left corner. The main heading is "Change Password". Below the heading, there are three input fields: "Current password", "New password", and "Confirm new password". A dark blue button labeled "Change password" is positioned below the input fields. The browser's taskbar at the bottom shows the system tray with a search bar, task icons, and system information including the temperature (35°C), time (03:56 PM), and date (16/04/2024).



## 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 <https://nablwp.qci.org.in/Home/CorruptionDeclaration>. The page is titled "Welcome nabl038154," and features a "Logout" button. 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.

At the bottom of the page, there is a button labeled "I read and understood".

The left sidebar contains the NABL logo, "Upload Testing Certificate", "Feedback", and "Latest Updates". The Windows taskbar at the bottom shows the time as 04:25 PM on 16/04/2024 and a temperature of 35°C.

# Application Filling

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

The screenshot shows a web browser window with the URL `nablwp.qci.org.in/medical/medicalNewForm153FA/Instructions`. The page header includes the NABL logo and a welcome message: "Welcome nabl038771 ,". There are buttons for "Interact with NABL" and "Logout". A sidebar on the left contains navigation links: "Laboratory Details", "Discipline Details", and "Enclosure". The main content area is titled "Information & Instructions for completing an Application Form" and contains the following text:

1. Application shall be made in the prescribed form NABL 153 only. All applied disciplines of medical testing should be covered in the same application form. The application shall consist of the following:

- Completed application form
- Management System Document
- Prescribed application fees
- Duly signed NABL 131

Note: Incomplete application, false information provided during accreditation process may lead to rejection of application or termination of the assessment process.

2. The applicant/accredited laboratory shall ensure compliance with the requirements of ISO 15189: 2012 or ISO 15189: 2022, NABL Application Document, Specific criteria, 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 111, NABL 163, NABL 133 and NABL 142. The list of documents is available on NABL website under publication 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 & Conditions for Obtaining and Maintaining NABL Accreditation' and NABL 133 'Policy for Use of NABL Symbol and / or Claim of Accreditation by Accredited Conformity Assessment Bodies (CAB) & NABL Accredited CAB Combined ILAC MRA Mark' before filling up this form.

5. The applicant/accredited laboratory shall provide/upload copy of the following appropriate document(s) in support of the legal entity status claimed:

The modal window is titled "Applying as per :" and contains two radio buttons:  ISO 15189:2012 and  ISO 15189:2022. Below the radio buttons is a "Submit" button.

# Application Filling

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

The screenshot displays a web browser window with the URL [nablwp.qci.org.in/medical/medicalNewForm153FA/Instructions](http://nablwp.qci.org.in/medical/medicalNewForm153FA/Instructions). The page features a dark blue sidebar on the left with the NABL logo and navigation links for "Laboratory Details", "Discipline Details", and "Enclosure". The main content area contains a list of instructions for medical laboratories, including details on accreditation criteria, confidentiality, and dispute resolution. At the bottom of the instructions, there is a checkbox labeled "I have read the above information and instructions." and a prominent blue button labeled "WE ACCEPT". A Windows watermark is visible in the bottom right corner of the page content.

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**

Activate Windows  
Go to Settings to activate Windows.

# Application Filling (Laboratory Details>>First Page)

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

The screenshot displays the NABL web portal interface. At the top, the browser address bar shows the URL: `nablwp.qci.org.in/medical/MedicalNewForm153fa/LabDetails.aspx`. The page header includes the NABL logo, a welcome message for user `nabl038771`, and buttons for `Interact with NABL` and `Logout`. A prominent red warning banner states: `NABL shall refuse to service an application because of proven fraudulent behaviour or falsification of information or violation of accreditation requirements.`

The main content area features three tabs: `Laboratory Details` (selected), `Organization Chart`, and `Management System Document`. The `Laboratory Details` form includes the following fields and instructions:

- Name/Identification of the Laboratory \***: Input field containing `CAB NAME`.  
*Note: (The above name will appear on accreditation certificate) Note: Accreditation is granted to the registered Legal Entity (Ref. Cl. No. 6 mentioned under "Information and Instructions" 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/department, 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.*
- Type of Laboratory \***: Input field containing `Public`.
- Goods and Services Tax (GST) Number along with PAN/ TAN Number\***: Input field containing `Goods and Services Tax (GST) Numbe`.  
*(if not applicable then write NA)*
- PAN/TAN\***: Input field containing `PAN/TAN`.
- Country \***: Input field (empty).
- State \***: Input field (empty).

The Windows taskbar at the bottom shows the system tray with the date `20-05-2024` and time `15:54`. An `Activate Windows` watermark is visible on the right side of the page.

