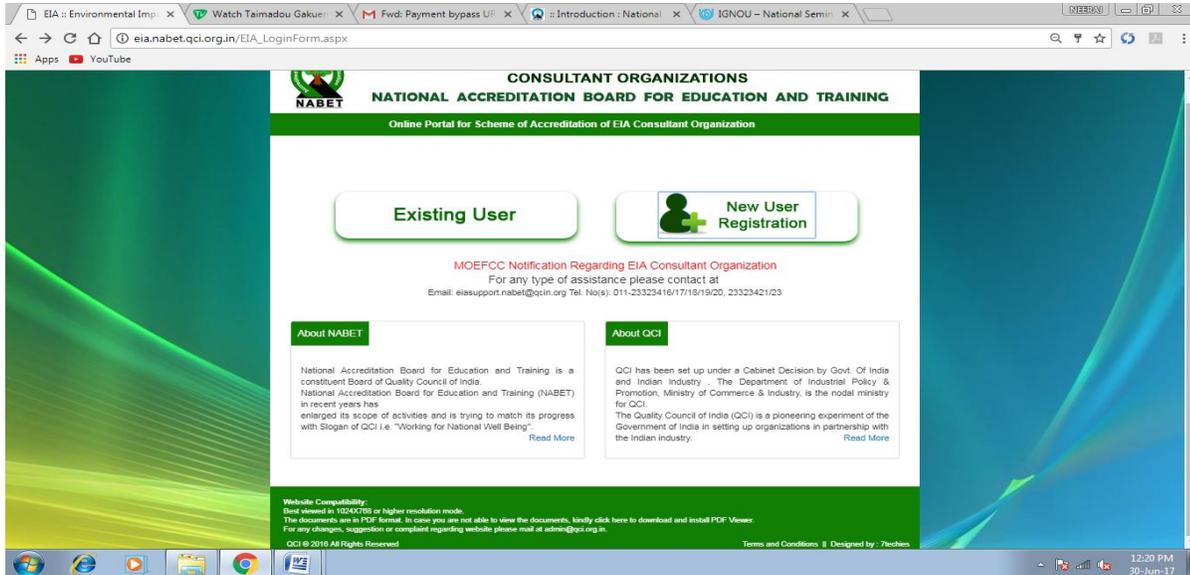


FAQ for Initial Accreditation (IA)

Q 1: How does a new entrant to this Scheme apply on the online portal?

Answer:

Click on the 'New user Registration' to start filling a new application.



The screenshot shows the registration form on the NABET online portal. The page title is "SCHEME FOR ACCREDITATION OF EIA CONSULTANT ORGANIZATIONS NATIONAL ACCREDITATION BOARD FOR EDUCATION AND TRAINING". Below the title, it says "Online Portal for Scheme of Accreditation of EIA Consultant Organization". The form is divided into two main sections: "Head Office" and "Consultant Organization".

Head Office

Organization Name *	<input type="text"/>	Line 1 *	<input type="text"/>
Line 2	<input type="text"/>	State *	-Select-
City *	-Select-	Pincode *	<input type="text"/>

Consultant Organization

Head of the Organization*	<input type="text"/>	Designation *	<input type="text"/>
Contact person Name *	<input type="text"/>	Line 1 *	<input type="text"/>
Line 2	<input type="text"/>	State *	-Select-
City *	-Select-	Pincode *	<input type="text"/>
Tel.No. (With STD) *	<input type="text"/>	Mobile No. *	<input type="text"/>
Email Id *	<input type="text"/>	Website	<input type="text"/>

(Ex. <http://www.google.com>)

Buttons: Save, Cancel

Now fill all the required details of online form. The areas marked with * are mandatory fields.

Q2: Which email Id to be used for registration?

