



USER MANUAL

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

**Medical Entry Level Testing [M(EL)T]
Labs Program**



1. Registration of Laboratory

Open the URL <http://nablmelt.qci.org.in/laboratory/new-scheme/register.php>

It opens registration form for M(EL)T labs.

National Accreditation Board for Testing and Calibration Laboratories
(A Constituent Board of Quality Council of India)
NABL Medical Entry Level Testing M(EL)T Labs Program

New Lab Registration

Laboratory Name*
Laboratory Name*

Email Address*
Email address*

Mobile Number*
Mobile number*

Address*
Address*

Country*
India

State*
Select State*

District*
Select District*

Zip Code*
Enter Zip Code Here*

Technical Head/Lab Manager*
Technical Head/Lab Manager

Are you NACO ICTC Laboratory?
 Yes No

Participated in PT program with accredited PTP?
 Yes No

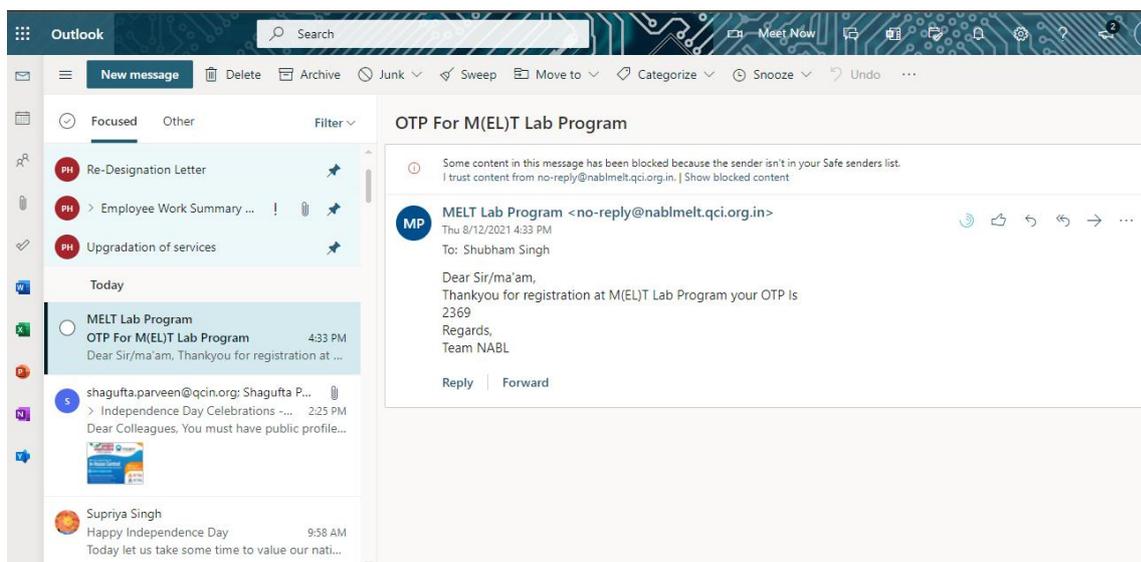
[Verify Contact Details](#)
Already Have an account? [Log In](#)

Select YES, if laboratory is a NACO ICTC/ SRL Laboratory otherwise select NO.

Select YES, if laboratory is participating in PT (EQAS) program with NABL accredited PTP otherwise select NO.

Enter all the details with valid Mobile number and Email ID.

You have to verify contact details. 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 selection of Scope Details can be done. (Verify Contact Details and selection of Scope Details both should be done in a single go, because both are a part of registration).

New Lab Registration

Laboratory Name* Shubham Test 1 Email Address* shubham.singh@qc.in.org Mobile Number* 9910912296

Address* NABL, Gurugram Country* India State* Haryana

District* Gurugram Zip Code* 122003 Technical Head/Lab Manager* NABL

Are you NACO ICTC Laboratory? Yes No Participated in PT program with accredited PTP? Yes No

Scope Details

Clinical Biochemistry

Haematology

Clinical Pathology

Infectious Serology/Immunology (Rapid Tests)

Medical Microbiology & Immunology

[Register](#)

Already Have an account? [Log in](#)

Laboratory can select each test parameter for which PT results are available. Name of PTP, Test Methods, Date of Issue of PT Report and Is Result Satisfactory are required to be filled for each test parameter of each Discipline.

