

Information & Instructions for completing an Application Form

1. The applicant laboratory shall undertake to carry out its testing activities in such a way as to meet the requirement of ISO 15189:2012, NABL specific criteria, other relevant requirements of NABL and the regulatory authorities, as applicable at all times.
2. Applicant laboratories are advised to ensure that the latest versions of NABL documents are available with them.
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. Laboratories 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' and NABL 131 'Terms and Conditions for Obtaining and Maintaining Accreditation' before filling up this form.
5. The applicant laboratory shall provide photocopy of appropriate document(s) in support of the legal status claimed (eg. Registration Certificate under Indian companies Act, Limited Liability Act, Partnership Act, Registration of Business as Sole Proprietor, Indian trust Act, Societies Registration Act, Any Government notification in support of establishment of institution/ laboratory or any approval from local or regulatory bodies etc.) The name of the organization / laboratory shall not be different from the name given in the proof of legal identity certificate. If it is different, valid reasons for the same shall be furnished.
6. The applicant laboratory 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 days from the date of changes.
7. NABL expects applicant laboratories that are to be accredited to follow the test methods as mentioned in the current National or International standards and as stipulated by regulatory bodies. Where such methods do not exist, other validated methods are acceptable. In case laboratory uses in-house validated methods the validation data should be submitted along with the application.
8. The applicant laboratory must participate satisfactorily in the Proficiency Testing program / EQAS conducted by APLAC or NABL any other national or international accredited/ recognized PT provider. For participation in PT, refer NABL document NABL 163. .
9. The laboratory shall also inform NABL in advance about any reservation regarding appointment of Lead Assessor/ Assessor for the assessment.
10. The applicant laboratory shall be given due notice of any intended changes relating to NABL accreditation criteria and will also be given such time, as in the opinion of NABL is reasonable to carry out the necessary adjustments to its procedure(s). The laboratory shall inform NABL when such adjustments have been completed.
11. The application must be filled up carefully to provide required information in such a manner that further correspondence for seeking clarifications are not required. Particularly the scope of accreditation shall be complete to indicate unambiguously:

- a. materials or items tested
 - b. specific tests or types of tests performed
 - c. specification, standard (method) or technique used
 - d. range of testing/ limit of detection for each test (as applicable)
 - e. % CV (or) uncertainty of measurement (MU) for each test (wherever applicable) at a confidence probability of 95%.
12. The laboratory locations, tests, which the laboratory intends to cover, vide NABL accreditation must be listed clearly. The tests those are performed at site should be clearly identified in the scope of accreditation.

Note: Multilocation laboratory: A laboratory with more than one location in the same city with same legal identity and with overlapping scopes in different locations. The details of each location shall be explicitly mentioned in application form. In events where the laboratory operates from different city/ state, each laboratory shall apply separately for accreditation except those cases where safety or regulatory requirements are there for operation of the laboratory. In such cases, the laboratory shall provide the proper justification.

13. The laboratory shall offer the NABL or its representative cooperation in:
- a. undertaking any check to verify testing capability of the laboratory.
 - b. the laboratory shall unambiguously provide names of all authorized signatories who are responsible for authenticity and issue of test certificates and reports.
 - c. offering access to relevant areas of the laboratory including primary sample collection centres for witnessing the activity being performed.
 - d. examination of all relevant documentation and records.
 - e. interaction with all relevant personnel.
14. The laboratory shall discharge all non-conformities raised during the assessment within the stipulated time. The same shall be verified to the satisfaction of NABL. The final decision on accreditation shall rest with NABL.
15. The application shall be kept confidential by NABL and information obtained during the processing of application, assessment visit and grant of accreditation shall be safeguarded and dealt with impartiality *until required by Law*. The procedure for processing of application for accreditation is given in NABL 100.

User **Manual**

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

**Type of Application:
Medical**

Creation Date: 16th Dec, 2017

Last Updating Date: 29th Jan, 2018

Version: 1.3

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1. Registration of CAB:

Open the URL <http://nablwp.qci.org.in/Account/Register>.

It opens registration form for different types of users.

NABL Home About ▾ Contact Us Register Log in

Register.

Create a new account.