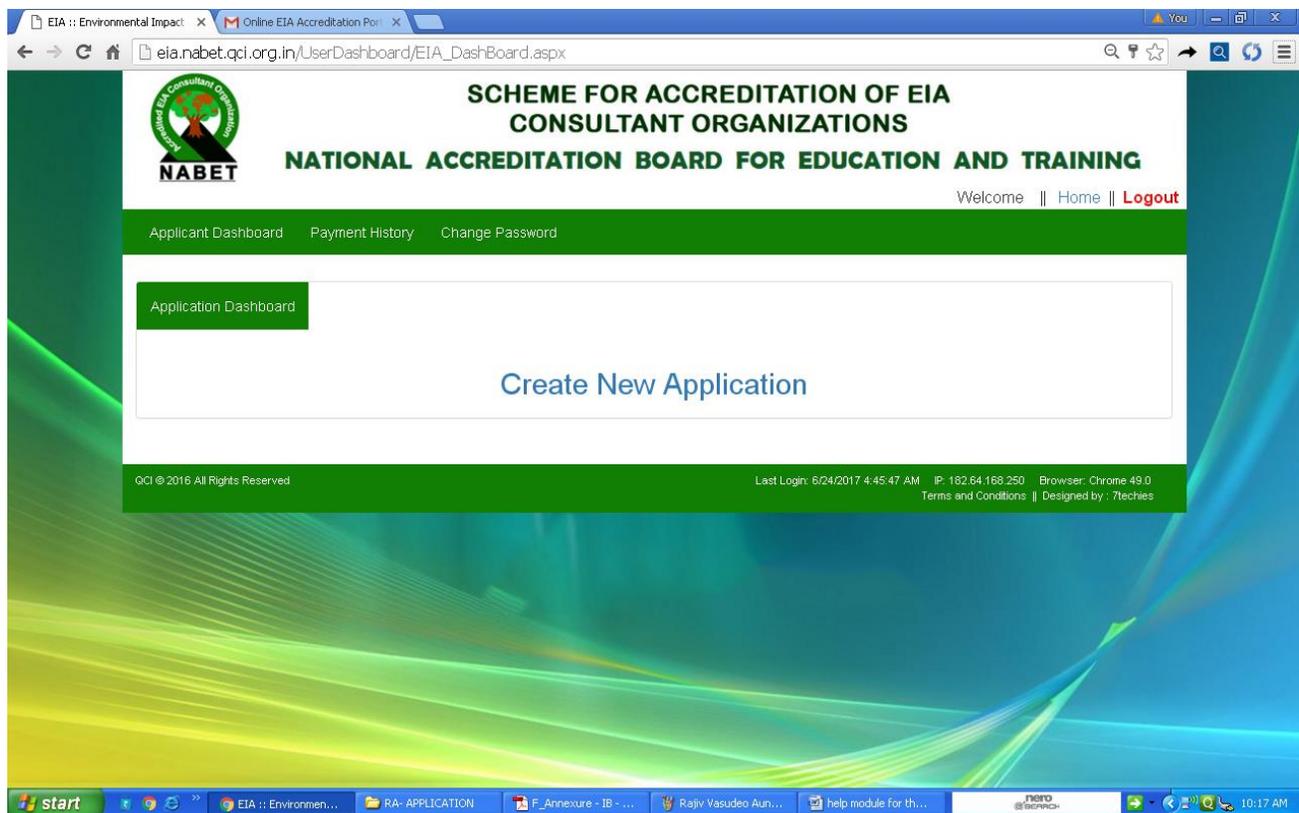
Answer:

