MANUAL OF MELT

USER LOGIN :

Course of the second

Link : https://nablmelt.qci.org.in/Laboratory/login.php

(A Cons NABL Medica	Board for Testing and Calibration Labo atituent Board of Quality Council of India) I Entry Level Testing M(EL)T Labs Program	ratories
šign In	About Scheme	
Enter Username	NABL has launched voluntary scheme namely "NABL Medical En M(EL)T Labs Program" for sensitizing the medical testing laboratoric testing to quality practices and access to quality health care for the	try Level Testing s performing basic majority of citizen
Enter Password	especially those residing in villages, small towns. This scheme is an independent quality assurance scheme, which	h is not covered
I'm not a robot	under APAC & ILAC MRA The existing scheme has been revised and now this scheme is base	ed on satisfactory
Login	Laboratory application will be reviewed by NABL and decision on taken based on performance in proficiency testing (PT). During the	recognition will be recognition period
New laboratory register now User Manual Forgot password?	NABL will only recommend those tests in the scope of the laboratory in the scope of the NABL accredited PT provider. Further, regardi certificate of equipment it is recommended to calibrate the equi- calibrating laboratory for which it is accredited. The authenticity rega- calibration laboratory and accredited PT provider to be verified from N Certificate is issued to the laboratory the details will also appear in available on NABL website under publication/document which is up basis. Fee Structure	which are availabl ng the calibration uipment from the rding the scope o IABL website. Once NABL 900 which i dated on month!
	Components	Fee/Charges
	Recognition Fee (for three year, payable before issue of certificate)	₹ 15000 /-
	Surveillance Charge (the amount needs to pay at onsite at the time of assessment)	On actual basis
	Note 1: In addition to the above-mentioned fee, GST @ 18% is to be p charges/fee.	aid along with said
	Note 2: Payment option for Recognition fee will be visible after issue payment can be made through the gateway available in the portal.	e of certificate and
	Contact Us :	

Privacy PolicyDisclaimerRefund and Cancellation

Designed by 7techies

• First we click on the new laboratory click here to register now.

	NABL Medical Entry Level Testing M(EL) I Labs Program
STEPS TO SUBMIT ONLINE APPLICA	ATION FOR NABL RECOGNITION
Minimum Eligibility Criteri, The applicant laborato 17043 before submissi Test parameters cover submission. PT result / report recei Scope once recognized Laboratory shall be leg Requirement to submit the Copy of Legal Identity PT articipation report Calibration Report / A Steps to submit the application	a to submit Application y shall have satisfactorily participated in Proficiency Testing (PT) program conducted by accredited PT provider as per ISO/IEC on of application. di last six months in PT programs shall be considered for recognition. Six months shall be calculated from date of application ed date shall be considered for PT participation date cannot be changed during recognition period. There is no provision for extension in scope in this scheme. ally identifiable. Application y facan corpy before submitting Application of Laboratory for the equipment record required to test the parameters under the applied scope. tion
Place of work	Steps
Web based - Through internet in Laptop / desktop / Mobile	 Fill the details for registration as asked in form (Laboratory details, Scope for recognition, PT Participation information), Login ID and Password will be generated. Upload the desired documents (Legal Identity, PT Participation report, Calibration report / AMC record of equipment)
Android Based Mobile	 Download the NABL M(EL)T Labs Program App from the play store, download the App. Enter the login ID and Password (created during registration process). Please note App has to be installed through the phone number used for registration. Click the pictures and enter the desired information in the App (Picture of Lab location, Pictures of equipment entered while uploading documents and other necessary information as asked) Save the information in the App.
Web based - Through internet in Laptop / desktop / Mobile	Go to your registered account. Enter the mobile number which is used to work on the app. All the information uploaded in App will automatically be updated in laboratory account. See the preview of the application. Verify all the information. Press the submit button An auto reply will be sent to registered email and phone number.

• We click on the click here to register. And click on the the I accept above terms and conditions, then you will go to the registration form.