Type of CAB* --Select CAB Type-- ▾

Name of CAB*

Address Line 1*

Address Line 2

Country* India ▾

State* --Select State-- ▾

City* --Select City-- ▾

Pin*

Contact Person* Dr. ▾

Contact Person Mobile* +91 10 digits

Contact Person Email*

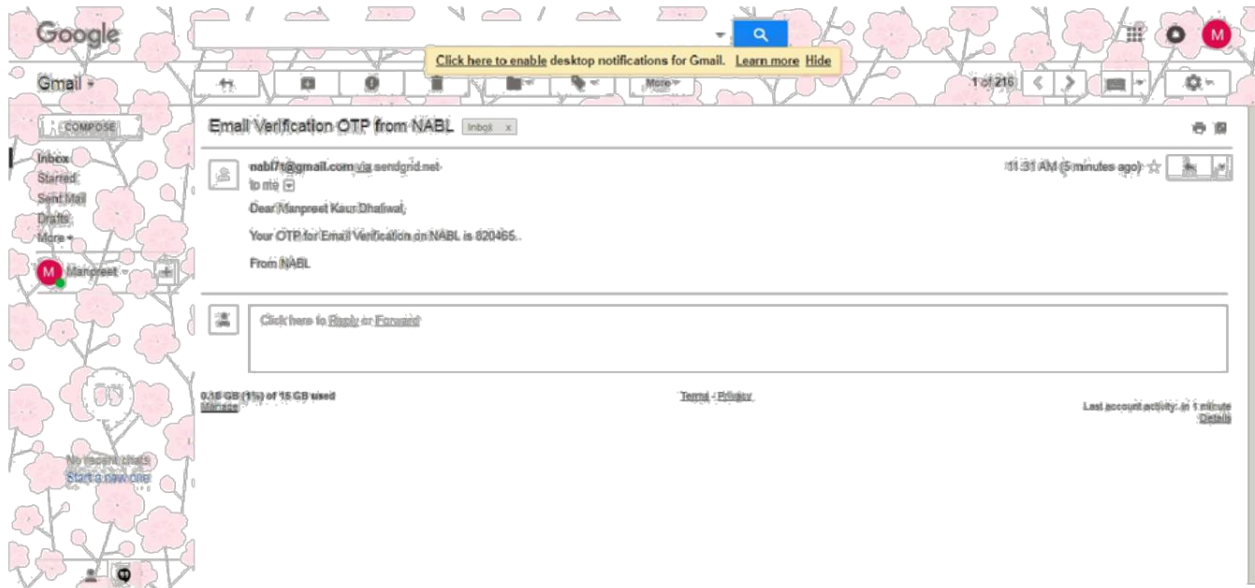
Please Enter mobile no. and Email-ID carefully. You will get different OTP on mobile and Email for verification.

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For Type of CAB, there are five types of CAB, select Medical.

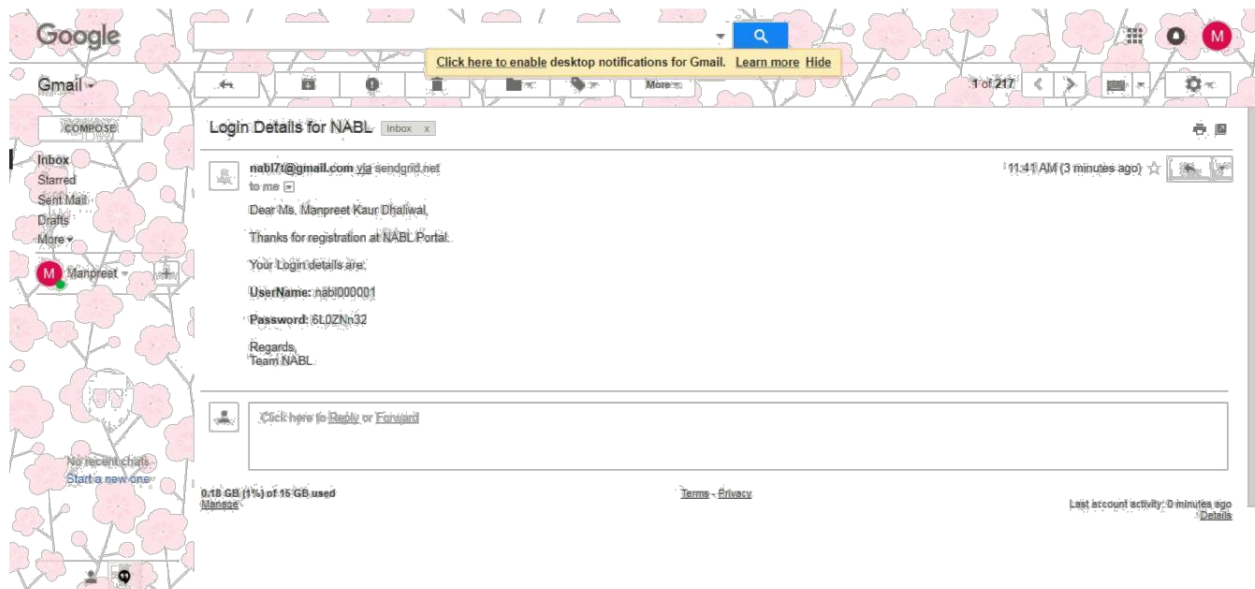
Enter all the details with valid mobile number and email id.