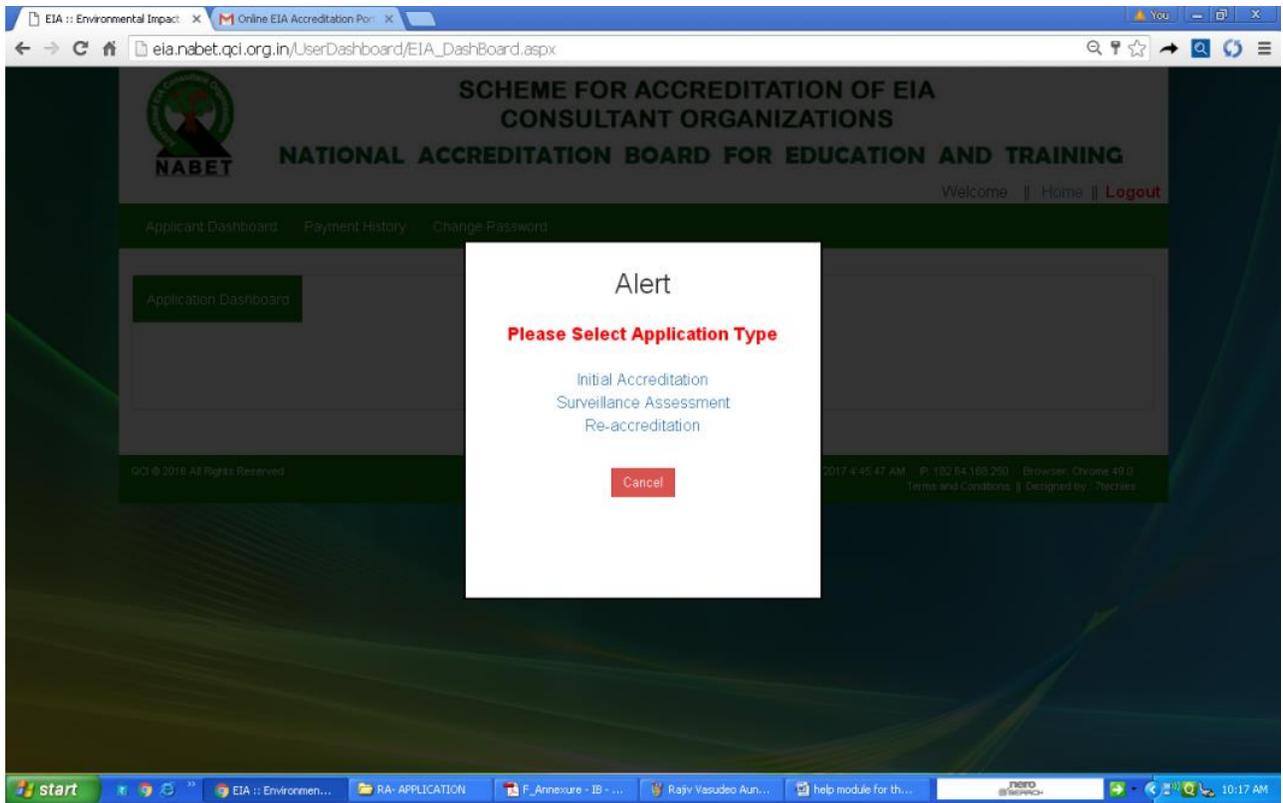
The email id used by an organization for general communications with NABET is preferred to be used for registration since the same shall become user id for that particular applicant organization. Notifying emails shall also be sent on this email id.

Q 3: How to create application for the specific Accreditation type?

Answer:

After logging in and password change; an option as 'Create New Application' shows up. Click on it and choose the type of application (IA/SA/RA) i.e IA for a fresh entry to the Scheme.





Q 4: How to fill the application form of IA?

Answer:

Fill all the details and upload all the files required/asked in the form.

EIA :: Environmental Imp... x (no subject) - gauravd16... x Introduction : National x IGNOU - National Semin... x

eia.nabet.qci.org.in/UserDashboard/EIA_InitialAccreditation.aspx

Earthvision Enviro-Tech Pvt. Ltd QCI/NABET/EIA/0073/IA00 2b ORG000402

Initial Accreditation

Head Office

First Application Re-Application

Name of Applicant Organization * Earthvision Enviro-Tech Pvt. Ltd Line 1 * CP-71, Galaxy Tower, Near Sahara Hospital, Viraj Khand, Gazi-Nagar, Lucknow, U.P.

Line 2 State * UTTAR PRADESH

City * LUCKNOW Pincode * 226010

Email * earthvision01@gmail.com Telephone * 05222727999

Branch Office Same as Head Office

Name of Applicant Organization * Earthvision Enviro-Tech Pvt. Ltd Line 1 * CP-71, Galaxy Tower, Near Sahara Hospital, Viraj Khand, Gazi-Nagar, Lucknow, U.P.

Line 2 State * UTTAR PRADESH

City * LUCKNOW Pincode * 226010

2:07 PM 30-Jun-17

EIA :: Environmental Imp... x (no subject) - gauravd16... x Introduction : National x IGNOU - National Semin... x

eia.nabet.qci.org.in/UserDashboard/EIA_InitialAccreditation.aspx

Legal Status of the Organization (please mark (✓) the appropriate status):

a. Public Private Government

b. Company Partnership Proprietorship Registered Society

c. Research Institute Academic Institute

d. Industry Association

e. Others (Please Specify and attach necessary evidence)

Date of Registration/Incorporation (DD/MM/YYYY)

Date (DD/MM/YYYY) 31/08/2013

(Attach copy of certificate of incorporation/registration) No file chosen [View/Download](#)

(Ex. jpeg, png, .PDF, DOC, XLS, XLSX, DOCX)

Year of Establishment:

Year of Establishment * 2013

Services Provided by the Organization

Consultation

2:08 PM 30-Jun-17

Q 5: How to apply for different sectors in online application?