## **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).

**Legal identity of the laboratory and date of establishment**

Note: (Please give Registration No. and name of authority who granted the registration. Copy of the certificate shall be enclosed. Refer Cl. No. 5 mentioned under "Requirements to be fulfilled and instructions to be followed by the medical testing laboratories while applying for NABL accreditation)

Legal Identity Name \*

Legal Identity Type\*  
Registration Under

Company (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 (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\*

[Download](#)

Type of service provide by the medical testing laboratory \*  Open to Others  Partly Open to Others  An In-House Activity

Activate Windows  
Go to Settings to activate Windows.

## 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)

The screenshot displays a web browser window with the URL [nablwp.qci.org.in/medical/MedicalNewForm153FA/LabDetails](http://nablwp.qci.org.in/medical/MedicalNewForm153FA/LabDetails). The page title is "Legal identity of the laboratory and date of establishment". A note in red text states: "Note: (Please give Registration No. and name of authority who granted the registration. Copy of the certificate shall be enclosed. Refer Cl. No. 5 mentioned under 'Requirements to be fulfilled and instructions to be followed by the medical testing laboratories while applying for NABL accreditation)".

The form includes the following fields and options:

- Legal Identity Name \***: A text input field containing the word "test".
- Legal Identity Type\***: A dropdown menu with the selected option "Registration Under".
- Registration Under**: A list of radio button options:
  - Company (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 (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\***: A file upload section with a "Choose File" button (showing "No file chosen"), a "Download" link, and an "Upload" button.
- Type of service provide by the medical testing laboratory \***: Radio button options:  Open to Others,  Partly Open to Others,  An In-House Activity.
- Are you applying only for Medical Imaging?\***: Radio button options:  Yes,  No.

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

## 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/medical/MedicalNewForm153FA/Organisation`. The page header includes the NABL logo, a welcome message for user `nabl035716`, and buttons for `Interact with NABL` and `Logout`. A sidebar on the left contains navigation links for `Laboratory Details`, `Discipline Details`, and `Enclosure`. A prominent red warning box states: "CAB may note that at any point of time during the application process or assessment process, if there is an evidence of fraudulent behaviour or if any false information is provided or if any information is concealed, NABL will reject the application and its processing or if in accreditation process, then terminate the assessment process. NABL shall refuse to service an application because of proven fraudulent behaviour or falsification of information or violation of accreditation requirements." Below this, three buttons are visible: `Laboratory Details`, `Organization Chart` (which is selected), and `Management System Document`. The `Organization Chart` section contains two file upload fields: `Organization Chart *` and `Parent Organization Chart *`, both showing `Choose File` and `No file chosen`. A `Save Draft` button is positioned below these fields. At the bottom, there are instructions: "i. Indicate in an organization chart the operating departments of the medical testing laboratory for which accreditation is being sought (Append). ii. Indicate how the applicant laboratory is related to parent organization, where applicable. Please also indicate if some of the responsibilities as described in ISO 15189 are shared by the parent organization." A red note follows: "Note : If the laboratory is a defined part of a legal entity, then the organization structure of the Legal entity, with place of the laboratory within the larger structure (legal entity/parent organization) shall also be submitted, clearly identifying the other activities performed by the legal entity. If the laboratory is one of the laboratories in a chain of laboratories, then the name and address of the main laboratory (however named, if applicable) and the relationship between the two shall also be described." The Windows taskbar at the bottom shows the date as 17 May 2024, Friday, and the time as 11:01.



## 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/medical/MedicalNewForm153FA/Organisation`. The page title is "Senior Management, Proposed personnel review, release and reporting of results (Signing of test reports), Details of staff (technical as well as those for support functions), Details of Radiological Safety Officer (For Medical Imaging laboratories)".

The form contains the following fields and options:

- Employee Type \***: A dropdown menu with the following options:
  - Select Employee Type--
  - Details of Radiological Safety Officer (For Medical Imaging laboratories)
  - Head of the laboratory having overall responsibility
  - Laboratory Director
  - Person responsible for management system
  - Person Responsible for Technical Operations
  - Others
- Discipline(Laboratory/ Department/ Section) \***: A dropdown menu with the option  MI CAB - CT.
- Qualification**: A text input field.
- Specialization**: A text input field.
- Experience in present organization (in years) \***: A text input field labeled "Experience".
- Relevant Training \***: A text input field labeled "Relevant Training".
- AERB Registration No. \***: A text input field labeled "Relevant Training".
- Whether proposed as authorised signatory \***: Radio buttons for  Yes and  No.

**Note :**  
i. In case these personnel are not working exclusively for the laboratory (are part time employees), then the details of their other affiliations and employments shall be provided.

Windows taskbar at the bottom shows the date as 17-05-2024 and time as 11:04.