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 and thereafter registration can be done.

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



2. Login by CAB:

Open the URL <http://nablwp.qci.org.in/Account/Login>.

It will redirect you to login form.

The screenshot shows the top navigation bar of the NABL website with links for NABL, Home, About, and Contact Us. On the right side, there are links for Register and Log in. Below the navigation bar, the page title is "Log in." followed by the instruction "Enter your account details to log in." There are two input fields: "User name" and "Password". Below these fields is a "Log in" button. There are also links for "Forgot Password" and "Register if you don't have an account." At the bottom of the page, there is a copyright notice: "© 2017 - National Accreditation Board for Testing and Calibration Laboratories (NABL)".

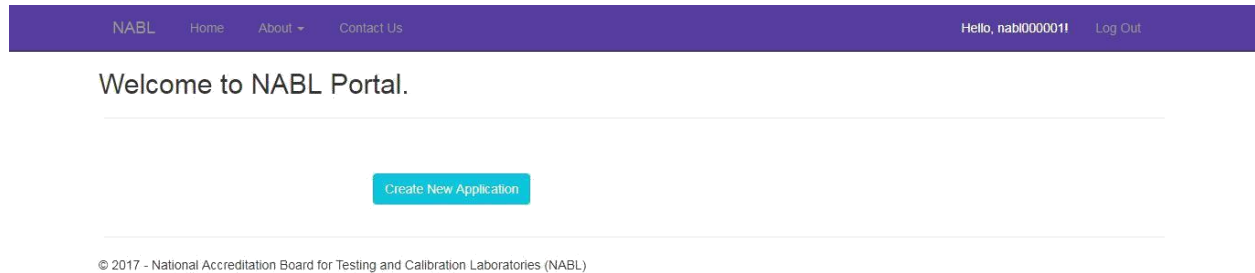
Enter the credentials you receive in your email id.
After submitting the credentials you will be redirected to change password screen.

It is mandatory for first time user to change the password.

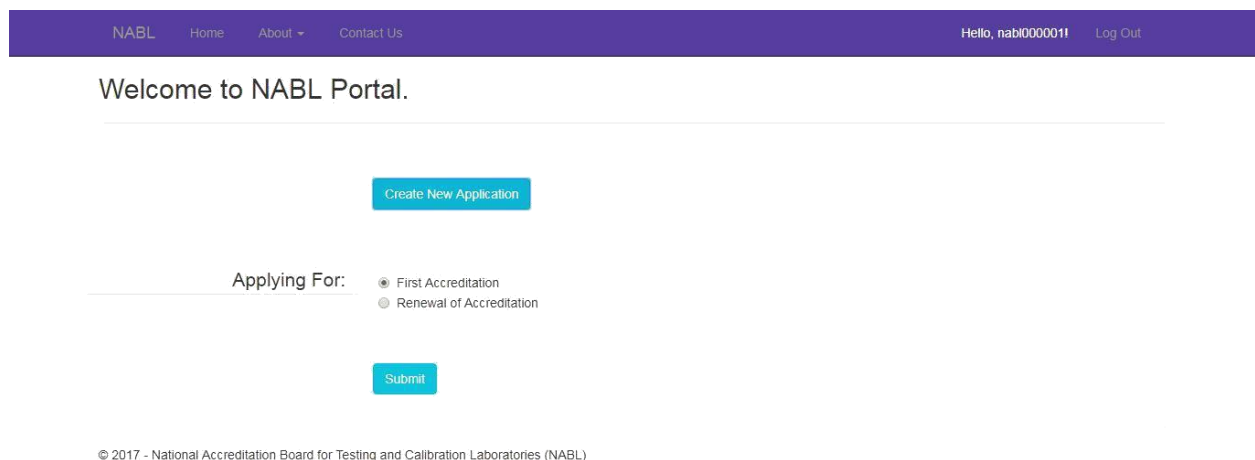
The screenshot shows the top navigation bar of the NABL website with links for NABL, Home, About, and Contact Us. On the right side, there is a user greeting "Hello, nabl0000011" and a "Log Out" link. Below the navigation bar, the page title is "Change Password". There are three input fields: "Current password", "New password", and "Confirm new password". Below these fields is a "Change password" button. At the bottom of the page, there is a copyright notice: "© 2017 - National Accreditation Board for Testing and Calibration Laboratories (NABL)".

