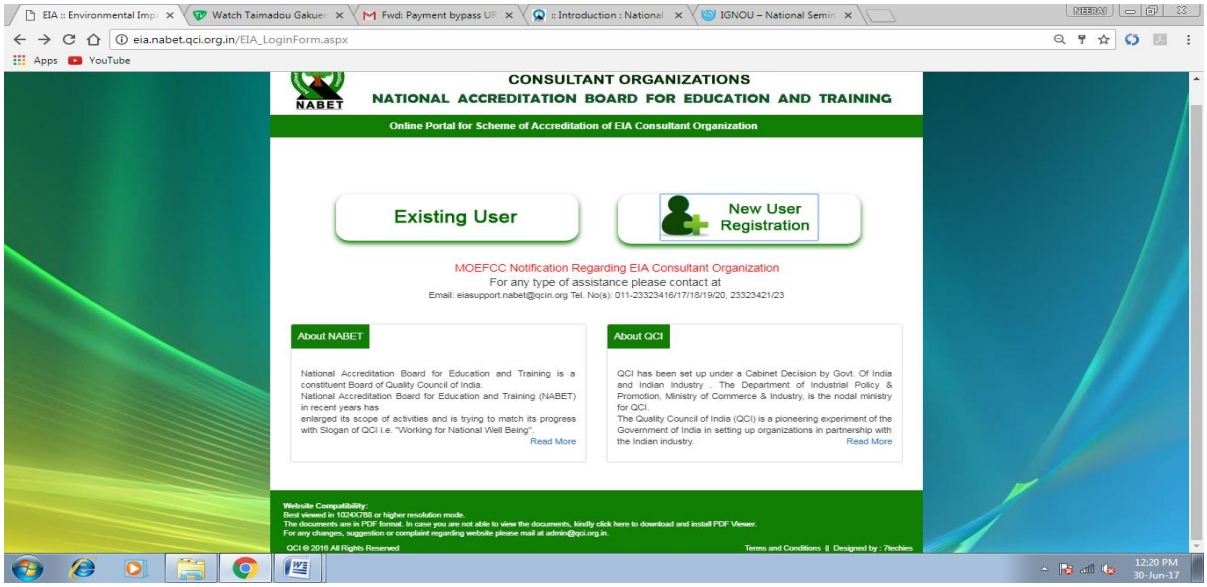
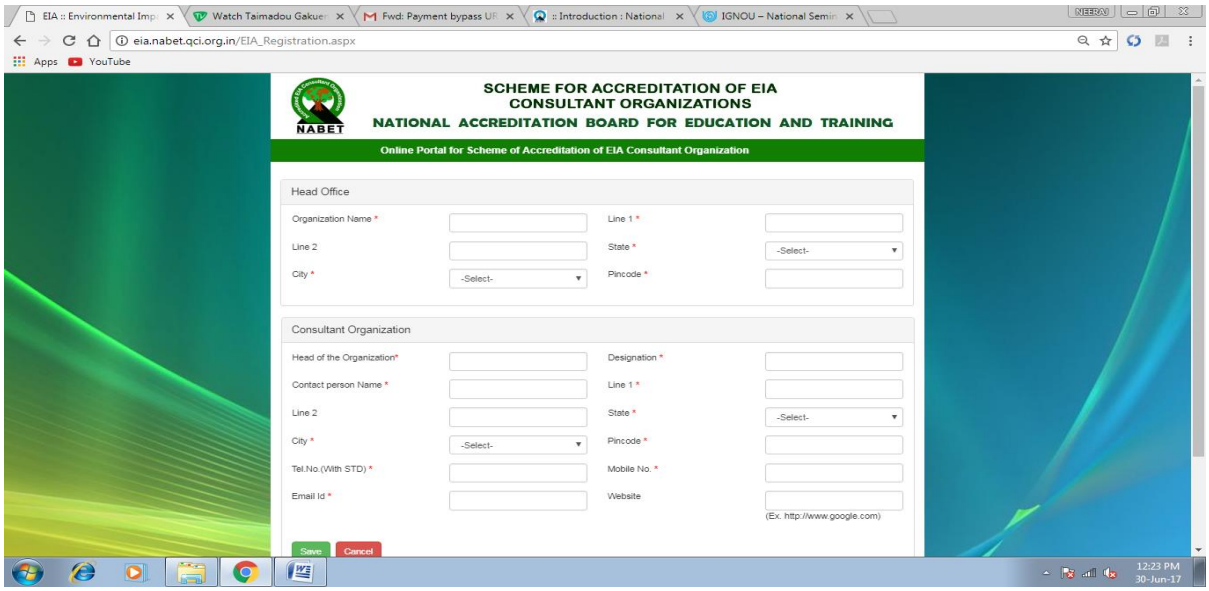
FAQ for Initial Accreditation (IA)

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.





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?