## 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.

The screenshot shows a web browser window with the URL `nablwp.qci.org.in/medical/MedicalNewForm153FA/QMS`. The page header includes the NABL logo, a welcome message for user `nabl035716`, and buttons for `Interact with NABL` and `Logout`. A red notification banner states: `You are filling the Application as per ISO 15189: 2012`. Below this, there are three tabs: `Laboratory Details`, `Organization Chart`, and `Management System Document`, with the latter being the active tab. The main content area is titled `Upload Quality Manual` and features a `Choose File` button next to the text `No file chosen`, and a `Save` button below it. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date `17-05-2024` and time `11:18`.

# Application Filling (Discipline Details)

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

You are filling the Application as per ISO 15189: 2012

### ACCREDITATION DETAILS

Discipline of Medical\*

--Select Discipline--

- Select Discipline--
- MI CAB - CT
- MI CAB - Interventional Radiology
- MI CAB - MRI
- MI CAB - Nuclear Medicine
- MI CAB - Projectional Radiography and Fluoroscopy
- MI CAB - Ultrasound and Color Doppler

Add

S No.	Lab Type	Discipline	Fees	Scope	Equipment	Reference Materials	List of Phantoms (For Medical Imaging laboratories)	List of reference materials and test kits/Radioisotopes (For Medical Imaging laboratories)	PROFICIENCY TESTING/INTERLABORATORY COMPARISON	Delete
1	Medical	MI CAB - CT	11000	+ i i ✓	+ i i ✓	+ i i ✓	+ i i ✓	+ i i ✓	+ i i ✓	🗑️
2	Medical	MI CAB - MRI	11000	+ i i ✗	+ i i ✗	+ i i ✗	+ i i ✗	+ i i ✗	+ i i ✗	🗑️

Grand Total : 22000 (The Indicated fees is without Taxes.)

Activate Windows  
Go to Settings to activate Windows.

## 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 **X** change to green tick **✓**

You are filling the Application as per ISO 15189: 2012

### ACCREDITATION DETAILS

Discipline of Medical\*

--Select Discipline-- **Add**

### ACCREDITATION DETAILS

S No.	Lab Type	Discipline	Fees	Scope	Equipment	Reference Materials	List of Phantoms (For Medical Imaging laboratories)	List of reference materials and test kits/Radioisotopes (For Medical Imaging laboratories)	PROFICIENCY TESTING/INTERLABORATORY COMPARISON	Delete
1	Medical	MI CAB - CT	11000	+ ↑ i ✓	+ ↑ i ✓	+ ↑ i ✓	+ i ✓	+ ↑ i ✓	+ i ✓	🗑️
2	Medical	MI CAB - MRI	11000	+ ↑ i ✗	+ ↑ i ✗	+ ↑ i ✗	+ i ✗	+ ↑ i ✗	+ i ✗	🗑️

Grand Total : 22000 (The Indicated fees is without Taxes.)

## 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.)

The screenshot displays the NABL webportal interface for filling an application. The browser address bar shows the URL: `nablwp.qci.org.in/DisciplineM/ScopeOfAccreditation_add`. A red notification banner at the top states: "You are filling the Application as per ISO 15189: 2012". The left sidebar contains navigation options: "Laboratory Details", "Discipline Details", and "Enclosure". The main content area features a "Scope of Accreditation\*" form with the following fields and options:

- Discipline Name\***: A dropdown menu with options "MI CAB - CT", "MI CAB - CT", and "MI CAB - MRI".
- Type of Samples Examined**: A text input field.
- Details of Test(s)**: A text input field.
- Test Performed at\***: Radio buttons for "Permanent Facility", "Site Facility", "Mobile Facility", and "POCT(Point of Care Testing)".
- Test Method Specification against which tests are performed and/or the techniques/ equipment used \***: A text input field with "Standard" entered.
- Range of testing/ Limit of detection\***: A text input field with "Others" entered.

The Windows taskbar at the bottom shows the search bar, task view, and system tray with the date "17-05-2024" and time "11:55".

## ❖ 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 15189: 2012

### ACREDITATION DETAILS

Discipline of Medical\*

--Select Discipline-- Add

### ACREDITATION DETAILS

S No.	Lab Type	Discipline	Fees	Scope	Equipment	Reference Materials	List of Phantoms (For Medical Imaging laboratories)	List of reference materials and test kits/Radioisotopes (For Medical Imaging laboratories)	PROFICIENCY TESTING/INTERLABORATORY COMPARISON	Delete
1	Medical	MI CAB - CT	11000	+ ↑ i ✓	+ ↑ i ✓	+ ↑ i ✓	+ i ✓	+ ↑ i ✓	+ i ✓	🗑️
2	Medical	MI CAB - MRI	11000	+ ↑ i ✗	+ ↑ i ✗	+ ↑ i ✗	+ i ✗	+ ↑ i ✗	+ i ✗	🗑️

Grand Total : 22000 (The Indicated fees is without Taxes.)