New Password should have minimum 8 characters with at least one special character, one number, one uppercase letter and one lowercase letter.

After changing password, it opens a new page with button Create New Application.



Click on create new application, it shows the options “Applying for”.
Select any one.





Laboratory Details:

After submitting the option, you will be redirected to Laboratory details page.

Medical Laboratory Details

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

Laboratory Details

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

Type of Laboratory*

GSTIN

Country *

State *

City *

Address*

District

Pin Code *

Mobile No*

Landline no

Fax No.

E-mail*

Complete the laboratory details with all the mandatory details.

If you want to proceed further, it is necessary to fill laboratory details first.

For category of facility, it is mandatory to select at least one facility.

For legal identity details, select legal identity options available and upload documents.

In Lab details, if you click Yes for “Does accreditation sought for different locations”, it will add new tab “Location details” where you can add multiple locations.

After saving the form, click Next and you will be redirected to new tab.



Location Details:

In new tab location details, it shows a default location. This is the location which user has added in laboratory details.

User can add more locations by clicking on button “Click here”.

Medical Laboratory Details

Laboratory DetailsLocation DetailsDiscipline DetailsScope Of AccreditationOrganization

EquipmentReference MaterialsQuality Control ActivityEnclosure List

Location Details

Add Location Click Here To Add Location

Location Details										
Sr. No.	Update	Delete	Location Name	Address Line 1	City	District	Pin Code	Contact No	FAX No	E-mail
1			Location 1	CHANDIGARH	Balachaur		894589	8734878743		man@gmail.com

When user clicks on Click here to add location, it opens a form for adding location.

After adding location, it will be redirected to discipline details page.



Discipline details:

For discipline details page, select the Discipline of Medical testing from the dropdown.

Medical Laboratory Details

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

Discipline Details

Discipline of Medical*

Discipline Details			
S.No.	Delete	Lab Type	Discipline
#		Medical	Clinical Biochemistry



Scope of Accreditation:

After adding Discipline Details, you will be redirected to Scope of Accreditation tab.

Medical Laboratory Details

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

Accreditation Details*

Select Discipline*

Type of Samples Examined/ Tested*

Specific Tests/Examination Performed*

Test Performed at*

Standard (Method), Principle / Methodology or Technique Used*

Range of Testing/ Limits of Detection*

Remarks

In this form, for location, it shows those values in dropdown which you have added in second tab location details.

For selecting discipline, it shows those disciplines in dropdown which you have added in third tab Discipline Details.

In the Type of Samples examined/ Tested lab to provide the exact material used for testing.

In the Specific tests/ examination performed CAB to provide the Specific test performed in the above material of testing.

In the Standard (method), Principle /Methodology or technique used

– CAB to specify the exact the methodology or Principle.

In the range of testing/ Limit of detection – CAB need to provide the range of testing of the equipment only. In cases of Specialized tests CAB may provide limit of detection

For Qualitative parameters CAB to specify the reporting pattern in the remarks Ex: Positive/ negative, Absent/ Present etc.

In %CV/MU – CAB to provide the highest %CV of last six months up to one place decimal Ex: 2.6, 3.0, 5.2, 15.1

Save the details and click Next.

Note: If you are adding scope of accreditation for all the locations, then you will have to add organization, equipment, reference materials and quality control activity for all locations.

Important Information:

We understand that filling the scope of accreditation may appear as time consuming but it has been consciously designed in such a manner to overcome the issues related to scope of accreditation. The tests, test methods, Range of testing & MU (wherever applicable) is required to be filled for each parameter as per the designed format. This is also a one-time activity wherein laboratory has to fill the requisite information initially and the information will be pre-fetched in future. The laboratory is required to fill the requisite information correctly and consciously as it an important part of accreditation. The laboratory is held responsible for the information provided in the application irrespective of the person who is filling the information. Any incorrect or insufficient information provided intentionally while filling the requisite information is treated as “Misleading/ Malpractice/ Fraud” and actions as per NABL 216 will be initiated which may also lead to calling off assessment.



Organization:

To add organization chart, scope of accreditation must be filled initially.

