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.

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		For any type of ass	istance please contact at	24001	
		Email: elasupport nabet@dcin.org_tel.	NO(8): U11-25525410/17/10/19/20, 255.	23421123	
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	constituent Board of Quality C National Accreditation Board	for Education and Training (NABET)	and Indian Industry . The D Promotion, Ministry of Commen	epartment of Industrial Policy & ce & Industry, is the nodal ministry	
	in recent years has enlarged its scope of activitie	is and is trying to match its progress	for QCI. The Quality Council of India (QC	() is a pioneering experiment of the	
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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.

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	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,	
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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

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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.

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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'.

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Q 13What 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:

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1	Filled in application form with the photograph of the Head of the organization.*	×		
2	Application fees *	×.		
3	Copy of the legal status of the organization including the date of registration/incorporation. *	 Image: A second s		
4	Organiztional structure with respect to the people involved in EIA as well as in other activities.*	×		
5	Annexure IV : Resume,Experience Details and Declaration. *	 Image: A second s		
6	Copy of the Accreditation certificate, scope of accreditation for NABL accredited laboratories and MoU/Agreement with AO. *	✓		
7	Copy of Gazette Notification for MoEFCC recognized laboratories and MoU/Agreement with AO.*	×		
8	QMS Manual meeting the requiments of Appendix B of the scheme. *	 Image: A second s		
9	Software being used for generation/interpretation of data and imapact assessment.*	×		
10	List of EIAs prepared in last 3 years.*	×		
11	Soft copy of one EIA report prepared in preceding two years. *	 Internet internet 		
12	Copies of promotional material, if any.*	×		
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Q 16: What is the procedure for Payment?

Answer:

Go to the link '<u>Click Here to Pay Application Fee'</u> to pay the application fee

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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)

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Note: After Paying Applciation Fee Success	sfully.Please Press Submit Application	Button At Declaration Page To Get F	armanent Application No.	
Confirm				

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



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Douburget			QUALITY COUNCIL OF INDIA 2ND FLOOR,INSTITUTION OF ENGINEERS BAHARDURSHAH ZAFAR MARG NEW DELHI - 110 002 TELEFAX- 23379321 /9621		Deliv	very Note	D 24 M P 34	Dated 01-July- 017 Node/Terms of ayment 0 Days	NING ne Logou
Applic		a or	E-Mail accounts@qcin.org		Sup	olier's Ref.	0 R	Other Reference(s)	
Drg N Eart	EARTHVI CP-71, GA	SION ENVIRO-TE	ICH PVT. LTD IEAR SAHARA HOSPITAL, VIRAJ KHAND, GOMTI NAGA	AR, LUCKNOW,	Buye	er's Order I	No. D	ated	
Applic	U.P., UTTA	R PRADESH-226	8010		Des	oatch ument No.	D	ated	
-ppiic					Des throu	oatched ugh	D	estination	pplication
					Term	is of Delive	ry		ad Report
	SL No.	Particular		Q	uantity	Rate	per	Amount	
	1.	Application Fe						30000	
NCs	2.	Service Tax(C	OUT PUT)(On Assessable Amount 30000)			14	%	4200 .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.