Activate Windows  
Go to Settings to activate Windows.

- 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.

Welcome nabl035716 ,

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

Add New Select from Model Scope Bulk Upload View Existing Back to Main

Upload Bulk Scope [\(Instructions For Bulk Upload\)](#)

Location: Location 1-ROHINI NORTH WEST Discipline: MI CAB - CT

Test Performed at\*  
 PermanentFacility  SiteFacility  MobileFacility  POCT(Point of Care Testing)

Upload Excel File\* [\(Download Sample\)](#)  
Choose File No file chosen

Upload

Activate Windows  
Go to Settings to activate Windows.

- Select the discipline from dropdown.
- Select the Test Performed at.
- Select the completed Excel file and Click on “Upload”.

The screenshot displays the NABL webportal interface for uploading a bulk scope. The browser address bar shows the URL: `nablwp.qci.org.in/DisciplineM/ScopeOfAccreditation_Bulk`. The user is logged in as `nabl035716`. A red notification banner states: "You are filling the Application as per ISO 15189: 2012". The main navigation menu on the left includes "Laboratory Details", "Discipline Details", and "Enclosure". The "Bulk Upload" button is highlighted. The form fields are as follows:

- Location:** Location 1-ROHINI NORTH WEST
- Discipline:** MI CAB - CT (selected from a dropdown menu)
- Test Performed at:** Permanent Facility, Site Facility, Mobile Facility, POCT(Point of Care Testing)

A yellow arrow points to the "Upload" button at the bottom of the form. The Windows taskbar at the bottom shows the time as 12:00 on 17-05-2024.

- 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.

The screenshot shows the NABL web portal interface. The browser address bar indicates the URL: `nablwp.qci.org.in/Discipline/ScopeOfAccreditation_Bulk`. The page features a dark blue sidebar on the left with the NABL logo and navigation options: 'Laboratory Details', 'Discipline Details', and 'Enclosure'. The main content area is white and contains a form for uploading an Excel file. The form includes a dropdown menu for 'Discipline' (set to 'Electronic components & equipment sub assemblies'), a 'Test Performed at:' section with radio buttons for 'PermanentTesting' (checked), 'SiteTesting', 'MobileTesting', 'Permanent Site Facility(test)', and 'Permanent Site Facility(test)'. Below this is an 'Upload Excel File' section with a 'Choose File' button and 'No file chosen' text. At the bottom of the form are 'Upload' and 'Submit' buttons, with a yellow arrow pointing to the 'Submit' button. Below the form is a table with the following data:

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 “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.

The screenshot shows a web browser window with the URL `nablwp.qci.org.in/DisciplineM/Equipment_Add`. The page features a dark blue sidebar on the left with the NABL logo and navigation options: "Laboratory Details", "Discipline Details", and "Enclosure". The main content area is titled "Equipment" and contains the following form fields:

- Select Discipline\***: A dropdown menu with "--Select Discipline--" selected.
- UID of Equipment \* UID:- Unique Identification number of equipment**: A text input field containing "UID Of Equipment".
- Name of Equipment\* (With details of PC-PNDT,AERB approval number, if applicable)**: A text input field containing "Equipment Name".
- Serial No**: A text input field containing "Serial No".
- Model\***: A text input field containing "Model".
- Make\***: A text input field containing "name of manufacturer".
- Year of Make\***: A text input field containing "2024".
- Receipt date & date placed in Service\***: A text input field containing "Reciept Date".
- Range and Accuracy\***: A text input field containing "Range and Accuracy".
- Date of last Calibration\***: A text input field containing "Calibration Date".
- Calibration Due on\***: A text input field containing "Due On".

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

## 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.

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

**Reference Materials**

Select Discipline\*  
--Select Discipline--

Select Type of Test\*

Source\*

Traceability\*

Name of Reference material/Strain\*

Date of Expiry

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

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

Save Draft

Activate Windows  
Go to Settings to activate Windows.