Medical Laboratory Details

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

Organization

Organization Structure

Organization Chart of laboratory

New Employee Details

Employee To Add Employee Details

In organization form, once you upload the relevant documents, it opens a separate section for filling the employee details.

Fill the employee details as required.

In case of Quality Manager, 4 days training course on “Laboratory Management system & internal auditing as per ISO 15189:2012” is mandatory and training certificate for the same to be uploaded.

Note: While adding employee details, it is mandatory to add details for all employee types and for all locations which have been selected by scope of accreditation.



Equipment:

After completing the organization details, click on equipment and enter the all details as required.

If CAB is using one equipment for multiple parameters, then it has to tick the boxes in the parameters.

CAB to provide major and minor equipments used in the testing.

UID of equipment: Unique Identification number generated by the laboratory on its own for each & every equipment individually under scope of accreditation.


If the equipment is calibrated externally, the name of calibration agency along with the location to be specified in the box provided.
UID of equipment: Unique Identification number generated by the laboratory on its own for each & every equipment individually under scope of accreditation.

If the equipment is calibrated externally, the name of calibration agency along with the location to be specified in the box provided. If the equipment is calibrated in-house, the traceability details of the master equipment/ reference standard used for calibration to be specified in the box provided.

Medical Laboratory Details

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

Equipment

Select Discipline	<input type="text" value="--Select Discipline--"/>
Select Type of Test	<input type="text"/>
UID of Equipment * 	<input type="text" value="UID Of Equipment"/>
Name of Equipment*	<input type="text" value="Equipment Name"/>
Serial No	<input type="text" value="Serial No"/>
Model *	<input type="text" value="Model"/>
Make *	<input type="text" value="name of manufacturer"/>
Year of Make*	<input type="text" value="2018"/>
Receipt date & date placed in Service*	<input type="text" value="Receipt Date"/>
Range and Accuracy*	<input type="text" value="Range and Accuracy"/>
Calibration date*	<input type="text" value="Calibration Date"/>
Calibration Due on*	<input type="text" value="Due On"/>

The laboratory to decide the calibration interval based on NABL 112 & ISO 10012 or ILAC-G24

Calibrated by Inhouse External

[Back](#) [Add more](#) [Next](#)



Reference Material:

After completing the equipment details, click on “Next” tab.

It opens the form for reference materials.

Medical Laboratory Details

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

Reference Materials/ Reference Standards

Select Discipline	<input type="text" value="--Select Discipline--"/>
Select Type of Test	<input type="text"/>
Name of Reference Material/Strain/Culture*	<input type="text" value="Reference Material Name"/>
Source*	<input type="text" value="Source"/>
Date of Expiry	<input type="text" value="Date of Expiry"/>
Traceability*	<input type="text" value="Traceability"/>



Quality control Activity:

After completing the details of reference materials, click on “Next” tab.

It opens the form for quality control activity.

Medical Laboratory Details

Laboratory Details	Location Details	Discipline Details	Scope of Accreditation	Organization
Equipment	Reference Materials	Quality Control Activity	Enclosure List	

Proficiency Testing

Type of Participation	<input type="text" value="--Select--"/>
Select Discipline	<input type="text" value="--Select Discipline--"/>
Details of Test(s)/ examination	<input type="text"/>
Product/Material*	<input type="text"/>
Date of Testing/ examination*	<input type="text" value="Date of Testing"/>
Organizing Body*	<input type="text" value="Organizing Body"/>
Performance in Terms of Z Score / Any Other Criteria*	<input type="text" value="Performance"/>
Corrective Action Taken (if any)	<input type="text" value="Corrective Action if any"/>



Enclosure List:

When whole form is completed, click on enclosure list.

If there is any detail which is missing, then it will be shown under pendency's.

If it meets with all the details, then it will show green tick in front of it under availability column.

Medical Laboratory Details

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














Upload Quality manual Document

Upload Quality manual

Choose File No file chosen

Save

Application Form- Check List

Application 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 proposed Authorized Signatories		
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 QMS file Uploaded		

To add the details which are pending, click on icon under pendency, it opens a pop up.

Application 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 M		
4	List of Equip and pr		
5	Organization Chart		
6	List of Equipments		
7	Details of Quality Control Activity/Participation		
8	Dates of Internal Audit and Management Review		
9	is QMS file Uploaded		

Pendencies

NO Sample Provided with Test Methods, Range of Testing and MU.

Close

It opens a pop window with click here button, Click on that button and complete the pending points.

When whole form is complete, it will show green tick in front of it and declaration form will be visible with Terms and conditions.