Scope Details

Clinical Biochemistry

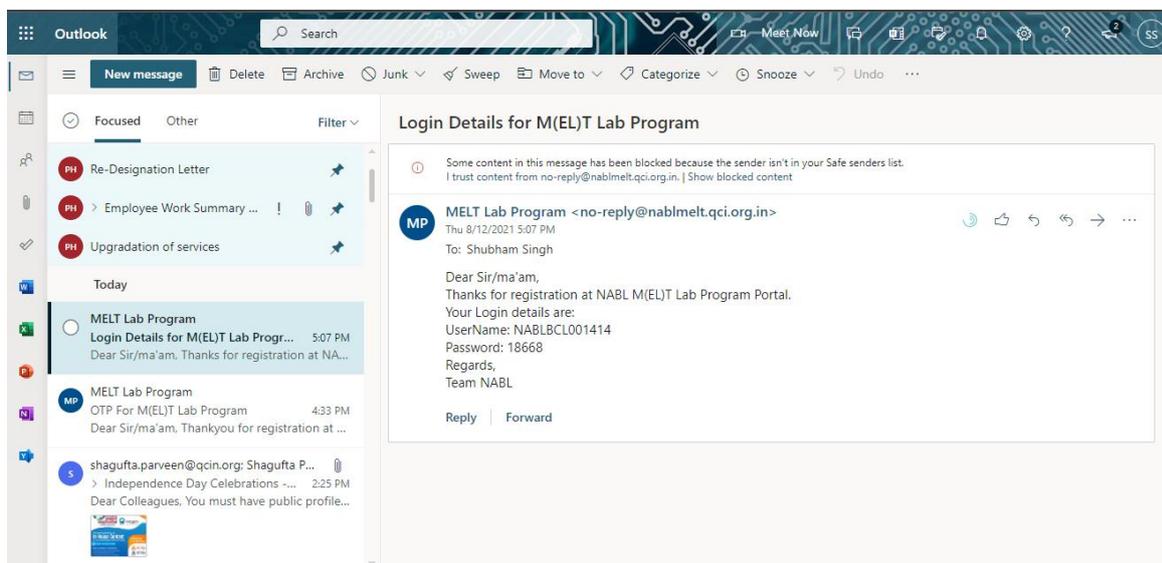
Name of PTP	Type Of Sample	Specific Tests	Test method/technique	Date of Issue of PT Report	Is Result Satisfactory
<input checked="" type="checkbox"/> Select organizing boc Select organizing body CMC EQAS Cl.Biochemistry Vellore	Plasma / Serum	Glucose		dd-mm-yyyy	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Metropolis Healthcare Ltd EQAS CMC VIROEQAS, Department of Clinical Virology CMC, Vellore RML-Quality Assurance Program (RML-QAP), Lucknow ISHTM (AIIMS) EQAP, Delhi				dd-mm-yyyy	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> CMC Micro EQAS, Department of Clinical Microbiology, CMC Vellore IAMM EQAS Sir Ganga Ram Hospital Delhi National AIDS Research Institute, Proficiency Testing Unit Neu-QAP (Neuberg Anand Academy of Laboratory Medicine Pvt LTD Quality Assessment Program)		(ALT/SGPT)		dd-mm-yyyy	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Select organizing boc	Serum	Liver Function Test - Aspartate aminotransferase (AST/SGOT)		dd-mm-yyyy	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Select organizing boc	Serum	Liver Function Test - Total Bilirubin		dd-mm-yyyy	<input type="radio"/> Yes <input type="radio"/> No



Important Information:

We understand that filling the Scope Details may appear as time consuming but it has been consciously designed in such a manner to overcome the issues related to scope applied. The Name of PTP, Test Methods, Date of Issue of PT Report and Is Result Satisfactory are required to be filled for each parameter of each Discipline 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 is an important part of M(EL)T and after registration the laboratory cannot change these details. 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 128 will be initiated.

After successful registration, you will receive Username and Password on your Email ID.





2. Login by Laboratory

Open the URL <http://nablmelt.qci.org.in/Laboratory/login.php>

It will redirect you to login form.

**National Accreditation Board for Testing and Calibration Laboratories**
(A Constituent Board of Quality Council of India)
NABL Medical Entry Level Testing M(EL)T Labs Program

Sign In

I'm not a robot

[New laboratory register now](#)
[Forgot password?](#)

About Scheme

NABL has launched voluntary scheme namely "NABL Medical Entry Level Testing M(EL)T Labs Program" for sensitizing the medical testing laboratories performing basic testing to quality practices and access to quality health care for the majority of citizens especially those residing in villages, small towns.

This scheme is an independent quality assurance scheme, which is not covered under APAC & ILAC MRA

The existing scheme has been revised and now this scheme is based on **satisfactory proficiency testing (PT) performance** and valid for one cycle of three years.