## 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.

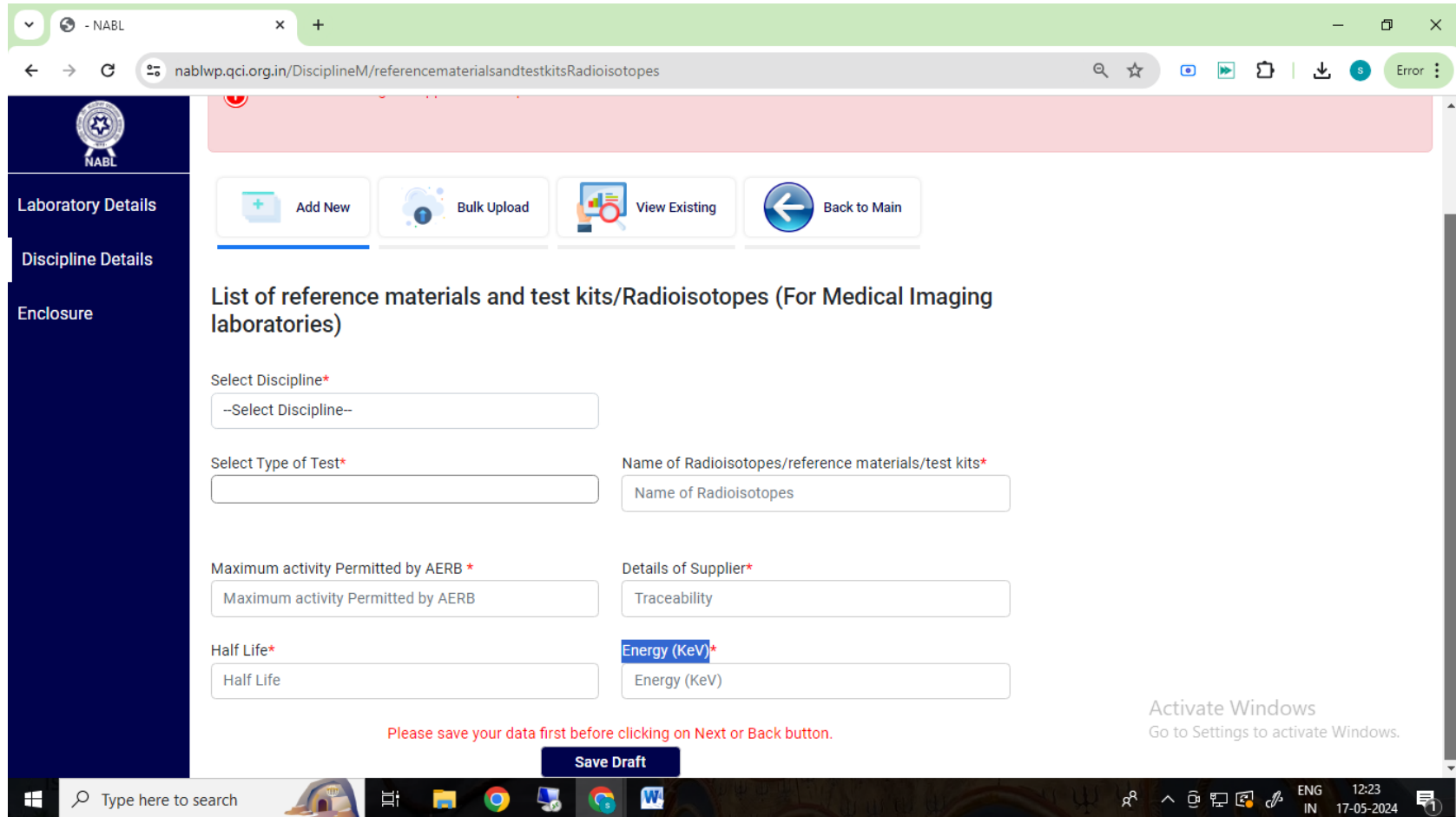
The screenshot shows a web browser window with the URL `nablwp.qci.org.in/DisciplineM/ListofPhantoms`. The page features a dark blue sidebar on the left with the NABL logo and navigation links for 'Laboratory Details', 'Discipline Details', and 'Enclosure'. The main content area is titled 'List of Phantoms (For Medical Imaging laboratories)'. At the top, there are three buttons: 'Add New', 'View Existing', and 'Back to Main'. The form contains several fields:

- Select Discipline\***: A dropdown menu with 'MI CAB - CT' selected.
- Select Type of Test\***: A table with three rows: 'MI CAB - CT' (selected), 'ferfefef', and 'fthyhthgghg'. The 'ferfefef' row is highlighted.
- Phantom Type\***: A text input field containing 'Phantom Type'.
- Specifications\***: A text input field containing 'Specifications'.
- Date of Placing in use**: A text input field containing 'Date of Placing'.
- Traceability\***: A text input field containing 'Traceability'.

At the bottom of the form, there is a red warning message: 'Please save your data first before clicking on Next or Back button.' and a blue 'Save Draft' button. The Windows taskbar at the bottom shows the date and time as 12:14 on 17-05-2024.