Answer:

Select the sector group first and then choose the sectors appearing in line with Annexure IIA Rev. 1 dated Dec, 2017 available on the link given below:

Nabet.qci.org.in/Environment/Forms_Formats.asp

The screenshot shows a web browser window displaying the 'Annexure-I' form on the Nabet QCI website. The form is titled 'Sector Applied' and contains several sections for user input:

- Sectors applied and Functional Areas (FA) proposed:** This section includes a 'Status*' dropdown menu set to 'Newly Proposed', a 'Select Group*' dropdown menu set to '1', and a 'Sectors Applied*' list box. The list box contains three items: '8', '10', and '11', with '8' and '10' selected.
- FA Required for In-house:** This section contains two rows of radio button options. The first row has 'AP' and 'AQ', each with 'Yes' and 'No' options. The second row has 'WP' and 'AQ', each with 'Yes' and 'No' options.
- FA Required for In-house/empaneled:** This section contains two columns of radio button options. The first column has 'LU', 'EB', 'HG', and 'ISW'. The second column has 'N', 'SE', 'HW', and 'RH'. Each option has 'Yes' and 'No' radio buttons.

At the bottom of the form, there are three buttons: 'Back', 'Save', and 'Next'. Below the form, there is a table with columns: 'Delete', 'S.No.', 'Status', 'Group No. (Sectors included)', and 'Eligible Candidates proposed for FAEs'. The Windows taskbar at the bottom shows the date as 30-Jun-17 and the time as 2:26 PM.

Q 6: Do we need to apply for all the sectors given in the group?

Answer:

Please choose only those sectors for which you have eligible experts available with your organization. An organization may pick and choose any number of sectors from different groups.

Q 7: Do we need to apply for all 12 functional areas covered by In house experts as per the Scheme?

Answer:

Kindly refer to Annexure IIA Rev. 1 dated Dec, 2017 (**nabet.qci.org.in/Environment/Forms_Formats.asp**) to see what functional areas are mandatory for your organization as per the sectors applied by you. There is a clear guideline that says which all FAs are to be covered by in-house experts and which all FAs can be covered by empanelled experts.

Q 8: How to add the Human resource of the organization in the application?

Answer:

1. Fill the First Name, Middle Name and then Last Name of the candidate proposed.
2. Select the designation of the proposed candidate.
3. Choose the employment status as In-house/Empaneled [IH/Emp] of the candidate.
4. Select the Sectors and Functional areas applied for the candidates.

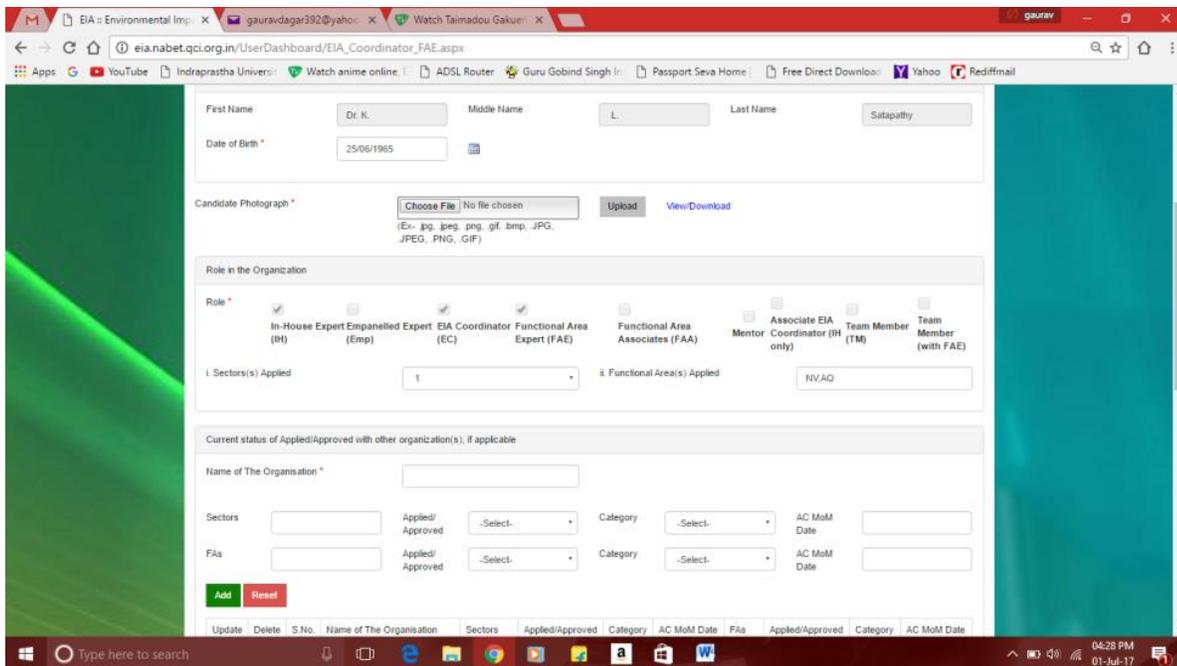
After filling all the information press 'Save' button.