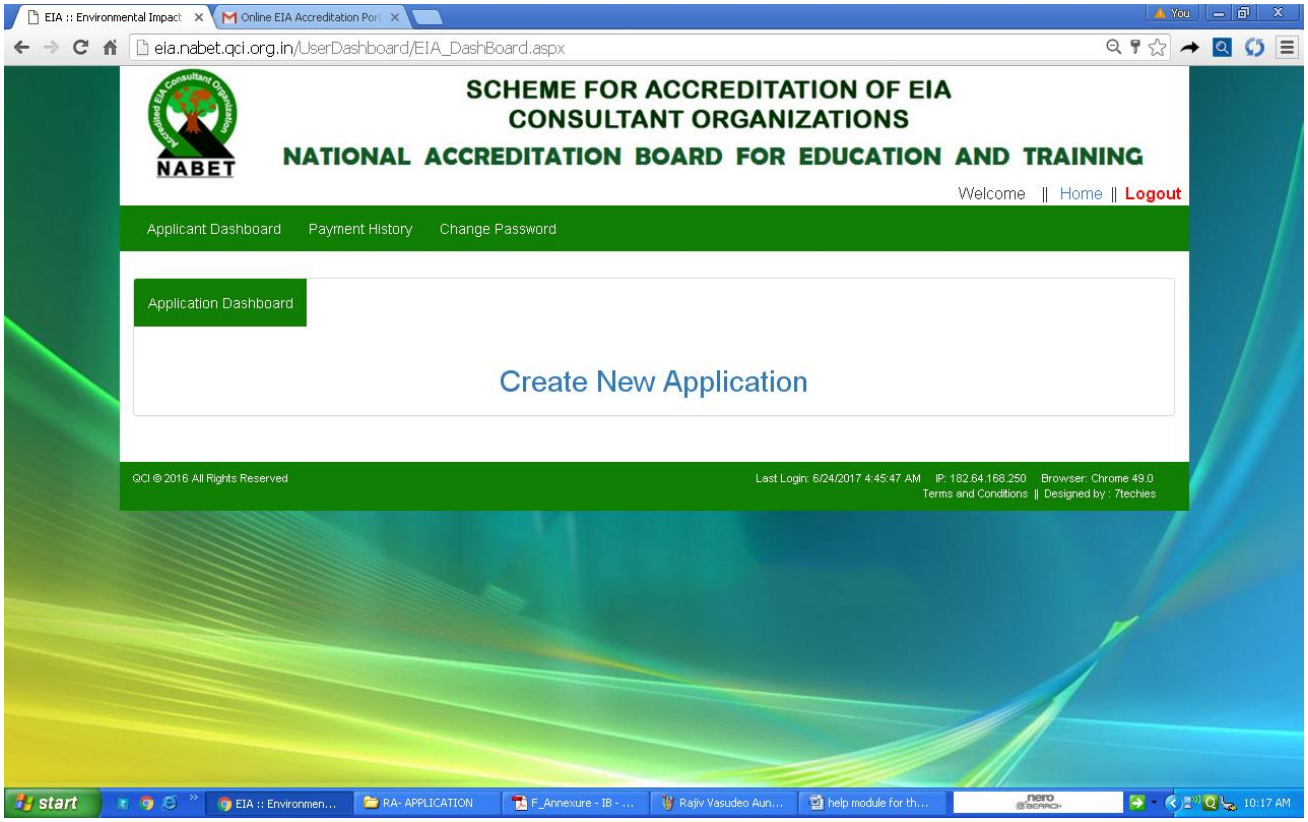
Answer:

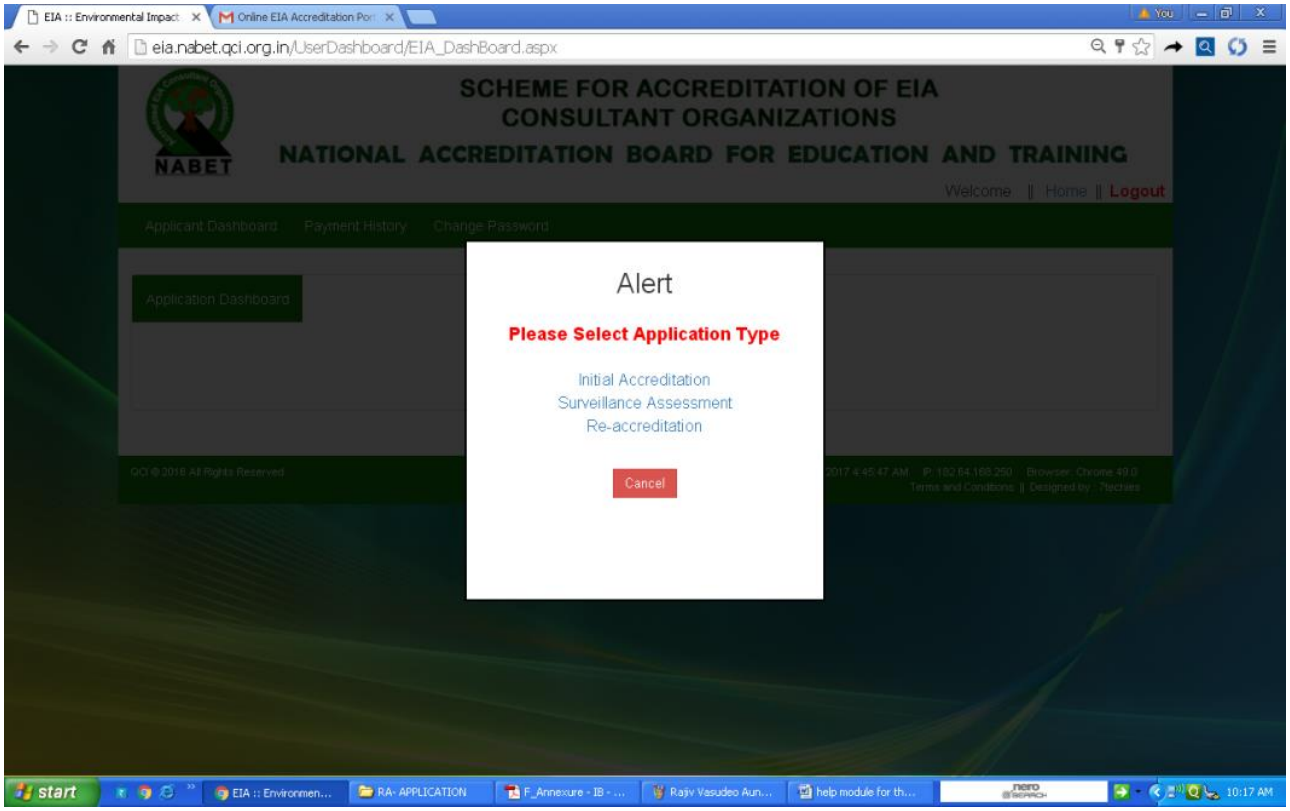
The email id used by an organization for general communications with NABET is preferred to be used for registration since the same shall become user id for that particular applicant organization. Notifying emails shall also be sent on this email id.