# 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.

The screenshot displays the NABL webportal interface for filling application details. The browser address bar shows the URL: `nablwp.qci.org.in/DisciplineM/QualityControlActivity_add`. A red warning banner at the top states: "NABL shall refuse to service an application because of proven fraudulent behaviour or falsification of information or violation of accreditation requirements." The left sidebar contains navigation options: "Laboratory Details", "Discipline Details", and "Enclosure". The main content area is titled "PROFICIENCY TESTING/ INTERLABORATORY COMPARISON" and includes a note: "(For details and requirements please refer to ISO/ IEC 17043, & NABL 163, NABL 112, NABL 135)". The form fields are as follows:

- Participation in:** A dropdown menu with "--Select--" selected.
- Test Method Specification against which tests are performed and/or the techniques/ equipment used:** A text input field.
- Date of Testing \*:** A text input field with "Date of Testing" entered.
- Select Discipline:** A dropdown menu with "--Select Discipline--" selected, and a list of options including "MI CAB - CT".
- Nodal laboratory/PT Provider(Accreditation Body/ Country)\*:** A text input field with "Nodal laboratory" entered.
- Performance in Terms of Z Score / Criteria\*:** A text input field.
- Corrective Action (If required):** A text input field.

The Windows taskbar at the bottom shows the system tray with the date and time: "12:52 17-05-2024".



# Application Filling (Enclosure-Application Checklist)

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

Welcome nabl035716 ,

Interact with NABL [Logout](#)

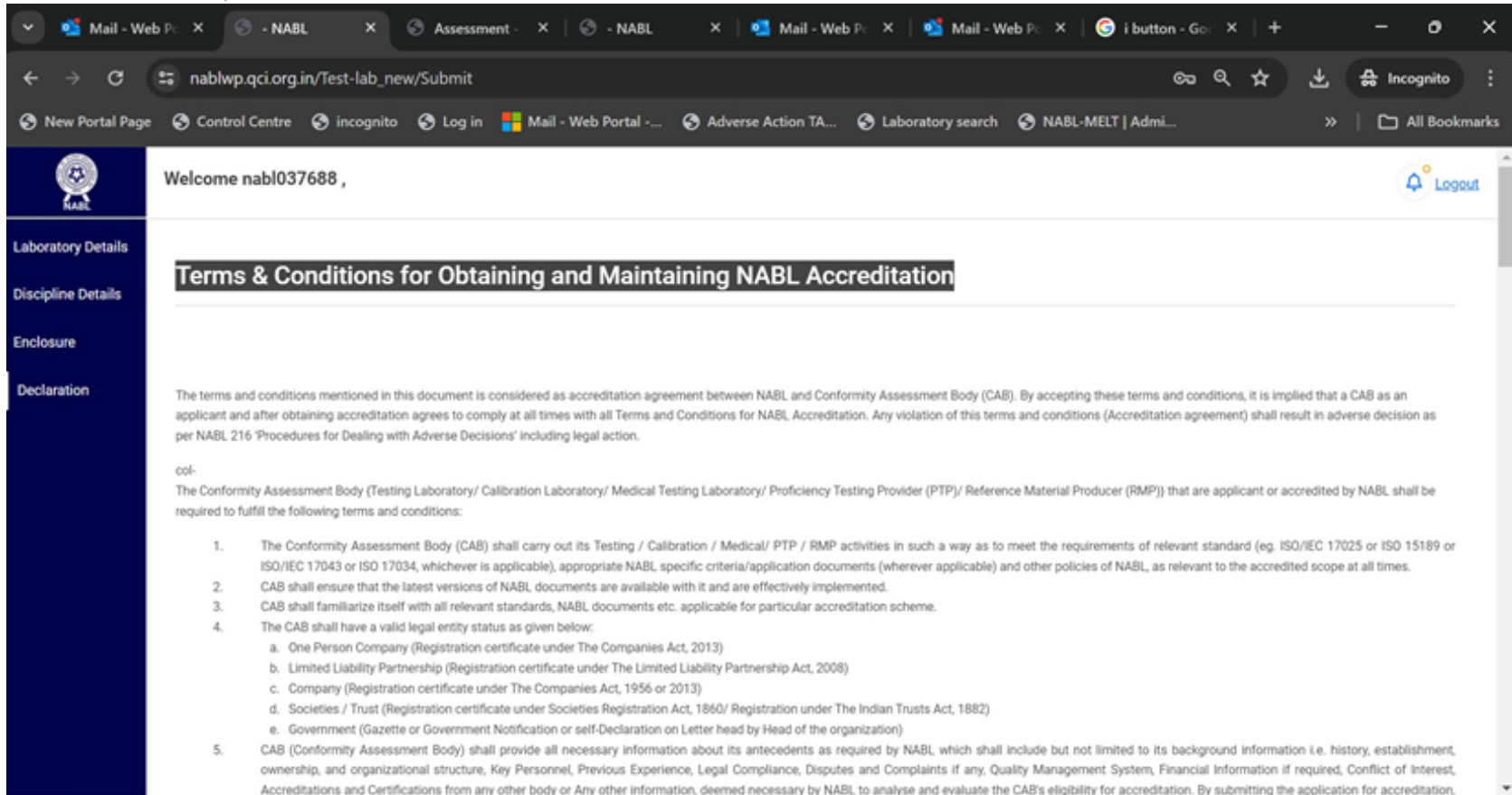
### Application Form- Check List

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

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 153 - Application form for Medical 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.

