FAQs for Re-Accreditation(RA)

Q 1: How does an already approved organization apply on the online portal?

Answer:

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

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

However, for some organizations their last assessment was digitized by NABET and their respective user Ids and passwords have been shared with the ACOs. Such organizations should click on to 'Existing Users'.

Q2: Which email Id to be used for registration?

Answer:

The mail 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 RA after SA/ SA2/SA3 and so on…
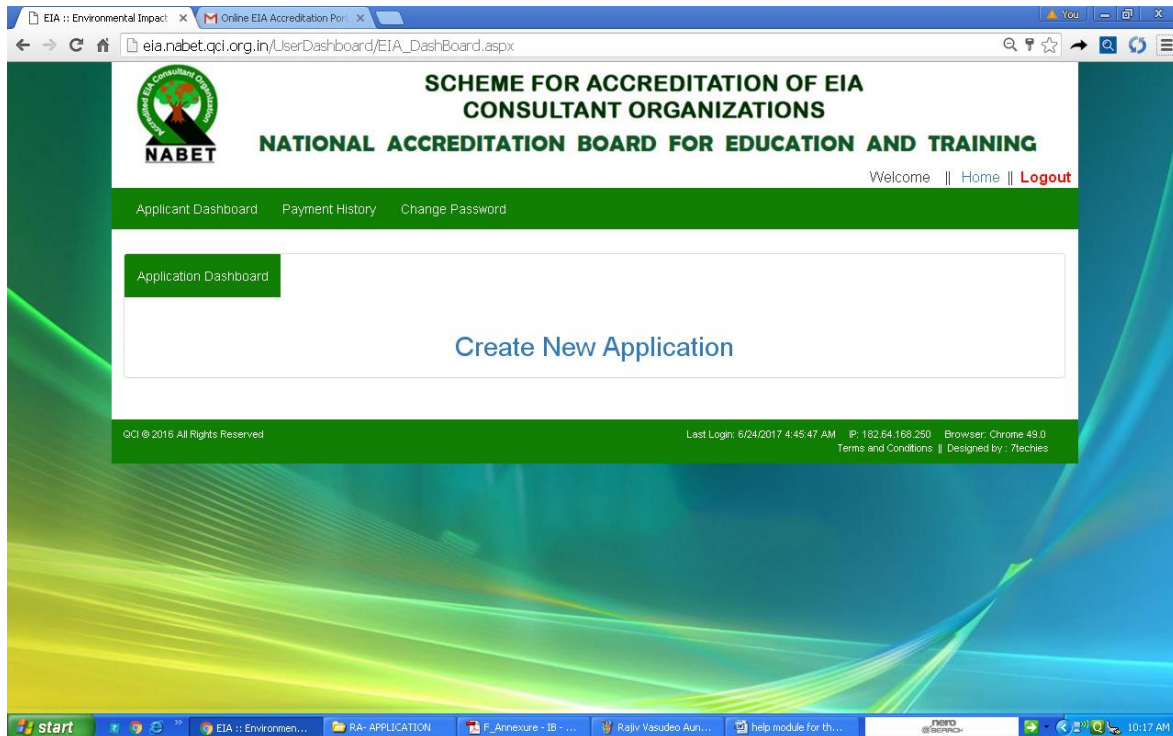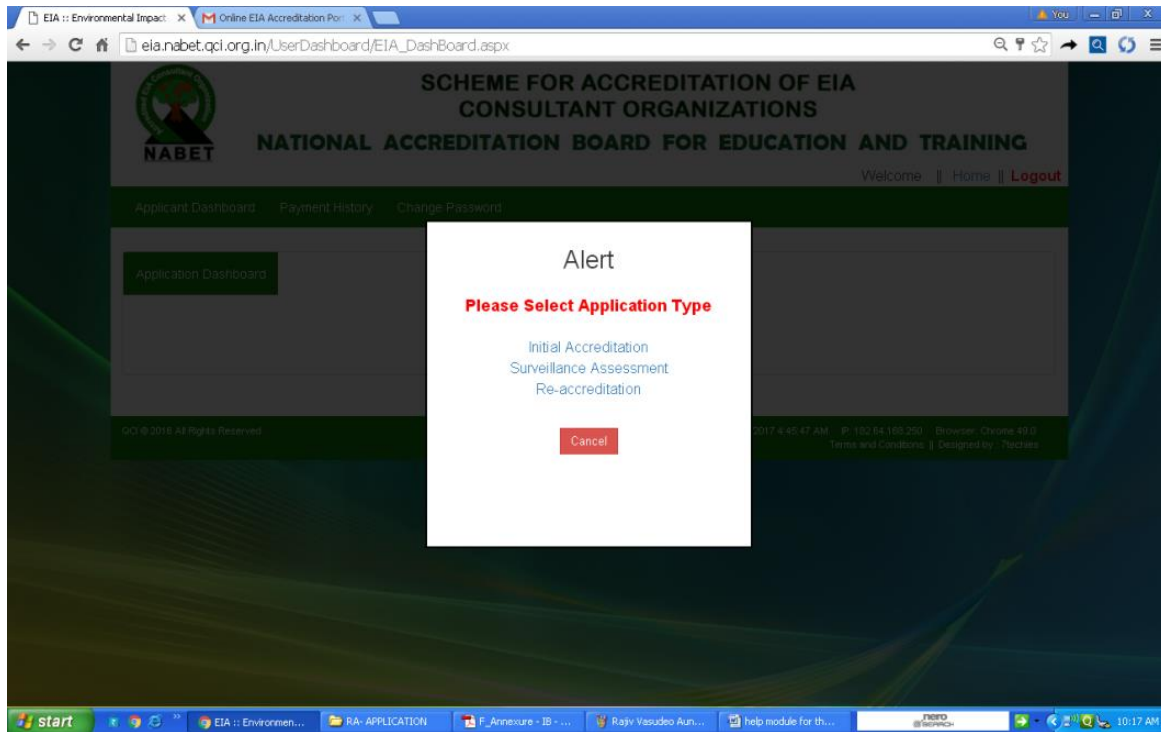
Q 4: How to fill the application form of Re-Accreditation?

