

Assessment Process – MELT Scheme

1. Choose tentative dates for Main Assessment by the LAB: Completed

- Option at lab end to choose 3 tentative dates for the assessment. (30 Days window to provide).

2. Main Assessment dates finalized by DO: Completed

- Login via DO. View particular application.
- Click on choose main-assessment dates.
- It shows page for selection of assessor and dates chosen by CAB.
- Need to select capacity then other option will open like discipline, group, location, dates "from" and "to".
- On which capacity, discipline and group is mandate to select so accordingly assessor will come.
- Mandatory for selecting assessor for all disciplines.
- Login via laboratory and accept/reject dates and the Assessor chosen by DO. If laboratory rejects then it again goes to dealing officer, now dealing office may change the assessor or rollback.

3. Assessment acceptance/Rejection Module by Assessor: Completed

- Now login via assessor which was selected by dealing officer, and accepted the Laboratory.
- It shows application, there assessor will get an option to accept or reject the laboratory.
- When laboratory accepted the assessor then application will again go to dealing officer and he can forward to joint director.

4. Application Forwarded to joint director : Completed

- Login via DO and view particular application.
- It shows option of forward. Select one joint director from dropdown.
- Now joint director may accept or reject the application, if he rejected then complete previous process will continue from assessor allotment by dealing officer.

5. Application accepted by Joint Director: **Completed**

- It shows option of accept/reject.
- Clicking on accepted means assessor is allotted, and clicking on rejected will repeat the process of selecting assessors again and DO will have to select assessors again.
- After accepting the assessor, assessor will upload NAF1 form then main- assessment will start via mobile application.

6. NC Process

- After completing and syncing the data assessor will able to see “View NC report” where will get pull observation option.
- After Pull NC will get all the observation data which assessor have inserted during assessment.
- Then assessor will login via web and send this application to CAB/Laboratory and this application will comes under drop-down of main-assessment.
- Then report then pop-up will option assessor will get 2option under “report section” NC Process and main-assessment report.
- Under main assessment assessor will get an option of NC raised click on that then assessor will get the entire NC's.
- Now assessor can check report and can forward these entire NC to CAB for corrective actions.
- When NC is raised then assessor can check 215 form (as per NABL M(EL)T checklist), download NAF4 and verify checklist as well and then forward to CAB for corrective action.

7. RCA Process:

- CAB or laboratory will login, click on dashboard. Then Click on NC process.
- CAB will give corrective action as per created NC by assessor, during corrective action CAB can attach the file as well and then submit to NABL. Along with it assessor will able to check trial as well.

- After completing corrective actions CAB will forward it to assessor.
- Now assessor will login and check correctives action proposed via CAB for that particular application and then again assessor will reply as per proposed corrective action and then send it to CAB again for implementation.
- But before sending to CAB assessor have to fill TADA form(travel allowance form)
- If assessors have entered “by road” the payment calculation it will calculate automatically the charges on the basis of kilometer.
- After completing the form then submit it will add into payment of CAB.
- After completing TA/DA form now assessor able to check NAF3, NAF 3A NAF4, checklist, Form 217 Preview, Form 72 forms application preview.
- Here assessor can send application to DO. In the mean while CAB will reply able to reply for implementation details for proposed corrective action.
- Login via DO, view the particular application then click on reports option then DO able to view details of this application like payment details, NC, form9, form 11, corrective action and etc.
- Side by side CAB can serve implementation details on corrective action by him.

8. RCA Process:

- Assessor- After getting implementation assessors able to close the NC if he received the details propitiate or he can continue this process via reply to CAB for clarification again and again until he will not get propitiate response from CAB or assessor can select “not able to select” option after selecting this DO will take care for this. In each option remarks are mandate.
- After submitting all the response on implementation needs to send to NABL (DO)
- Now, DO will get 3 options again “send to CAB”, “send to assessor” and close NC.
- But at this stage process will move forward for Review Committee (as initial stage of M(EL)T for review of application by Reviewer) it will not stuck if we asked any clarification with assessor or CAB.
- Now, CAB or assessor can submit the clarification to NABL. After that DO will verify

it aside of it.

- After that, DO will login and send this application to accounts for approval.
- Now account will login and submit the final amount with remarks then submit.
- After that payment option will appear on the lab portal, Lab has to pay the final assessment fee.
- From DO portal, DO will allot the application to reviewer to review the application along with Assessment summary.
- Once Reviewer give remarks (Recommended/Non-recommended) on the application and submit.
- Then DO can login and view the remarks of the Reviewer. After completion, DO will write his/her final remarks.
- After completing DO will forward the application along with Assessment summary (Form 11) to joint director for recommendation. (Assessment summary will capture the details of Assessor remarks, Reviewer remarks and DO remarks).
- Now the same process will follow as per the initial recommendation process for M(EL)T (JD – D – CEO).

9. Final Status via DO

- DO will get an option to mark final status and decision letter regarding continuation and denial, then the same will be visible on the lab portal after the payment has been done by the lab.