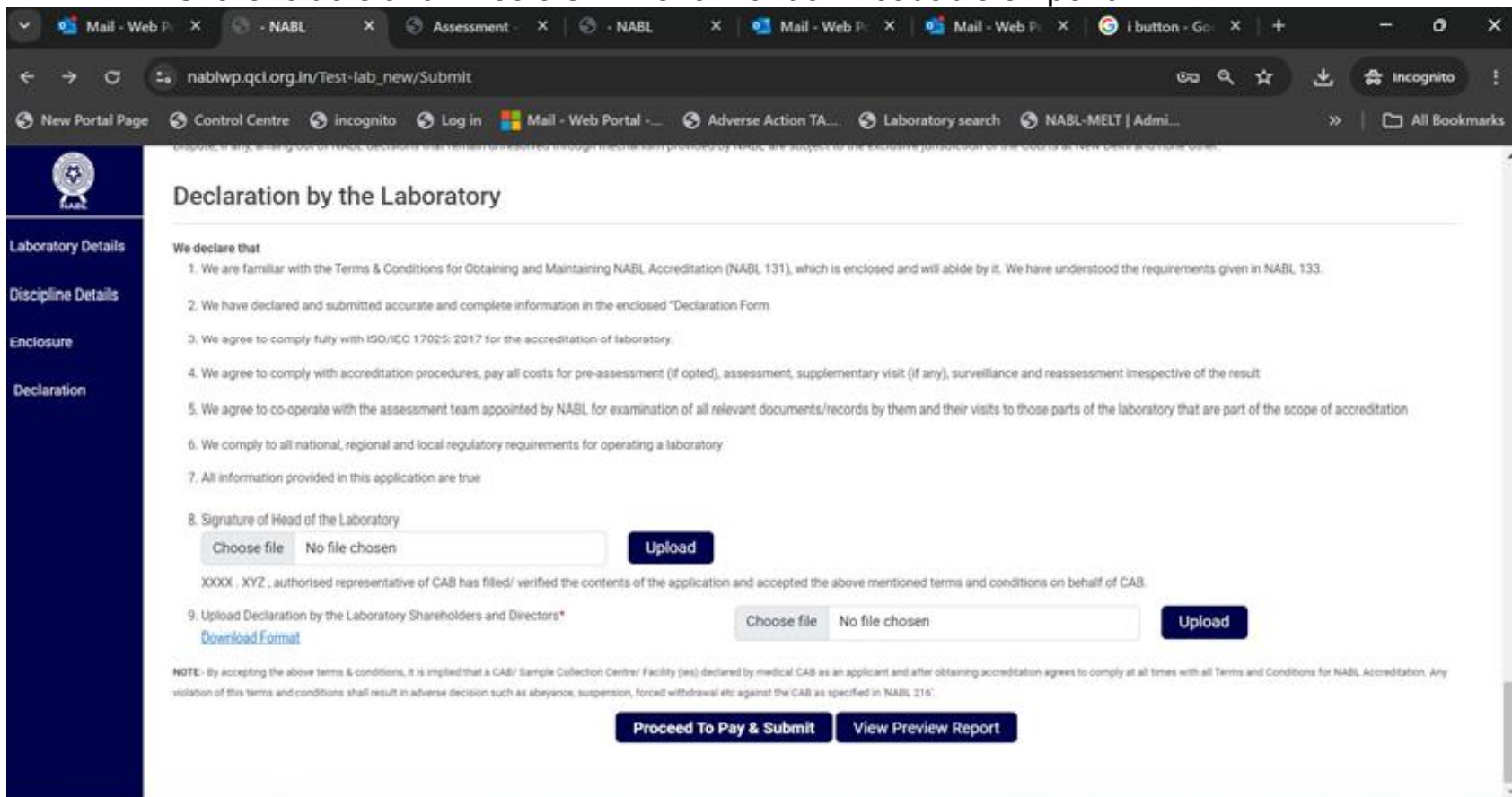
col-

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](http://nablwp.qcl.org.in/Test-lab_new/Submit). The page title is "Declaration by the Laboratory". On the left, there is a navigation menu with the following items: Laboratory Details, Discipline Details, Enclosure, and Declaration (which is highlighted). 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  
 No file chosen

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\*  
 No file chosen   
[Download Format](#)