Laboratory application will be reviewed by NABL and decision on recognition will be taken based on performance in proficiency testing (PT). During the recognition period (within three years), on-site assessment (surveillance) will be conducted.

NABL will only recommend those tests in the scope of the laboratory which are available in the scope of the NABL accredited PT provider. Further, regarding the calibration certificate of equipment it is recommended to calibrate the equipment from the calibrating laboratory for which it is accredited. The authenticity regarding the scope of calibration laboratory and accredited PT provider to be verified from NABL website. Once Certificate is issued to the laboratory the details will also appear in NABL 900 which is available on NABL website under publication/document which is updated on monthly basis.

Fee Structure

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 paid along with

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.

**Quality Assurance Scheme for Basic Composite Medical Laboratory- Entry Level**

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Change Password

Password sent to register Email ID/Mobile No *



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

➤ Laboratory Details

After changing password, you will be redirected to Laboratory details page.

S. No.	Name of PTP	Discipline	Type Of Sample	Specific Tests	Test method/technique	Date of Issue of PT Report	Is Result Satisfactory
1	CNIC EQAS Q Biochemistry Vellore	Clinical Biochemistry	Plasma / Serum	Glucose	GOD-POD	2021-08-01	Yes

Laboratory Details will be auto filled (Automatically fetched data from the registration page).

Click Next and you will be redirected to new page.



➤ Document Upload

In new tab Document upload, 3 options are available i.e. Legal Identity Details, PT Document and Equipment Document.

In **Legal Identity Details**, laboratory has to select correct Type of Laboratory from the drop-down menu and upload the required document (as given on the portal) for the same.

Document upload

Laboratory Details **Document Upload** Checklist Declaration

Legal Identity Details

Document type

Proprietorship Firm

File upload

Choose File | No file chosen

allowed file type (pdf/jpg/jpeg/png)

Upload file

LAB shall provide photocopy of following appropriate document(s) in support of the legal status claimed:

- Company Act (Copy of Registration under 2013 Act)
- Proprietorship Firm (Bank Passbook, Account statement)
- Government/Autonomous Organization (Copy of Government Notification / Self Declaration etc.)
- Partnership Firm (Copy of Registration under 1932 Act)
- Societies Registration Act (Copy of Registration under 1860 Act).
- Indian Trust Act (Copy of Registration under 1882 Act.)
- Limited Liability Partnership (Limited Liability Partnership Act, 2008)

PT Document

Sl No.	Name of PTP	Discipline	Date of issue of PT report	Is result satisfactory	Upload report
1	CMC EQAS Cl.Biochemistry Vellore	Clinical Biochemistry	2021-08-01	Yes	Choose File No file cho: allowed file type (pdf/jpg/jpeg/png) Update

In **PT Document**, prefilled data will be visible for Name of PTP, Discipline, Date of issue of PT report, Is result satisfactory (Automatically fetched data from the Registration page).

Laboratory has to upload latest PT reports within 6 months from the date of registration for each Discipline laboratory has applied.



Equipment Document

Sl No.	Discipline	Name of equipment	Calibration certificate of equipment	Image of the equipment via Mobile App	
1	Clinical Biochemistry	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen allowed file type (pdf/jpg/jpeg/png) <input type="button" value="Save"/>	Photograph/S Not Uploaded By Mobile App.	
*	---Select Items	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen allowed file type (pdf/jpg/jpeg/png) <input type="button" value="Save"/>		<input type="button" value="+"/>

In **Equipment Document**, laboratory has to write major (analysers) and minor (centrifuge, micro-pipette, thermometer for zero & sub-zero temperature, etc.) equipment based on the scope applied.

Laboratory has to upload calibration of equipment report (which includes calibration certificate and results parameter-wise) from NABL accredited calibration laboratory or by the authorised representative of the original equipment manufacturer.

Image of the equipment should be click later via Mobile App (NABL MELT App).

Click Next and you will be redirected to new page.



➤ Checklist

In new tab Checklist, laboratory has to write the mobile number and click Send.

Checklist

Laboratory Details	Document Upload	Checklist	Declaration
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Dear User , Kindly download the NABL M(EL)T Evidence Collection System Android app from Google Play store and proceed to fill the checklist in app. All data submitted from app will be displayed here. To get the link of Android app on phone enter your mobile no. below

The Link of M(EL)T mobile application (available for Android device only) will be received on the given number OR laboratory can also download the NABL M(EL)T App directly from the Android Play store.