Answer:

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

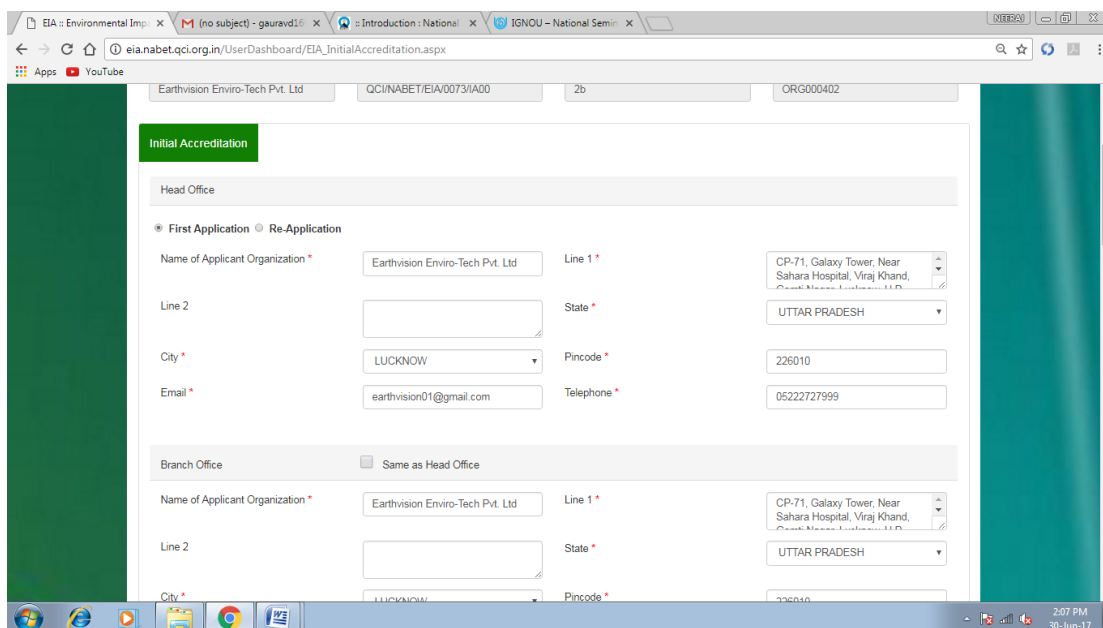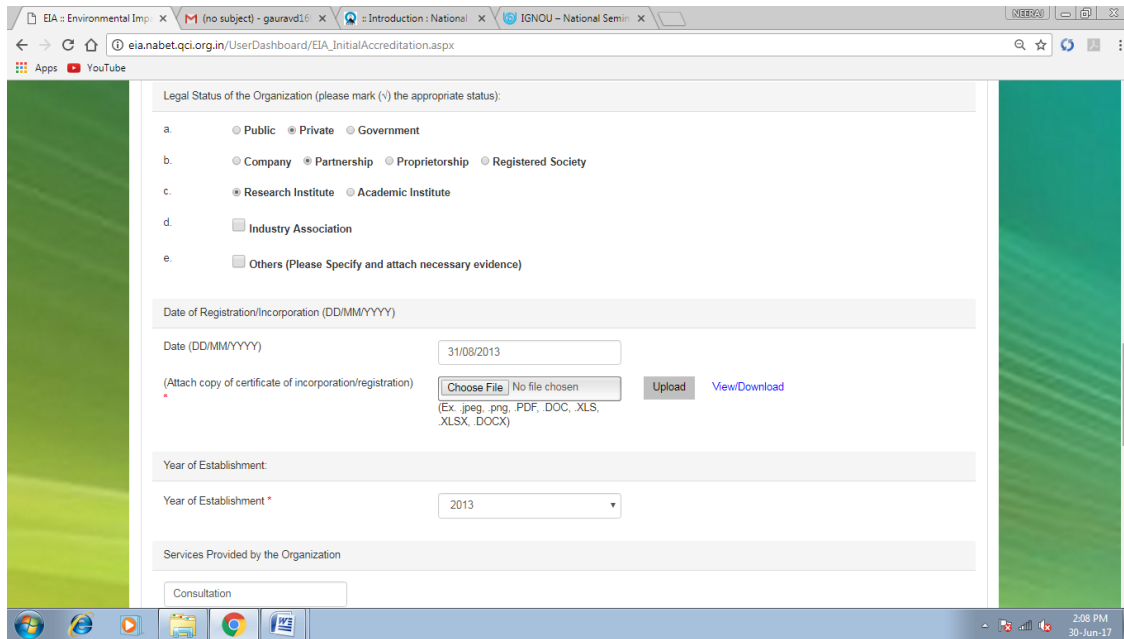Q 5: How to apply for different sectors in online application?

Answer:

First select the status of the sectors i.e whether the sector is newly proposed or you are seeking continuation of an already approved sector. Then Select the sector group followed by 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