Q 9: How to submit details of an individual candidate being proposed as an EC/ FAE in the application?

Answer:

Click 'Fill Form', Annexure IV shall open wherein you are required to fill in the desired information/ details. In case, some wrong entry has been made while entering the data for a candidate, kindly 'delete' and 'fill form' again.

Delete	Annexe Attached					S No.	First Name	Middle Name	Last Name	IH/Emp.	Currer status (whetf still wil ACO)
	IV (Y/N)	1F (Y/N)	VI A4 (Y/N)	VI A5 (Y/N)							
Approved Expert											
EIA coordinator/ s											
Delete	Fill Form	N/A	Fill Form	N/A	1	Dr. K.	L.	Satapathy	IH	Yes	
Delete	Fill Form	N/A	Fill Form	N/A	2	R.	N.	Bhargava	IH	Yes	
Functional Area expert /s											
Delete	Fill Form	N/A	Fill Form	N/A	1	R	S	Shukla	IH	Yes	



While filling in the form, please ensure following things:

- Fill the D.O.B (date of birth) *according to the given calendar format.*
- Upload photograph of the candidate(file type:- .jpeg/.png/.jpg)
- Add Current Status of Applied/Approved with the Organization(s), if applicable
- Fill the Academic Qualification(graduation level and above)
- Add Registered/Recognized training courses attended(for those with duration- 3days or more)
- Fill the details of the Membership of Professional Bodies of the candidate, if applicable.
- **Add the sectoral experience for different sectors applied as EC**(write in chronological order with the most recent experience listed first)
 - Please ensure that a maximum of 4 entries are made for each individual sector (either EIAs/ ENV Assignments and/or a combination of these two i.e EIA and Env assignments-
- **Add the experience for different functional areas applied as FAE**(write in chronological order with most recent experience listed first)
 - Please ensure that maximum 4 EIA related entries are made for each functional area

- Fill Information with respect to your application as Team member, if applied.
- Tick both the Declarations (by the applicant and by the employer) and 'submit' the form.

Q 10: How to provide information for any software available with our organization?

Answer:

One may furnish the details of the prediction model/software available for the followings:

- Air environment
- Water environment
- Noise environment
- Land Use
- Any Other

Q 11: How to add/submit the Organizational Experience Details, No. of EIAs in last 3 years?

Answer:

Details of the EIA reports prepared by the organization in the last three (3) years can be given. The EIA report, if sought by NABET, is to be sent via we transfer or Google drive.

Q 12: How to fill the QMS (Quality Management System)?

Answer:

The information with respect to the QMS is to be submitted according to the format provided on the portal ensuring the following.

- Procedure Number and the page number of manual wherein that procedure is available
- Forms/Formats/ Checklist/ Reference Number and the page number of manual wherein these are available
- Remarks, if any

Also, the QMS Manual and the related documents are to be sent to NABET via 'We-Transfer' and 'Google drive'.

The screenshot shows a web browser window with the URL eia.nabet.qci.org.in/UserDashboard/PerformanceMeasurement1QMS.aspx. The page title is "Quality Management System". The user is logged in as "ORG000402". The application details are as follows:

Org Name	Application No	Phase	Login Name
Earthvision Enviro-Tech Pvt. Ltd	QCI/NABET/EIA/0073/IA00	4d	ORG000402

The main form is titled "Performance Measurement 1: Quality Management System". It contains a table with the following columns:

S. No.	NABET Guidelines on QMS	Yes/No	Procedure and Supporting Forms/Formats/Checklist				Remarks if any Understanding of System Keep evidence ready at the time of assessment
			Procedure Number	QM Page No	Forms/Formats/ Checklist/ Reference No.	QM Page No	
1	Quality policy						
	a. Appropriate to business	Yes ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Continual improvement	Yes ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Q 13 What information should be filled in Field Monitoring.

Answer:

Field monitoring deals with the information with respect to the laboratories being used for primary data collection. For e.g. Their MoEFCC recognition/ NABL accreditation, their validity, scope of accreditation etc.

- Fill all the details and upload the required certificates of NABL accreditation/MoEFCC recognition/Gazette Notification etc.
- List of parameters being covered by the Laboratory for the following studies required in EIAs:
 - a. Water & waste water
 - b. Ambient Air Quality
 - c. Stack Emission
 - d. Soil Characteristics
 - e. Noise Monitoring
- Methodology/ procedures available with the organization for collection of primary and secondary data, quality assurance, interpretation of data, identifying sources and validation of secondary data etc.

Q 14: What should be added to the Organizational Evaluation?

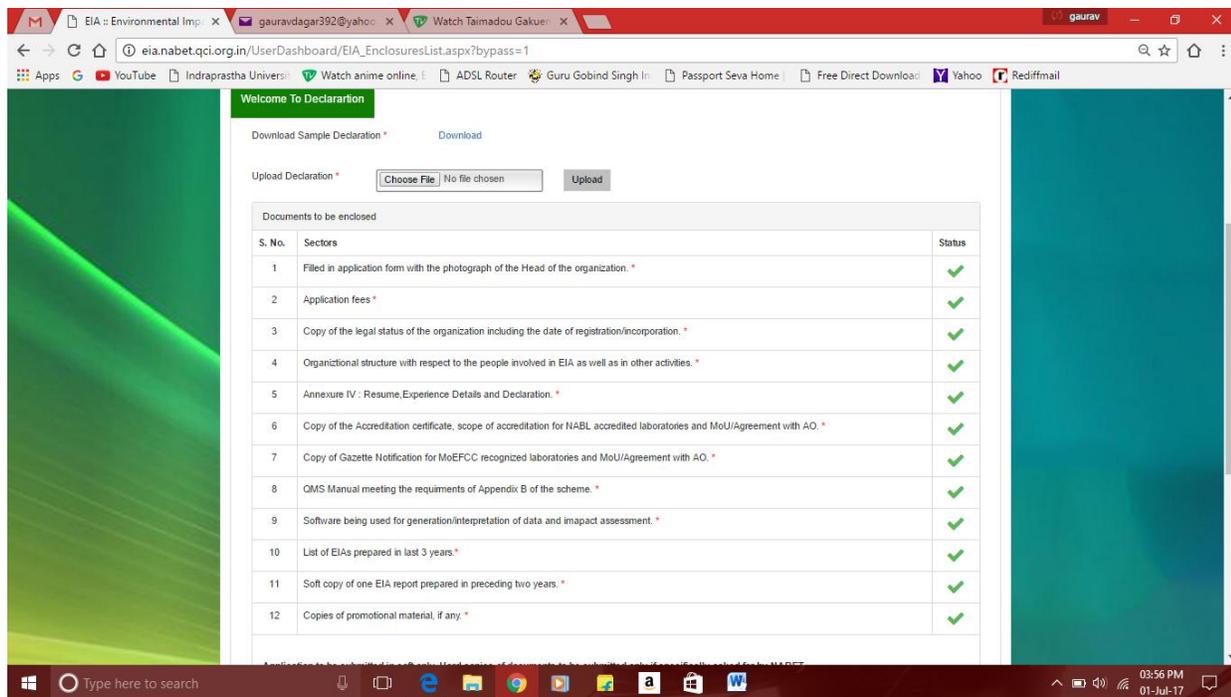
Answer:

This section deals with the availability of procedures/ methodology for capacity building of the human resource, commitment of an organization towards quality of EIA and the facilities provided by the organization to its human resource for carrying out various activities.

Q 15: What is purpose of giving List of Enclosures?

Answer:

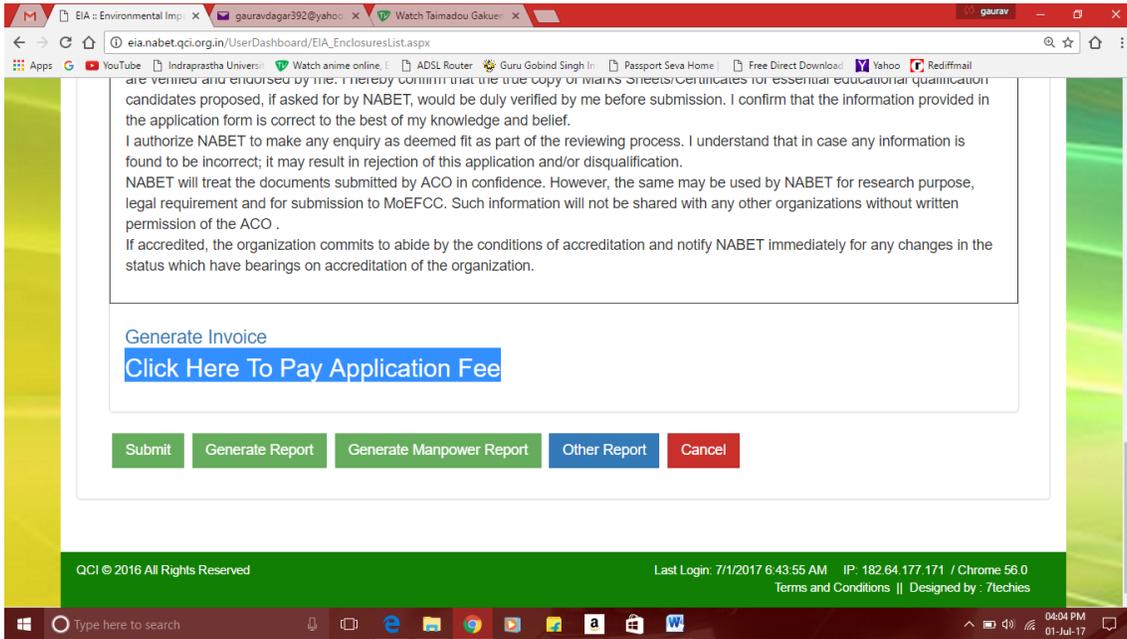
This module tells us what all Certificates/Reports/Annexures are mandatory for an application to be considered as completed and ready for submission. If the required documents are submitted, it shows green ticks otherwise shows red crosses as given below:



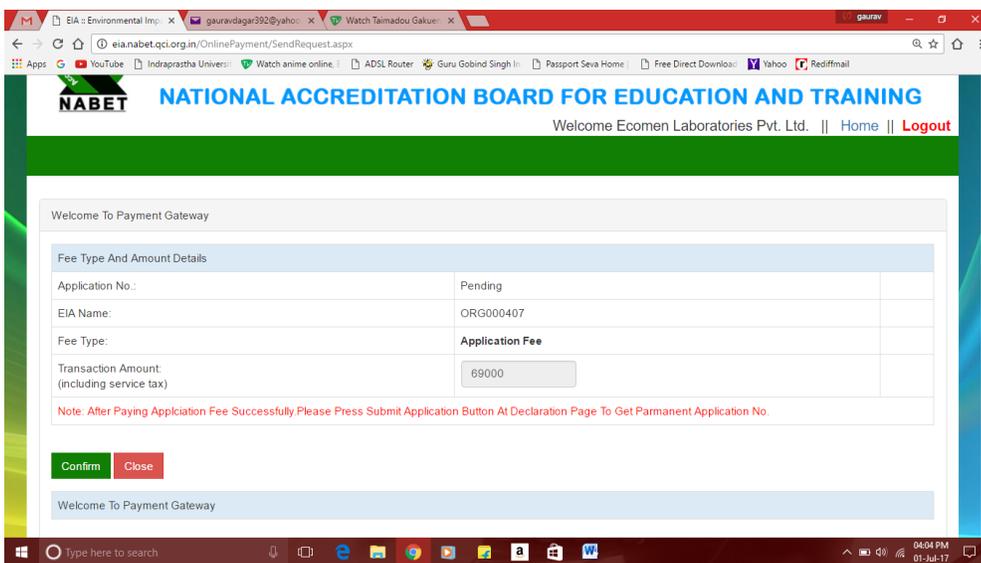
Q 16: What is the procedure for Payment?