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.

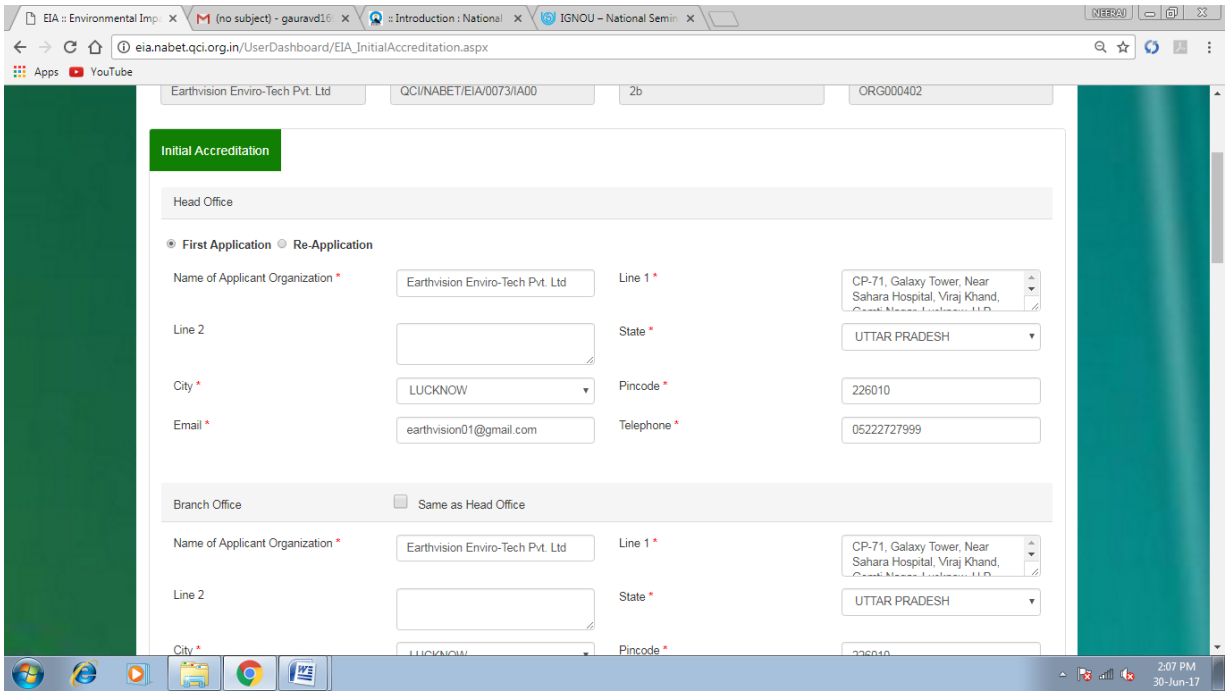


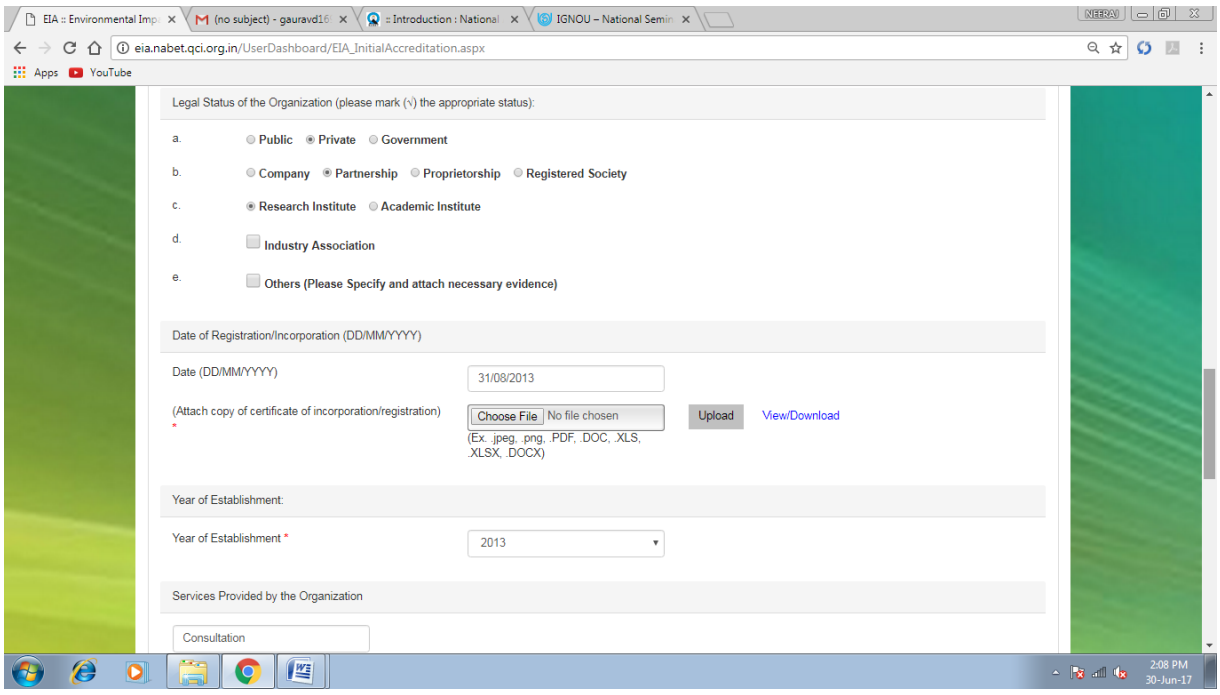


Q 4: How to fill the application form of IA?

Answer:

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


eia.nabet.qci.org/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,
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,
Line 2
State *
UTTAR PRADESH
City *
Pincode *
2:07 PM
30-Jun-17

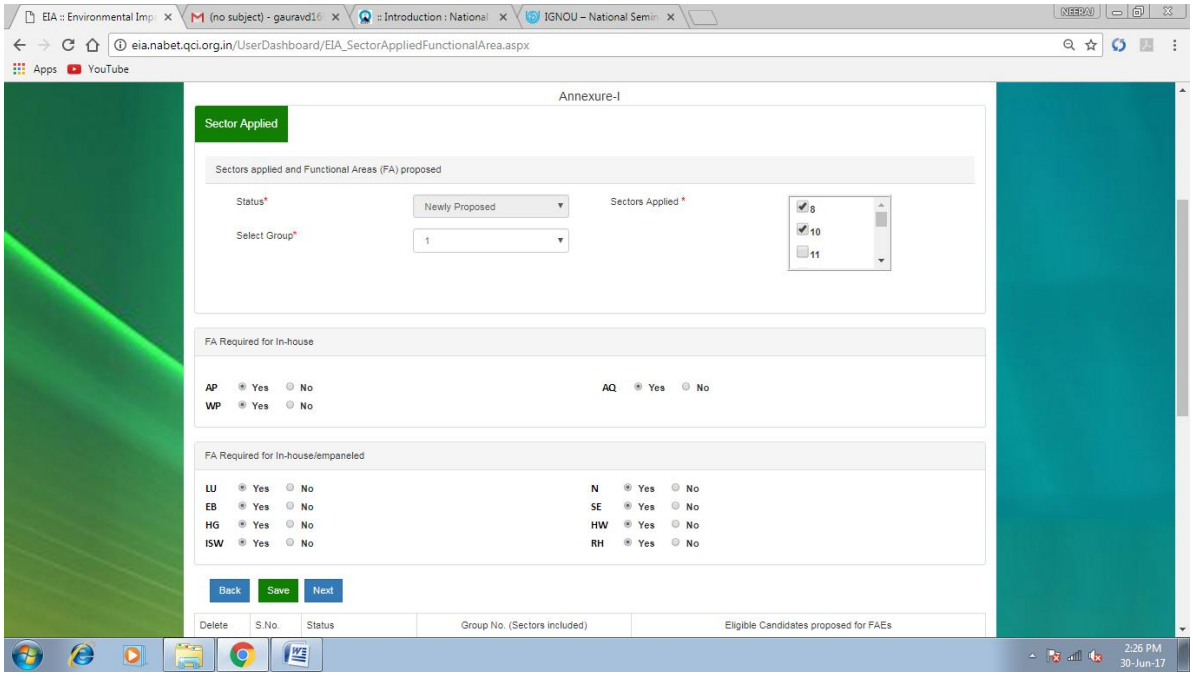

eia.nabet.qci.org/UserDashboard/EIA_InitialAccreditation.aspx
Legal Status of the Organization (please mark (√) the appropriate status):
a. Public Private Government
b. Company Partnership Proprietorship Registered Society
c. Research Institute Academic Institute
d. Industry Association
e. Others (Please 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) *
Choose File No file chosen
Upload
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



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:

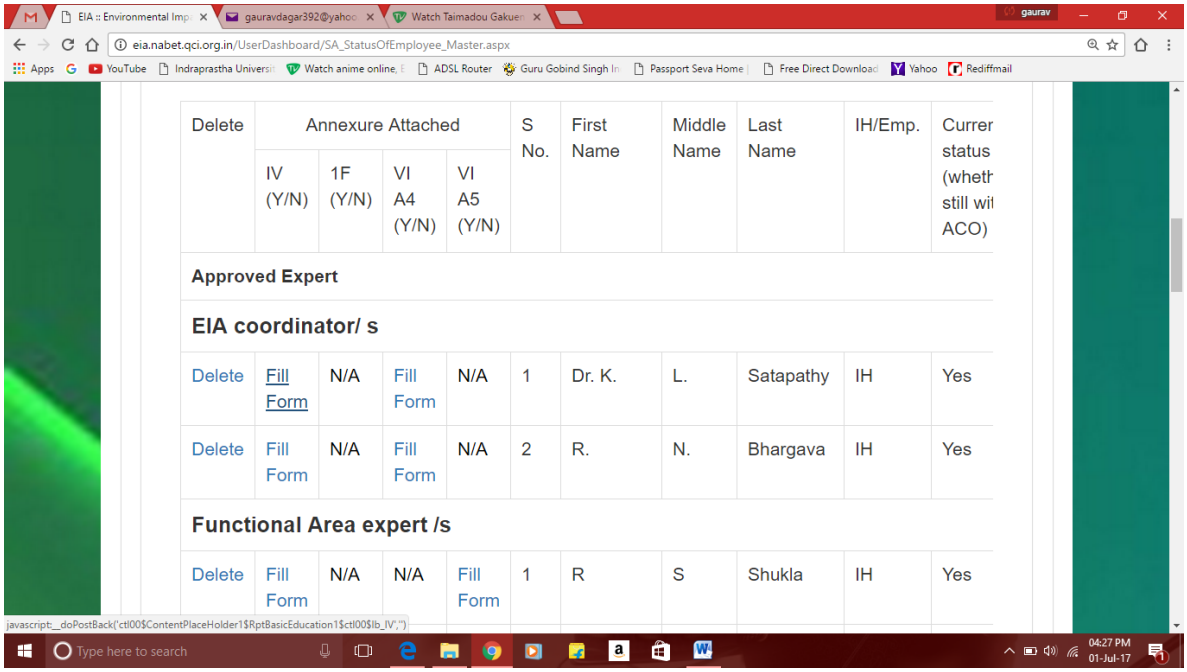
1. Fill the First Name, Middle Name and then Last Name of the candidate proposed.
2. Select the designation of the proposed candidate.
3. Choose the employment status as In-house/Empaneled [IH/Emp] of the candidate.
4. Select the Sectors and Functional areas applied for the candidates.

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

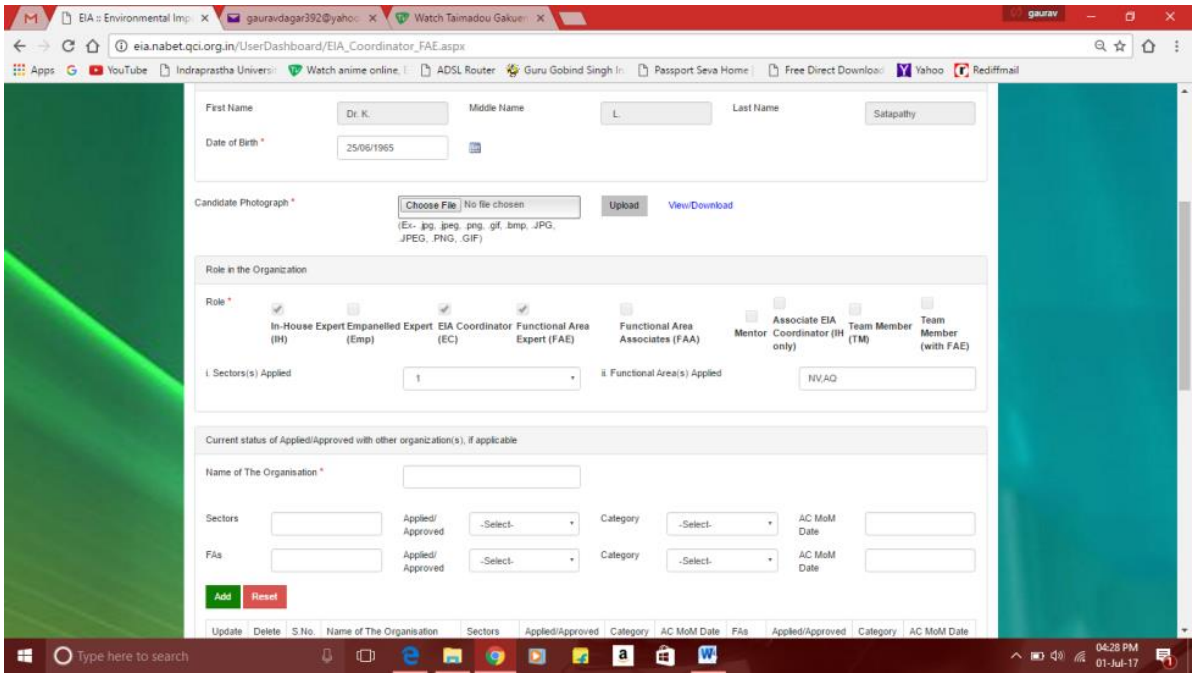
Q 9: How to submit details of an individual candidate being proposed as an EC/ FAE in the application?

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	Annexure Attached				S No.	First Name	Middle Name	Last Name	IH/Emp.	Currer status (whetl 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	N/A	Fill Form	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.