Then select the FAs covered by the organization. Core FAs to be covered by In-house experts and significant FAs by either In-house/ Empanelled experts.
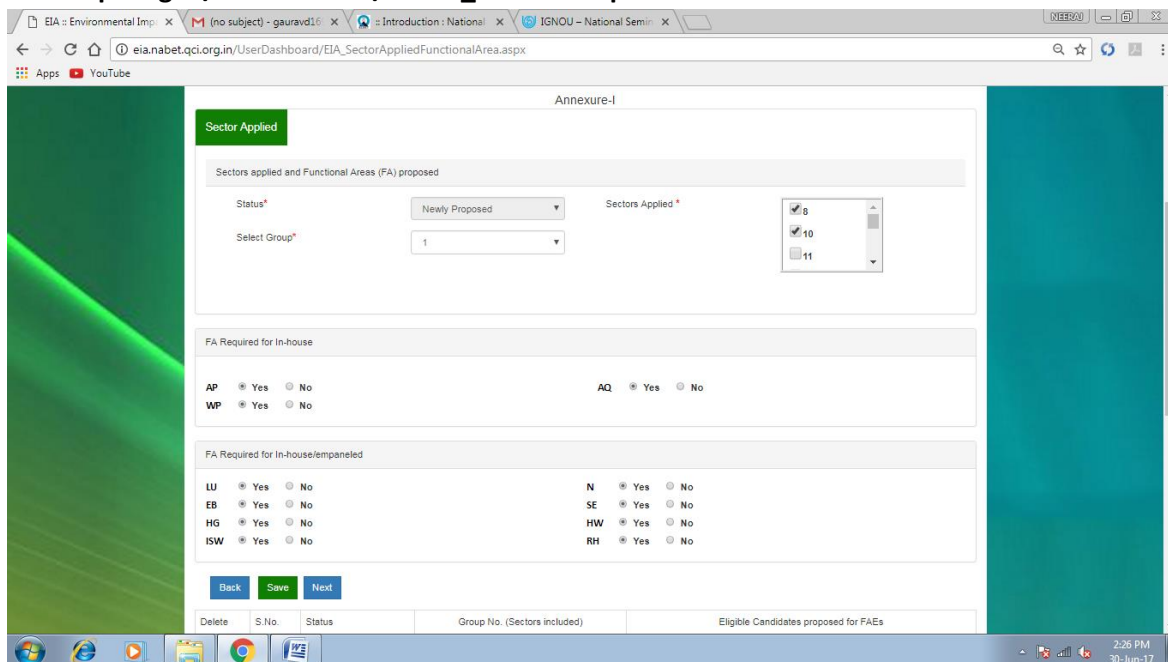
Q 6: Is it necessary to fill the section dealing with 'Compliance to the conditions of accreditation' when the compliance has not been made?

Answer:

The organizations applying for Re-accreditation need to fill in the information sought in this section along with supporting documents.

Q 7: Do we need to fill in the details of already approved experts available with the organization?

Answer:

Annexure IV, VIA4 and VIA5 of already approved experts need to be filled in with

the 'Employee type being given as Approved experts'. Annexure VIA4 for the experts approved earlier as EIA Coordinators and VIA5 for the experts already approved as FAEs. These Annexure VIA4 and VIA5 reflects the work carried out by an approved expert in the intervening period of the last assessment and the current assessment.

Q 8: How to submit experience details of the earlier approved experts in current application?

Answer:

Go to 'section c' of 'approved experts'. Open the Annexure-IV form by clicking Fill Form and fill all the required details in all forms. Also, Annexure VIA4 and VIA5 are required to be filled, if applicable (in case no work has been done by the candidate since the last assessment, then the applicant may submit Annexure VIA4 and Annexure VI5 mentioning no work done).

While filling in the form, please ensure following things:

- Fill the D.O.B (date of birth) *according to the given calendar format.*
- Upload recent 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- 3 days 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 9: How to submit details of an individual candidate being proposed as a fresh EC/ FAE in the application?

Answer:

Click on Employee type and select 'new experts', then select whether s/he has been proposed as EC/ FAE/ TM/AEC/Mentor etc.

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/Empanelled [IH/Emp] of the candidate.
4. Select the Sectors and Functional areas applied for the candidates.

After filling all the information press '**Save'** button.

Click 'Fill Form' in point d – new experts, 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.

Q 10: How to submit the work done by experts earlier approved as Functional area associates. Do we need to fill Annexure VIA5 for them?

Answer:

VIA5 are not required to be submitted by the approved FAAs. The experts earlier approved as FAA have to submit Annexure I F which details their contribution to various EIA projects under supervision of approved FAEs/ Mentors. It also reflects various trainings undergone by these FAAs.

Q 11: 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 12: While filling up Annexure VIA 1 do we need to inform QCI-NABET only about the completed EIAs or the ongoing EIAs are also to be informed.