LINK : https://nab	Imelt.qci.org.in/L	aboratory/new-schei	me/lab-details.php
--------------------	--------------------	---------------------	--------------------

NA	BL Medical Entry Level Testing M(I	EL)T Labs Program
New Lab Registration		
Laboratory Name*	Email Address*	Mobile Number*
Laboratory Name*	Email address*	Mobile number*
Address*	Country*	State*
Address*	India	Select State*
District*	Zip Code*	Technical Head/Lab Manager*
Select District*	← Enter Zip Code Here*	Technical Head/Lab Manager
Are you NACO ICTC Laboratory?* ○ Yes ○ No	Participated in PT program with accredited PTP?* ○ Yes ○ No	
	Verify Contact Details	

- After that we can fill the Laboratory name, Email address, Mobile Number, Address, Country, State, Districts, Zip Code, Technical Head/ Lab Manager, Are you NACO ICTC Laboratory, Participated in PT Program with accredited and click on the verify contact details.
- We will got the email and OTP has been sent to your registered email / Mobile No.

nablme	elt.qci.org.i	n says			
OTP has	been <mark>sent</mark> t	o your registe	red mobile no	/email	
					ОК

• We click on the ok button and go to the next step. LINK : https://nablmelt.qci.org.in/Laboratory/new-scheme/lab-details.php

Laboratory Name*		Email Address*	1	Mobile Number*		
Muskan Gupta		muskan.7t@gmail.co	m	8279541629		
Address*		Country*		State*		
dummy testing		India	~	Delhi		
District*		Zip Code*		Technical Head/Lab Manager*		
NEW DELHI		110085		Lab Manager		
Scope Details Medical Microbic	ology An	ed Immunol	oqy 🗸			
Name of PTP	Type Of Sample	Specific Tests	Test method/technique	Date of Issue of PT Report	ls Result Satistfactory	
	 Serum 	HIV		dd-mm-yyyy	○ Yes ○ No	

Now we can see the new scope details tab, Medical Microbiology And Immunology, click on the checkbox , select the Name of PTP and fill the Test method / technique , Date of issue of PT Reports, choose the result is satisfactory and click on the Register button.
 (please make sure the information given in this registration form is correct. after registration you can not change these details.)

Quality Assurance Sche	nce Scheme for Basic Composite Medical Laboratory- Entry Level			
			Home /	
Change Password				
Password sent to register Email ID/Mobile No '	e			
Enter Old Password	0			
New Password *				
New Password	۲			
Confirm Password *				
Confirm Password	0			
Change Password				
Privacy Policy Displainers		Designed by 7techies	= 1	
Disclaimer Perfund and Cancellation				

• After this the login details has been send to your registered mail id and change your password.

tails							Home / lab details
Details •	D	ocument u Entry			Checklist	• > >	Final
atory Details		Doe	cument Upload	Jorare	Checkl	list	Declaration
/ level laboratory * 😧		E-ma mus	II * skan.7t@gmail.com				
		dun	ion and address*				
	~	State	•		~		
	~	Pin C 110	ode * 085				
l Head/Lab Manager	* :	Are y Yes	ou NACO ICTC labo : O No	ratory?*			
program with accred	lited PTP?*						
P Discipline	Type Of Sample	Specific Tests	Test method/technique	Date of Issue of PT Report	ls Result Satistfactory		
Medical	Serum	HIV	Test	2022-08-	Yes		
	stails Details atory Details atory Details y level laboratory * ? i program with accred ed TP Discipline	stails Details atory Details y level laboratory of Head/Lab Manager r program with accredited PTP? ed TP Discipline Type Of Sample	tails Details Details Document u Entry atory Details Doc state dun filead/Lab Manager program with accredited PTP?* ed TP Discipline Type Of Sample Specific Tests	Details Document upload atory Details Document Upload atory Details Document Upload y level laboratory * O E-mail * muskan.7t@gmail.com Location and address* dummy testing State * Delhi Pin Code * 110085 Are you NACO ICTC labo Yes No Yes No	Details Document upload C Entry Level Laborator atory Details Document Upload Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan="	Details Document upload Checklist Entry Level Laboratory Details atory Details Document Upload Checklist E-mail * muskan.7t@gmail.com Location and address* dummy testing State * Delhi Pin Code * 110085 If Head/Lab Manager * Yes No Program with accredited PTP?* Becific Test Discipline Type of Specific Test Date of pr Is Result State * Delhi Pin Code * 110085 Test No	Details Document upload Checklist Entry Level Laboratory Details atory Details Document Upload Checklist atory Details Document Upload Checklist atory Details Document Upload Checklist State * Universe in the state of the

• After change the password we will saw the Laboratory Details, Document Upload, Checklist and Final and when we see about the Entry Level Laboratory Details they automatically fetch the data from the registration page .