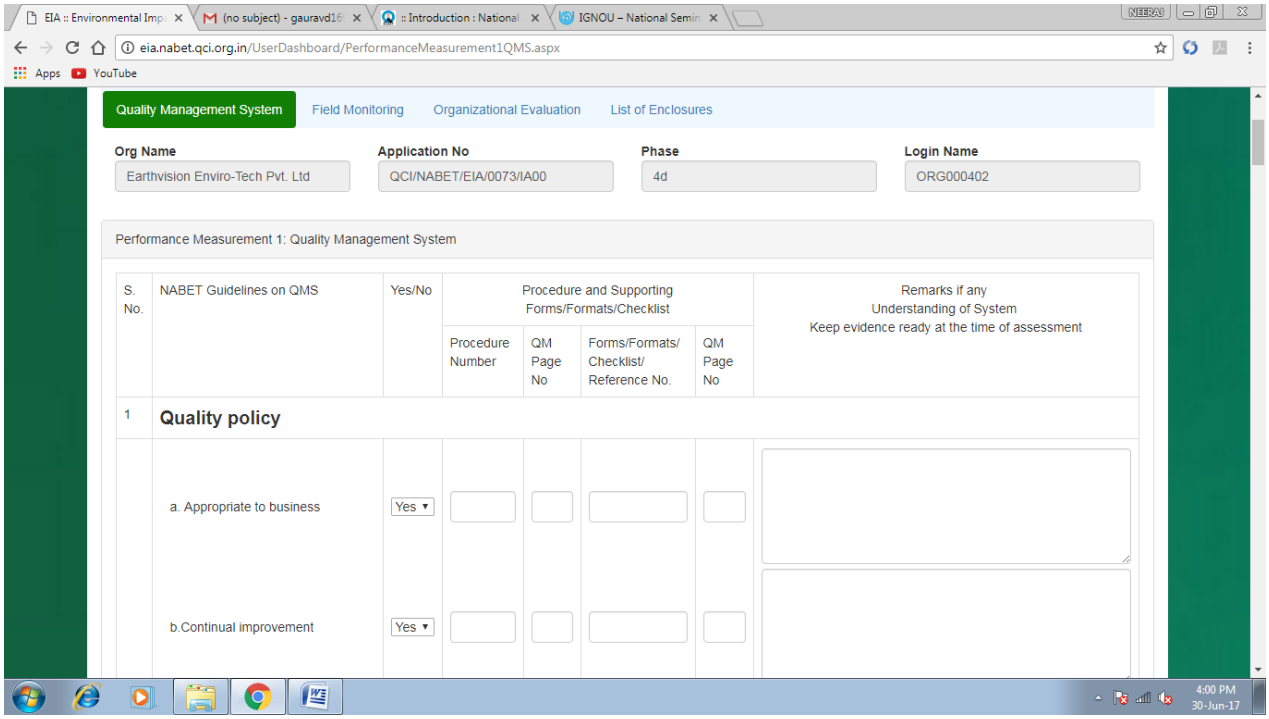
Q 12: How to fill the QMS (Quality Management System)?

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'.



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?

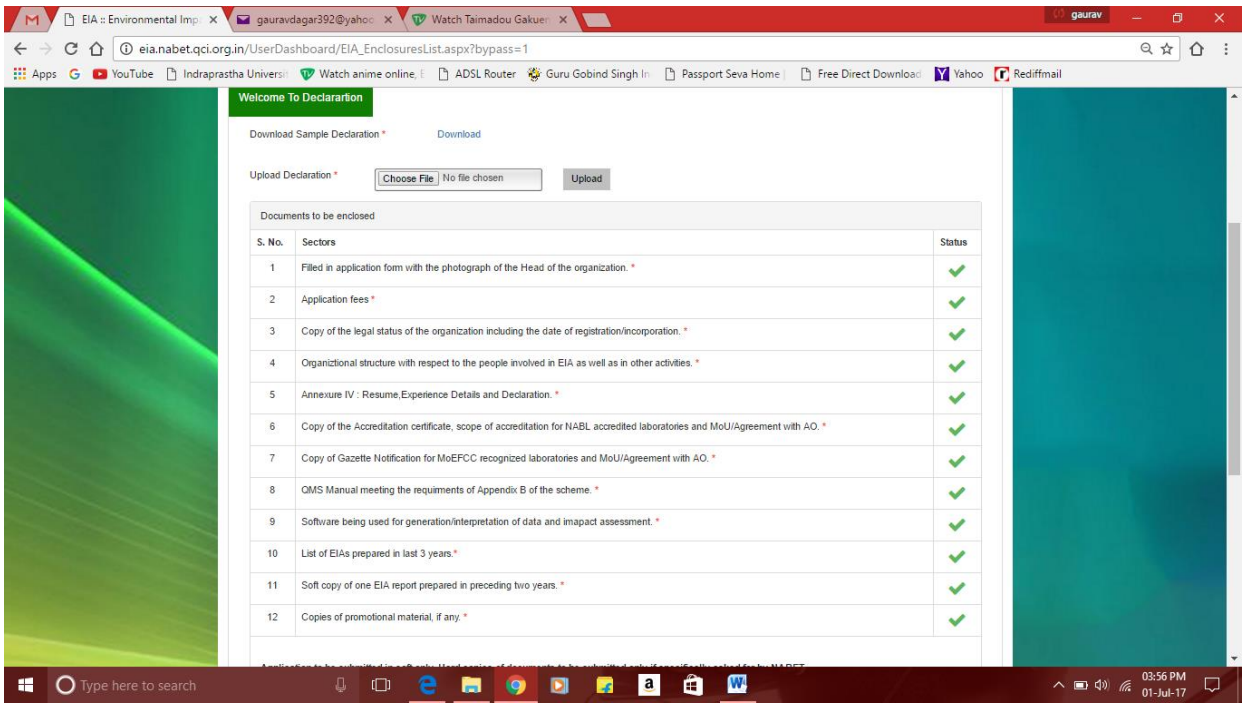
Answer:

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:

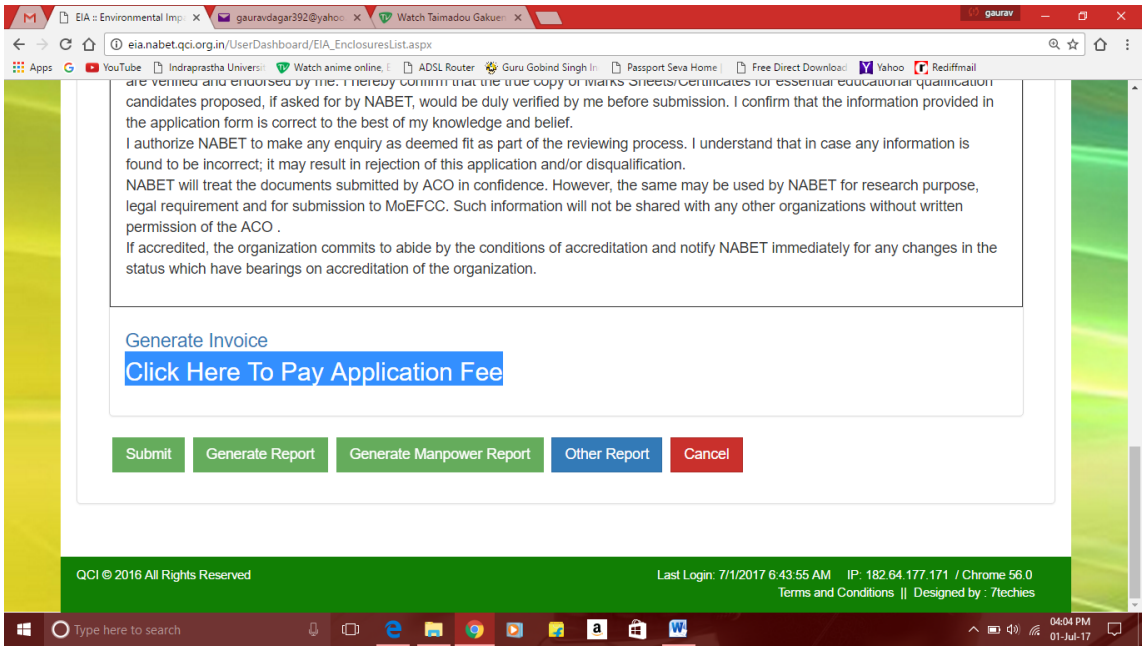
This module tells us what all Certificates/Reports/Annexures are mandatory for an application to be considered as completed and ready for submission. If the required documents are submitted, it shows green ticks otherwise shows red crosses as given below:



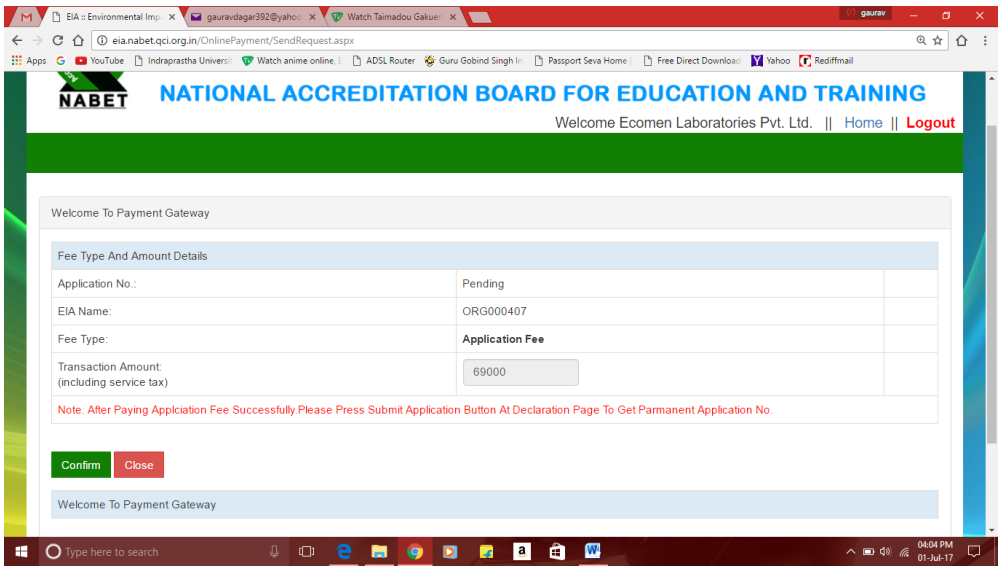
Q 16: What is the procedure for Payment?