Medical Laboratory Details

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

Terms & Conditions for Obtaining and Maintaining NABL Accreditation (NABL 131)

Terms and Condition

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: 2018 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 who meets the requirements of relevant NABL specific criteria for each field / discipline of accreditation.
6. The designated Quality Manager for CAB laboratory shall successfully undergo 4 day training on ISO/IEC 17025:2005 or ISO 15189:2012 whichever is relevant from a reputed training institute. For PTP / RMP the Quality Manager shall preferably undergo either 4-days training on ISO/IEC 17043:2010 / ISO Guide 84:2009 or at least 4 day training on ISO/IEC 17025:2005 or ISO 15189:2012 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.
 - Access to those documents that provide insight into the level of independence and impartiality to the CAB from its related bodies, if applicable.
 - Access to all records pertaining to relevant personnel.
 - Providing names of all authorized signatories who are responsible for authenticity and issue of test / calibration / PTP / RMP reports.
 - Investigating any complaints against the CAB.

There is also preview report button. Clicking on that button shows the report.

Download PDF

Medical Preview Report

Lab General Details

Details	Data Fedded by Lab
Name of the Laboratory	MEDICAL
Type of Laboratory	Public
GSTIN	
Country	India
State/Province	Punjab
City	Balachaur
Landline	-
Does the laboratory operate from different locations having same legal identity within the city	Yes
Does accreditation sought for different locations?	Yes
Are you from SEZ region(Special economic zone)	No
Whether any individual or organization has provided consultancy for preparing towards NABL Accreditation	No
Whether any adverse action has been initiated taken by NABL against the laboratory in the past years.	No

After completing all the information/ previewing the application Click “submit”. It will ask password for submission of application. Once the password entered by the user the application will be finally submitted. After final submission, it shows View report button. Clicking on it opens the preview from where you can download the form also.

Download PDF

Medical Preview Report

Lab General Details

Details	Data Fedded by Lab
Name of the Laboratory	MEDICAL
Type of Laboratory	Public
GSTIN	
Country	India
State/Province	Punjab
City	Balachaur
Landline	-
Does the laboratory operate from different locations having same legal identity within the city	Yes
Does accreditation sought for different locations?	Yes
Are you from SEZ region(Special economic zone)	No
Whether any individual or organization has provided consultancy for preparing towards NABL Accreditation	No
Whether any adverse action has been initiated taken by NABL against the laboratory in the past years.	No



Payment Process:

At the bottom of Terms and conditions it shows Proceed to payment option.

NABL Home Hello, nabl000025! Log Out

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.

[Proceed To Payment](#) [View Preview Report](#)

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After clicking on Proceed to payment, it shows the payment details.

Home Hello, nabl000025! Log Out

Payment Details.

Application Fee Payment

Total Amount:	Rs 11000
Tax (18 %):	Rs 1980
Amount To Pay:	Rs 12980

[See Payment Detail](#) [Proceed »](#)

After clicking on proceed, it will redirect to the CC payment gateway.

LAB TEST



English ▼

Billing Information

LAB TEST	
Address	
Zip Code	City
State	Select Country ▼
Mobile Number	Email
Notes (Optional)	

My Billing and Shipping address are different

Payment Information

Credit Card >	Card Number
Debit Cards	
Net Banking	
Mobile Payments	INR 12980.00 (Total Amount Payable)
Paytm	<input type="button" value="Make Payment"/> <input type="button" value="Cancel"/>
Wallet	
UPI	

ORDER DETAILS

Order #: 18012911112364
Coupon Code [Apply](#)
Order Amount 12980.00
Total Amount INR 12980.00

CC Avenue CHECKOUT

Checkout login for registered users only.

[Forgot Password?](#)

On Payment gateway, user can select any type of card or can pay via different payment options like Pay tm, Wallet, etc.

After making payment, the application will be redirected to the declaration of the form.

At the bottom, it shows submit button. Click on submit button and it will ask for password.

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 belief 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.

[Submit](#)[View Preview Report](#)

Once correct password is inputted, the application is submitted successfully.

General Note:

Click on “ Save draft” option given at all places to remain in the same tab which enables the user to fill the complete details in the respective tab at the same time. For eg: In case of equipment, fill the details on one equipment as required. Now, if the details of second equipment needs to be filled, then click on “Save draft” option to continue filling the details of second equipment and so on.

Click on “Next” option given at all the places enables the user to go to another tab. The user is required to click on “Next” tab after completing all the required details in that particular section.