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

# Application Preview

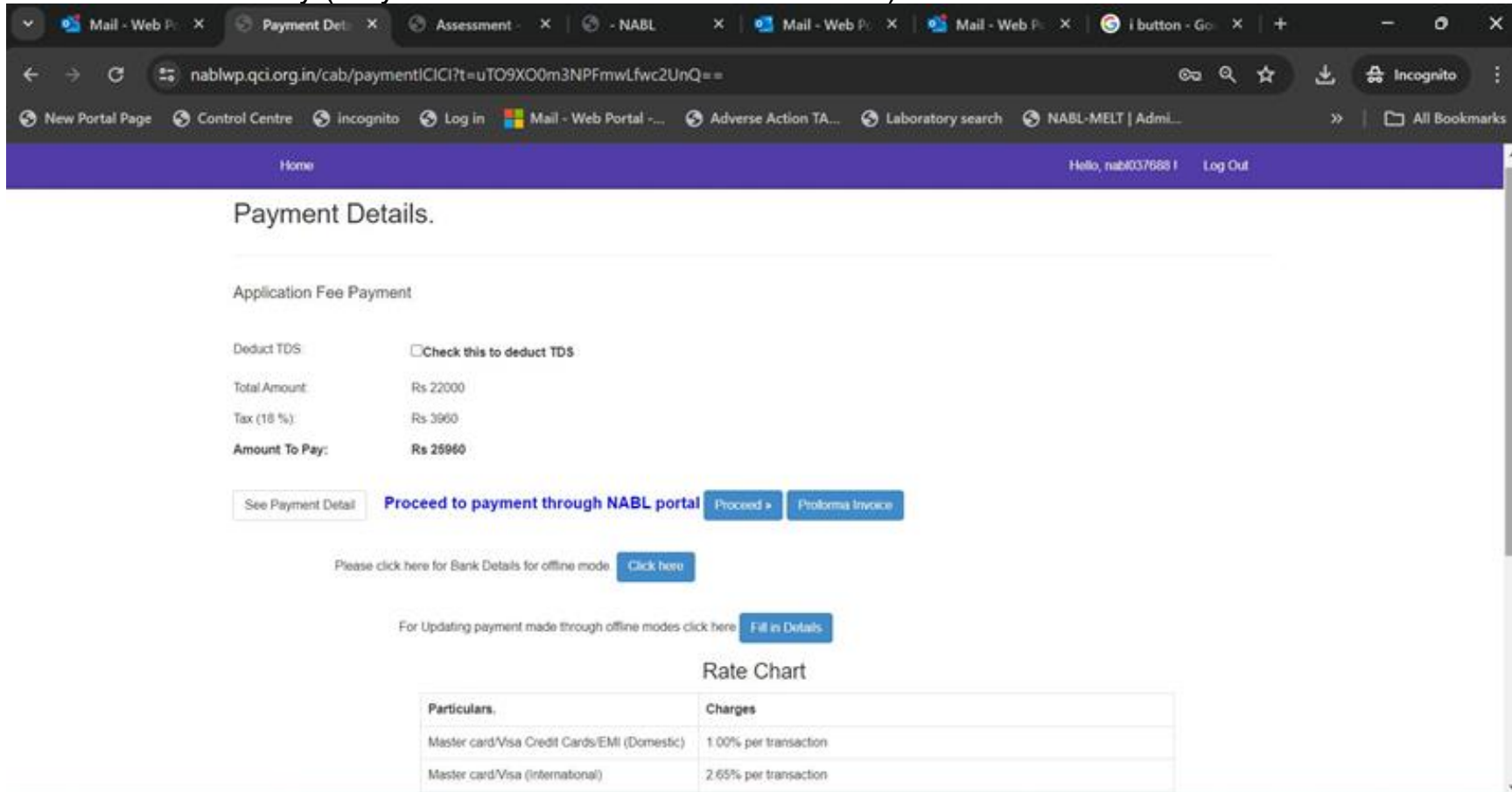
- The laboratory can view the application filled by it by clicking on application preview button (refer previous screenshots).

**Laboratory Details**

Details	Data Feeded by Lab
Name/Identification of the Laboratory	TEST
Type of Laboratory	Public
GSTIN	
GST Exemption	Yes
GST Exemption File	<a href="#">View</a>
PAN/TAN	7894657895
Country	India
State/Province	Delhi
City	New Delhi
Landline	98768-4684899899
Does the laboratory operate from different locations having same legal identity within the city	No
Are you from SEZ region(Special economic zone)	Yes
SEZ certificate	<a href="#">Download</a>
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	grgrgrgr
Current status	rgregerrege
<b>Contact Person for NABL</b>	
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).



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

**Application Fee Payment**

Deduct TDS:  Check this to deduct TDS

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

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

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

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

**Rate Chart**

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

## Payment Process

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

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	<b>Rs. 12980.00</b>

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**