Answer:

Annexure VIA1 may include the EIAs on any of the following stages:

- Cleared by EAC/ SEAC
- Final EIA report submitted to client
- PH completed
- Draft EIA completed
- On –going EIAs

Q 13: Most of our EIAs are very bulky and thus we are unable to upload the same on portal. Also, EIA report submission is a mandatory field for submission of application. How do we proceed further in such case?

Answer:

The EIA reports being bulky may be submitted to NABET either via Google drive or we-transfer. NABET secretariat shall inform the ACOs about the names of the EIA reports which are to be submitted (after submission of application).

Q 14: 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 'Google drive' ,'We-Transfer 'and e-mail.

Q 15: What information should be filled in Field Monitoring?
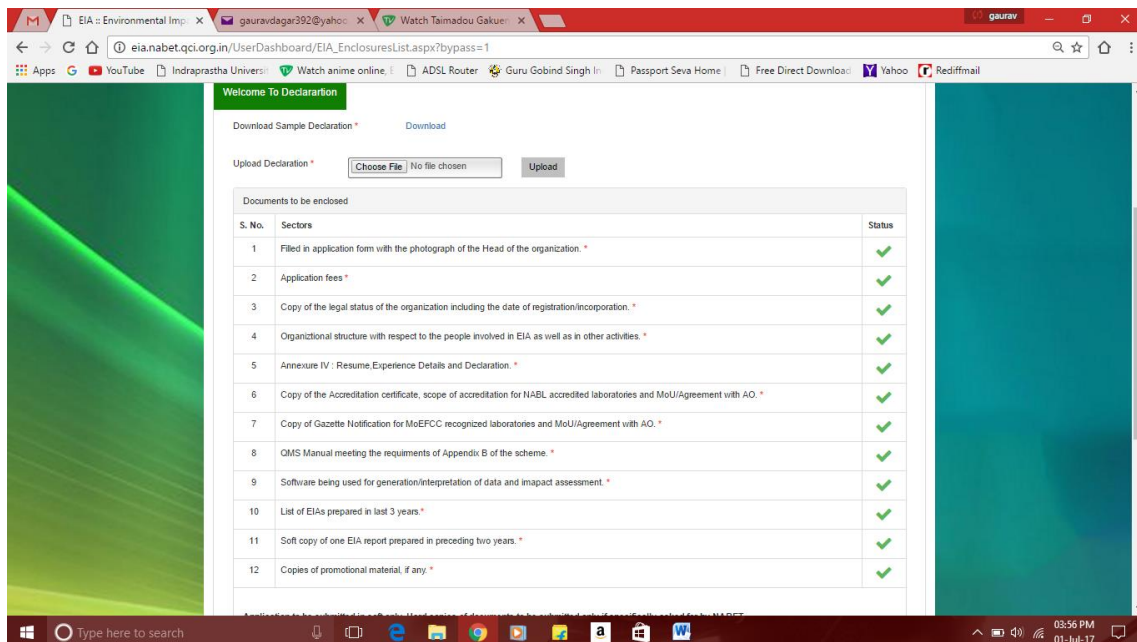
Answer:

Field monitoring deals with the information with respect to the laboratories being used for primary data collection. For eg. 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 16 What should be added to the Organizational Evaluation?

Ans. 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 17: Is it necessary to fill the self-assessment 'Improvements achieved'?

Answer:

Filling of self-assessment is mandatory while filling up the application for Re-accreditation. It helps an organization evaluate its own performance since initial accreditation and help them address the shortfalls at the beginning itself and thus preparing them well for the further assessment processes.
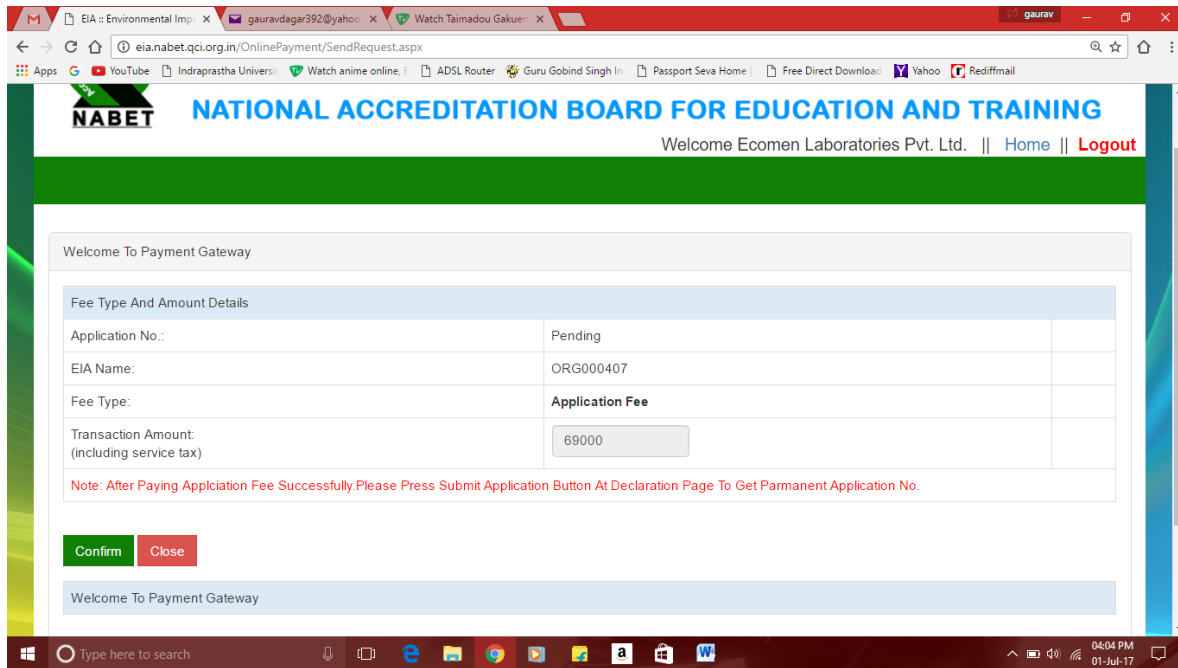
Q 18: What is the procedure for Payment?

Answer:

Go to the link 'Click Here To Pay Application Fee' to pay the application fee
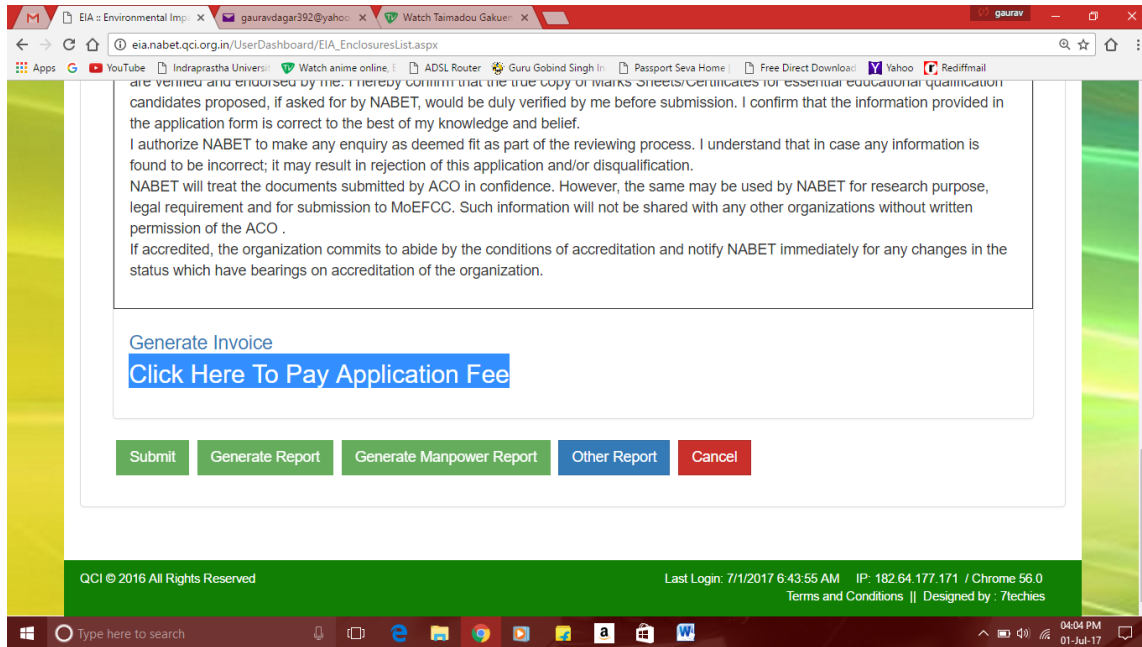
After clicking on the above mentioned link, following page shows up which gives the amount payable based on number of candidates applied by an organization (for ready reference please refer Appendix D page no. 82 of the Scheme)