Answer:

Go to the link '[Click Here to Pay Application Fee](#)' to pay the application fee



After clicking on the above mentioned link, following page shows up which gives the amount payable based on number of candidates applied by an organization (for ready reference please refer Appendix D page no. 82 of the Scheme)



May please note that the submit button will be operational only if the payment has been made.

Q 17: How does user gets the confirmation of the completeness of application and payment of fees?

Answer:

Once the application is completed, the payment is done the application is submitted.

An email is sent to the user on the registered email id confirming the payment and submission of the application.

Q 18: How user can pay for the desktop assessment and office assessment in due course of time?

Answer:

The user can generate invoice of the payment by clicking on the link Generate Invoice as shown

The screenshot shows a web browser window with the URL eia.nabet.qci.org.in/UserDashboard/ApplicationStatus.aspx. The page displays two tabs: "NCs Details of DA1" and "NCs Details of DA2". Below the tabs, there are three sections for fees:

- Application Fee:** Rs. 34500.00 with a "Generate Invoice" link.
- Desktop Assessment 2 Fee:** Rs. 41400.00 with a "Generate Invoice" link.
- Office Assessment Fee:** Rs. 82800.00 with a "Generate Invoice" link.

Below the fee sections is a section titled "Application Alert/s" containing a table with the following data:

Sr.No.	Date	Category	Nabet Message	Reply	Reply Date
1	6/30/2017	F3 Filled by Office Assessor	Office Assessor has filled the F3. You can view the application by logging into the website http://eia.nabet.qci.org.in/ using userid and password. In case of any observations / objections, kindly send the same at eia.nabet@qcin.org . From NABET Admin Date :30/06/2017		
2	6/30/2017	No NC Observed	Desktop Assessor has not found any NC against the site visit.		

PERFORMA INVOICE - Google Chrome
 eia.nabet.qci.org.in/UserDashboard/PerformaInvoice.aspx

PERFORMA INVOICE

	QUALITY COUNCIL OF INDIA 2ND FLOOR, INSTITUTION OF ENGINEERS BAHARDURSHAH ZAFAR MARG NEW DELHI - 110 002 TELEFAX- 23379321 /9621 E-Mail :accounts@qcin.org	Delivery Note	Dated 01-July-2017 Mode/Terms of Payment 30 Days
		Supplier's Ref.	Other Reference(s)
EARTHVISION ENVIRO-TECH PVT. LTD CP-71, GALAXY TOWER, NEAR SAHARA HOSPITAL, VIRAJ KHAND, GOMTI NAGAR, LUCKNOW, U.P., UTTAR PRADESH-226010		Buyer's Order No.	Dated
		Despatch Document No.	Dated
		Despatched through	Destination
		Terms of Delivery	

SL No.	Particular	Quantity	Rate	per	Amount
1.	Application Fee				30000
2.	Service Tax(OUTPUT)(On Assessable Amount 30000)		14	%	4200.00
3.	KRISHI KALYAN CESS - OUTPUT		0.50	%	150.00

Q 19: Once the application is submitted by the applicant organization, how to pursue it further?

Answer:

After receiving the complete application and payment, NABET shall proceed further by sending them the shortfalls/Obs and NCs, if any, observed by the assessors during desktop assessment. These NC/Obs shall be visible to the applicant as 'Application Alerts'. These are to be replied back by the applicant on the portal itself. Where ever necessary, additional documents may be uploaded/ furnished.

Once the NCs/Obs are closed by the assessors, applicants shall be informed about the office assessment dates. The office assessment shall be carried out by the QCI-NABET assessors on the dates mutually agreed by both QCI-NABET and the applicant organization.