LIIN, IIIIDS.//HabiiiCit.uci.org.iii/Laboratory/iicw-schenie/uocument-ubioau.bii	Link :	https://	/nablmelt.g	ici.org.in	/Laboratorv	/new-scheme/	/document-u	ada.bhg
--	--------	----------	-------------	------------	-------------	--------------	-------------	---------

	ocument upload				Home / docur	ment upload	
Lat	boratory Details	Document upload	Checklist		Final		
		Do	cument upload				
	Laboratory Details	Document U	pload	Checklist	D	eclaration	
jal lo	dentity Details						
umen	t type		LAB shall provide photocopy of the leagal status claimed:	of following appropri	ite document(s) in sup	port of	
elect d	locument type		Company Act (Copy of Registrat	ion under 2013 Act.)			
hoose wed fil	e file No file chosen ie type (pdf/jpg/jpeg/png) Upload file ument		Government/Autonomous Orga Declaration etc.) Partnership Firm (Copy of Regist Societies Registration Act (Copy Indian Trust Act (Copy of Regist Limited Liability Partnership (Lim	nization (Copy of Gov ration under 1932 Ac of Registration under ation under 1882 Act ation Liability Partners	n, son / Son t.) - 1860 Act). -) hip Act, 2008)	elf	
No.	Name of PTP	Discipline	Date of issue of PT report	Is result satistfactory	Upload report		
	CMC EQAS CLBiochemistry Vellore	Medical Microbiology And Immunology	2022-06-27	Yes	Choose file No file allowed file type (pdf/jpg/jpeg/png)	Choose file No file chos allowed file type (pdf/jpg/jpeg/png)	
	Select organizing bod 🔹	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	dd-mm-yyyy 🗖	○ Yes ○ No	Choose file No file allowed file type (pdf/jpg/jpeg/png)	chos Save	
uipm	nent Document						
		Manual of any firm and	Calibration certificate of	Image o	of the		
il No.	Discipline	Name or equipment	equipment	equipme Mobile	App		
1 No.	Discipline Medical Microbiology And Immunology		Choose file No file chosen allowed file type (pdf/gpg/peg/png) Save	equipme Mobile Photogr Not Uploa Mobile	aph/S ded By App.		
1 1	Discipline Medical Microbiology And Immunology		Choose file No file chosen allowed Tile type (pdf/gpg/peg/png) Save Choose file No file chosen allowed file type (pdf/gpg/peg/png) Save	Photogr Not Upla Mobile	aph/S ded By App.	•	

- First we will fill the Document upload under the heading of Laboratory Details, we can select the type of the document and choose file and click on the upload file.
- After document upload we can upload the PT Document and the Euipment Document and click on the next button.

NABL M(EL)T Labs Program		Contact Us : nablmelt@nabl.qo	cin.org Profile 🔽 Log Out
Checklist			Home / checklist
Laboratory Details	xcument upload OC	:hecklist	Final
	Checklist		
Laboratory Details	Document Upload	Checklist	Declaration
Dear User , Kindly downloa proceed to fill the checkli	Coogle Play d the NABL M(EL)T Evidence Collection Sy st in app. All data submitted from app will app on phone enter your mobile Enter Mobile No.	rstem Android app from Google Play stor .be displayed here. To get the link of And .no. below Send	e and Iroid
Privacy Policy Disclaimer Refund and C	ancellation		Designed by 7techies

Link : https://nablmelt.qci.org.in/Laboratory/new-scheme/checklist.php

- After click on the next button the new Checklist Page will open and then Enter Mobile No and click on the send button.
- You have got the notification .

 nablmelt.qci.org.in/Laboratory/new-scheme/checklist.php

 index.html

 nablmelt.qci.org.in says

 Link has Been sent to your mobile no.