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:

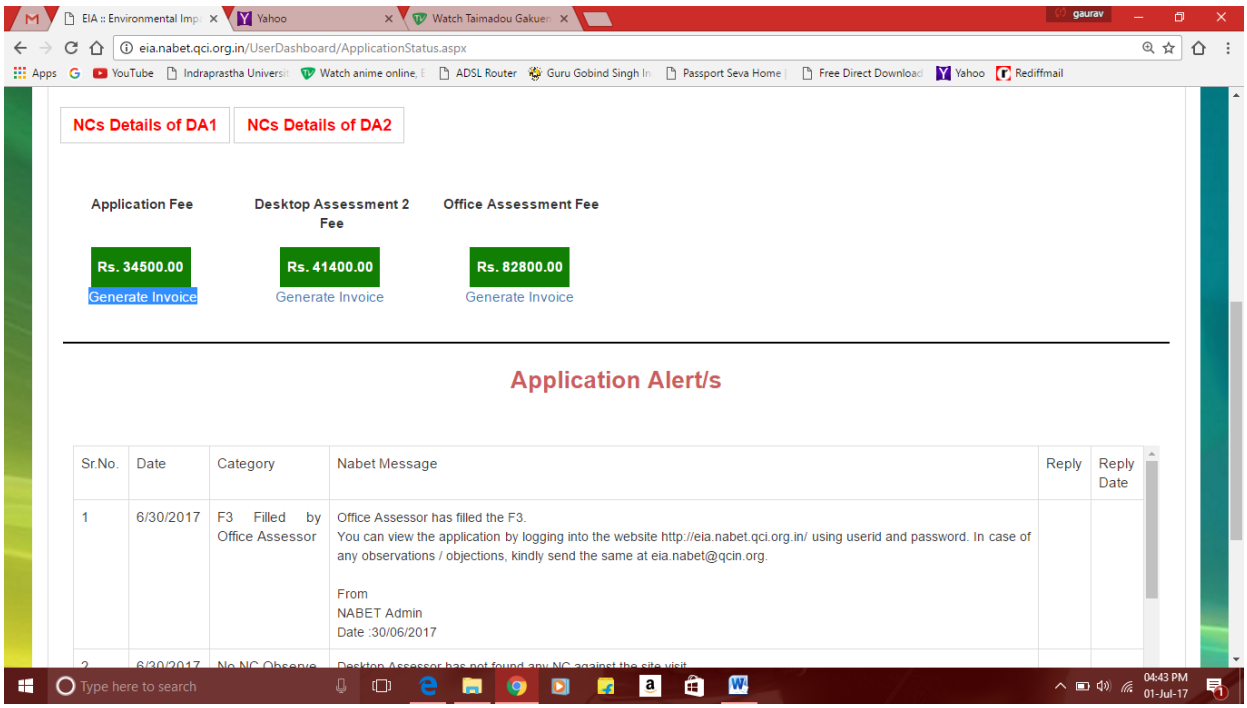
Once the application is completed, the payment is done the application is submitted.

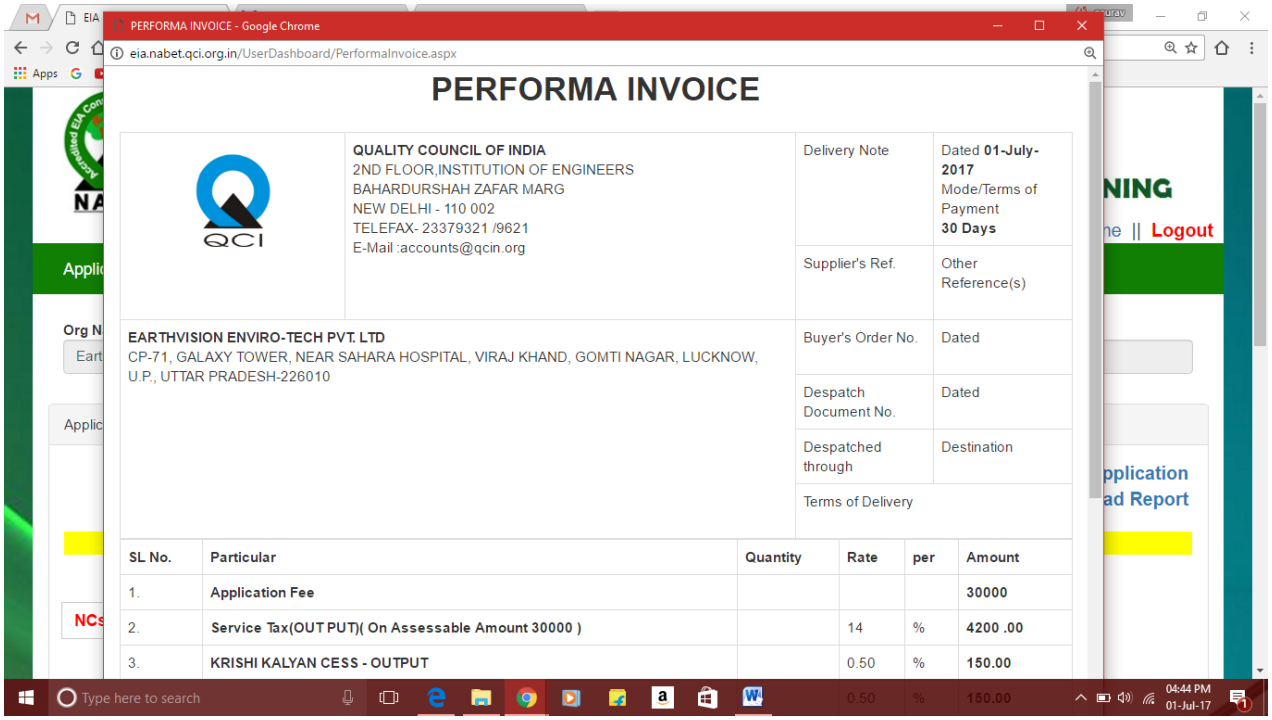
An email is sent to the user on the registered email id confirming the payment and submission of the application.

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





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.