NABL MELT App

7techies Business

E Everyone

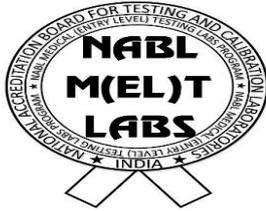
i This app is available for all of your devices

 Add to wishlist

Install



Laboratory has to Sign-in in the M(EL)T app by using the same credentials as given for the M(EL)T portal.



Evidence Collection System under NABL
M(EL)T Labs Program

User Name _____

Password _____

[➔ Sign In](#)

Sign In Username and password are same as of your web application.

In new window, 8 parameters will be visible. Laboratory has to fill the data for all the parameters given in the M(EL)T mobile app.

Program Evidence Collection System

Welcome UserName : NABLCL000893

Your checklist information is completed. You may login to your web login at nablmelt.qci.org.in for further processing.

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

1	SIGNAGE	<input checked="" type="checkbox"/>
2	HYGIENE AND SAFETY (WHEREVER APPLICABLE)	<input checked="" type="checkbox"/>
3	SPACE REQUIREMENT	<input checked="" type="checkbox"/>
4	EQUIPMENT	<input checked="" type="checkbox"/>
5	LEGAL OR STATUTORY REQUIREMENTS AS APPLICABLE	<input checked="" type="checkbox"/>
6	RECORD MAINTENANCE AND REPORTING	<input checked="" type="checkbox"/>
7	STANDARDS ON BASIC PROCESSES	<input checked="" type="checkbox"/>
8	QUALITY CHECKS	<input checked="" type="checkbox"/>

Laboratory can proceed in web portal and submit the application once all sections are marked as green.



➤ Declaration

In the final tab Declaration, if laboratory has filled complete data via web portal and mobile app then Preview Application button will be visible.

Declaration Section

Laboratory DetailsDocument UploadChecklistDeclaration

Declaration

1. We agree to comply with procedure of this scheme, pay charges for assessment irrespective of the result.
2. 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 applied scope.
3. We satisfy all national, regional and local regulatory requirements for operating a laboratory.
4. We agree to comply with the terms & conditions mentioned in Procedure for **NABL M(EL)T Labs Program**
5. All information provided in this application is true.

Note : Preview your application and kindly submit for NABL review.

Preview Application

After clicking on the Preview Application button, a new window will open.

In new Window, laboratory can view the complete data of the application in a single page that has been filled via web portal and mobile app.

NABL M(EL)T Labs ProgramContact Us : nablmelt@nabl.qcin.org Profile Log Out

Previewreport[Home](#) / [previewreport](#)

National Accreditation Board for Testing and Calibration Laboratories

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NABL M(EL)T Labs Program

Laboratory Details	
Details	Details Data Feeded by Lab
Name of the Laboratory	Shubham Test 1
Country	India
State/Province	Haryana
District	Gurugram
Address	NABL Gurugram
Pincode	122003
Mobile No.	9910912296
Email Id	shubham.singh@qcin.org



In the bottom of the Application Preview, the laboratory has to accept the terms & conditions.

(3)	Kit inserts used as SOPs	<input type="radio"/> Yes <input checked="" type="radio"/> No
(4)	Complaints redressal mechanism	<input type="radio"/> Yes <input checked="" type="radio"/> No
QUALITY CHECKS		
(1)	Performing internal quality control	<input type="radio"/> Yes <input checked="" type="radio"/> No
(2)	Participating in proficiency testing programs in every six months	<input type="radio"/> Yes <input checked="" type="radio"/> No

We declare that,

1. We agree to comply with procedure of this scheme, pay charges for assessment irrespective of the result.
2. 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 applied scope.
3. We satisfy all national, regional and local regulatory requirements for operating a laboratory.
4. We agree to comply with the terms & conditions mentioned in Procedure for NABL M(EL)T Labs Program
5. All information provided in this application is true.

I NABL accept the above term & conditions.

Note : On Submit, Application will be automatically send to NABL for Review.

[Submit this application](#)

[Back](#)

In the end, the laboratory has to Submit the Application and after the successful submission of application, a new window will open.

In the new window, laboratory can see the status of the Application.

NABL M(EL)T Labs Program Contact Us : nabl melt@nabl.qcin.org [Profile](#) [Log Out](#)

Dashboard

[Home / dashboard](#)

Dashboard

- > Application
- > Pending request
- > Attachments
- > Payment History
- > Advisory Attachments

All Application

Laboratory Name	User Name	Lab Id	Submit Date	Status	Application Preview	Next Action
Shubham Test 1	NABLCL001414	M(EL)T-00191	2021-08-13 17:26:30	Application submitted to NABL	Preview	Please wait your application is under NABL review