• After this we can click on the next button then the new will open . Link : <u>https://nablmelt.gci.org.in/Laboratory/new-scheme/checklist.php</u>

NABL M(EL)T Labs Program		Contact Us :	nablmelt@nabl.	qcin.org Profile	Log O
Finalsubmit				Home / final	submit
Laboratory Details	Document upload	Checklist		Final	
	Declaration	Section			
Laboratory Details	Document Upload	Checkli	ist	Declara	tion
	Enclosu	ire			
Section					Filled
Laboratory Details Section					\bigcirc
Scope Applied Section					\bigcirc
Document uploads Pendencies: • Image of the equipment not uploaded via Mobile Aj	эр.				×
Checklist Section Pendencies: All Checklist Status not Filled by Mobile App.					×
	Back				
	Back			Perferentier	-

- You can see the list of Enclosure first two fields updated and the last two details shown cross now we can download the mobile app NABL MELT APP (its available on the playstore) and continue the process.
- After this we will open the app and fill the User Name and Password and click on the Sign In.(allow the permissions and instructions) and click on the proceed button.

APP Process :

User will open the app and fill the Username and password and click on the sign in button .



After the sign in process we will directly to the next page . Please fill data in below section.you may proceed in web and submit your application once all sections are marked as green.

© ❷ № °'	
NABL M(EL)T La	bs 😃
me : NABLBCL002	054
ction. You may proceed n once all sections are i green.	in web marked
ETY (WHEREVER	
INT	
ORY REQUIREMENTS AS	
ANCE AND REPORTING	
SIC PROCESSES	
0 ~	
	ORY REQUIREMENTS AS ANCE AND REPORTING ASIC PROCESSES

User can click on the checkbox of the SIGNAGE and click on the choice (Yes / No), Capture evidence then click on the photo and then save the photo .



User can click on the checkbox of the HYGIENE AND SAFETY (WHEREVER APPLICABLE) and click on the choice (Yes / No), Capture evidence then click on the photo and then save the photo .

5:38	
	SAFETY (WHEREVER APPLICABL
General Cle Housekeep	eanliness (Dust free and Good ping)
	💽 Yes 🔘 No
	Capture Evidence
	Save
2 Universal s	standard safety precautions
	🔘 Yes 🔵 No
	Capture Evidence
	Save
« Back	Next »
=	

User can click on the checkbox of the SPACE REQUIREMENTS and click on the choice (Yes / No),Capture evidence then click on the photo and then save the photo .



User we can click on the checkbox of the EQUIPMENTS and click on the choice (Yes / No),Capture evidence then click on the photo and then save the photo .



User we can click on the checkbox of the LEGAL OR STATUTORY REQUIREMENTS AS APPLICABLE and click on the choice (Yes / No), Capture evidence then click on the photo and then save the photo .



User can click on the checkbox of the RECORD MAINTANCE AND REPORTING and click on the choice (Yes / No), Capture evidence then click on the photo and then save the photo.



User can click on the checkbox of the STANDARDS ON BASIC PROCESSESS and click on the choice (Yes / No), Capture evidence then click on the photo and then save the photo .



At the last point we can click on the checkbox of the QUALITY CHECKS and click on the choice (Yes / No), Capture evidence then click on the photo and then save the photo.



After fill data in below section.you may proceed in web and submit your application once all sections are marked as green.



Now the App process is complete .

Link : https://nablmelt.gci.org.in/Laboratory/new-scheme/checklist.php

	NABL M(EL)T Labs Program Contact Us : nablmelt@nabl.qcin.org	Inollie - Log Out
	Chacklist	ne / checklist
Chack	Laboratory Dotails Document upload Checklist Final	
Check	Laboratory Details Document Upload Checklist	Peclaration
	Laboratory location	
View	targer map runner Alla Alla Alla	FUMORE
192000	Armon Alexandra Armon	APRICA
AMERICA	the second from the second from the second s	+
	C David K	s Mep data #2022 Terms of Use
SIGN	Infrastructure	
(1)	Laboratory Display Board (Outside or on laboratory entrance)	eves CNo
(2)	Name of the person-in-charge with gualification	⇒Yes ⊂No
(3)	Fee structure: To be displayed separately including type of investigation and charges for all routine tests.	Yes No
HYG	IENE AND SAFETY (wherever applicable)	
(1)	General Cleanliness (Dust free and Good Housekeeping)	Yes
(2)	Universal standard safety precautions	Yes No
10000		
SPAG		
(1)	Registration, waiting space, public utilities, safe drinking water etc.	Yes No
(5)	Sample collection area	=Yes ⊂No
(3)	Washing area	Yes No
(4)	Preservation of the specimen and slides	Yes No
(5)	Temperature control for specialized equipment etc.	Tes No
,		
(6)	Counselling room for HIV (If HIV test is done)	Yes No
(7)	Dasins	-Yes No
LEG	AL OR STATUTORY REQUIREMENTS AS APPLICABLE	
(1)	Valid Registration Certificate for under the provisions of Biomedical Waste Management Attachment	eyes No
(2)	Valid Pollution Control Board registration certificate	Yes No
(1)	Reports of all patient date wise as per regulatory requirement or till next audit, whichever is later.	Yes No
(2)	Medico legal records, if applicable (as per relevant law).	≪Yes ◯No
(3)	Duration of preservation of record (as applicable from time to time)	eves No
STAI	NDARDS ON BASIC PROCESSES	
co	Infection Control practices - as per Bio Medical Waste Management Rules	Yes No
(2)	Patient Information	Yes No
(3)	Kit inserts used as SOPs	e Yes No
(4)	Complaints redressal mechanism	•Yes No
QUA	LITY CHECKS	
(1)	Performing Internal quality control	Yes No
-		
(2)	Participating in pronciency testing programs in every six months	Yes No
	Privacy Policy Disclaimer Disclaimer	

We will click on the submit button and proceed to further.

Link : <u>https://nablmelt.qci.org.in/Laboratory/new-scheme/finalsubmit.php</u>

(Ref) NABL M(EL)T Labs Program		Contact Us : nablmelt(@nabl.qcin.org Profile 🔽 Log Out
Finalsubmit			Home / finalsubmit
Laboratory Details	Document upload	Checklist •	Final
	Declaration Sec	ction	
Laboratory Details	Document Upload	Checklist	Declaration
 We agree to comply with procedure of this sche We agree to co-operate with the assessment tea are part of the applied scope. We satisfy all national, regional and local regulat We agree to comply with the terms & condition: All information provided in this application is true 	me, pay charges for assessment irrespective of th im appointed by NABL for examination of all rele tory requirements for operating a laboratory, s mentioned in Procedure for NABL M(EL)T Labs ie. Note : Preview your application and kindly s Preview Application	e result. vant documents by them and their s Program ubmit for NABL review.	visits to those parts of the laboratory that
	Back		
Privacy Policy Disclaimer Refund an	d Cancellation		Designed by 7techies

The Declaration Section , you can preview your application .(Preview application and kindly submit for nabl review). You can only read your application .

🐘 NABL M(EL)T Labs Program

Contact Us : nablmelt@nabl.qcin.org

Log Out

Previewreport

NABL M(EL)T

LABS

Home / previewreport

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

NABL M(EL)T Labs Program

Laboratory Details	
Details	Details Data Feeded by Lab
Name of the Laboratory	Muskan Gupta
Country	India
State/Province	Delhi
District	NEW DELHI
 We agree to comply with procedure of this scheme, pay charges for assessment irresp We agree to co-operate with the assessment team appointed by NABL for examination part of the applied scope. We satisfy all national, regional and local regulatory requirements for operating a labo We agree to comply with the terms & conditions mentioned in Procedure for NABL M All information provided in this application is true. 	ective of the result. n of all relevant documents by them and their visits to those parts of the laboratory that are ratory. (EL)T Labs Program
🗌 I Lab Manager accept	the above term & conditions.
Note : On Submit, Application will be Submit th	automatically send to NABL for Review. is application Back
Privacy PolicyDisclaimerRefund and Cancellation	Designed by 7techies

This is the declaration of the form click on the check box (I Lab Manager accept the above term & conditions) and submit this application.

Link : https://nablmelt.qci.org.in/Laboratory/new-scheme/dashboard.php

Dashboard	All Application	on					
Application							
> Pending request	Laboratory	User Name	Lab Id	Submit	Status	Application	Next Action
Attachments	Name			Date		Preview	
Payment History	Muskan Gupta	NABLBCL002054	M(EL)T- 00448	2022-08- 19 11:37:12	Application submitted to NABL	Preview	Please wait your application is
Advisory Attachments							under NABL review
Privacy Policy					Designed by	7techies	

After submit this application you can see the Laboratory Name , Username , Lab id , Submit Data , Status , Application Preview and the stage of your application(Please wait your application is under NABL review.