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

Q 19: How does user gets the confirmation of the completeness of application and payment of fees?

Answer:

Once the application is completed and the payment is done and the application is submitted. An email is sent to the user on the registered mail id confirming the payment and submission of the application.

Q 20: How a user can pay for the desktop assessment and office assessment in due course of time?

Answer:

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

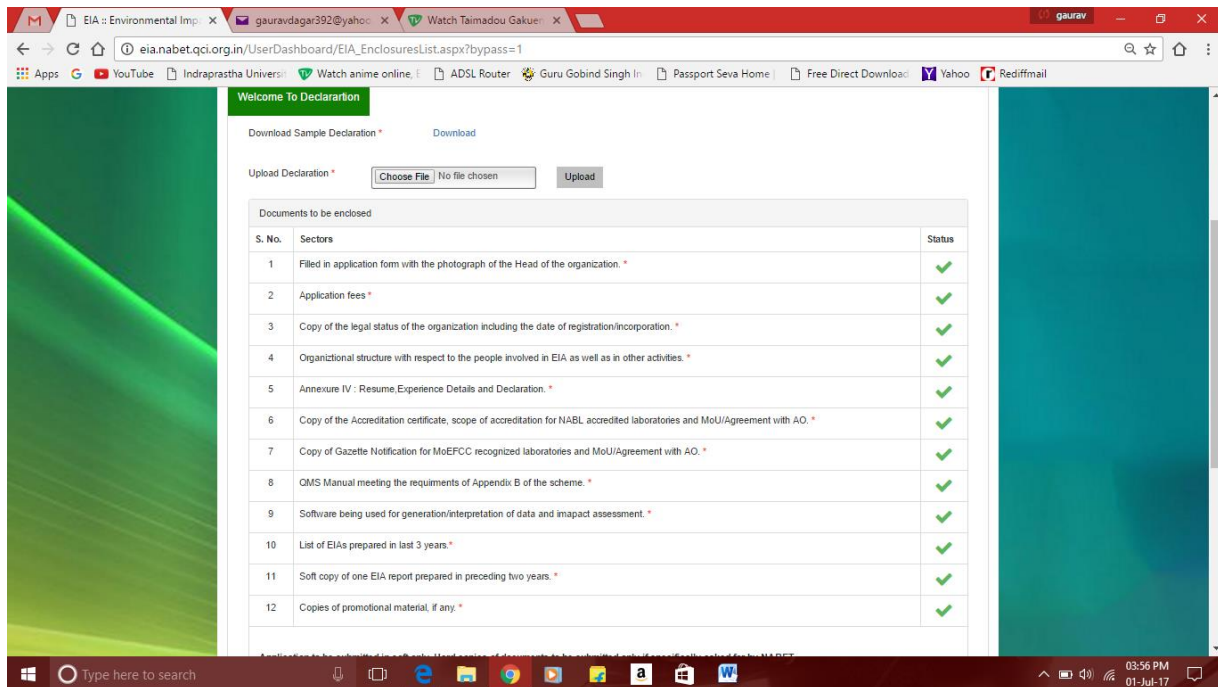Q 21: Once the application is submitted by the applicant organization, how to pursue it further?

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.

Q 22: What is purpose of the 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: