

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.

The screenshot shows the login page of the National Accreditation Board for Education and Training (NABET) online portal. The page features a green header with the NABET logo and the text "CONSULTANT ORGANIZATIONS NATIONAL ACCREDITATION BOARD FOR EDUCATION AND TRAINING". Below the header, there are two main buttons: "Existing User" and "New User Registration". A red notification banner reads "MOEFCC Notification Regarding EIA Consultant Organization For any type of assistance please contact at Email: eiasupport.nabet@qcin.org Tel. No(s): 011-23323416/17/18/19/20, 23323421/23". There are also sections for "About NABET" and "About QCI" with "Read More" links. The footer includes "Website Compatibility: Best viewed in 1024x768 or higher resolution mode." and "© 2016 All Rights Reserved".

The screenshot shows the registration form on the NABET online portal. The form is titled "SCHEME FOR ACCREDITATION OF EIA CONSULTANT ORGANIZATIONS NATIONAL ACCREDITATION BOARD FOR EDUCATION AND TRAINING". It is divided into two main sections: "Head Office" and "Consultant Organization". The "Head Office" section includes fields for Organization Name, Line 1, Line 2, State, City, and Pincode. The "Consultant Organization" section includes fields for Head of the Organization, Designation, Contact person Name, Line 1, Line 2, State, City, Pincode, Tel.No (With STD), Mobile No., and Email Id. There are "Save" and "Cancel" buttons at the bottom of the form. The footer includes "© 2016 All Rights Reserved" and "Terms and Conditions | Designed by: 7technics".

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?

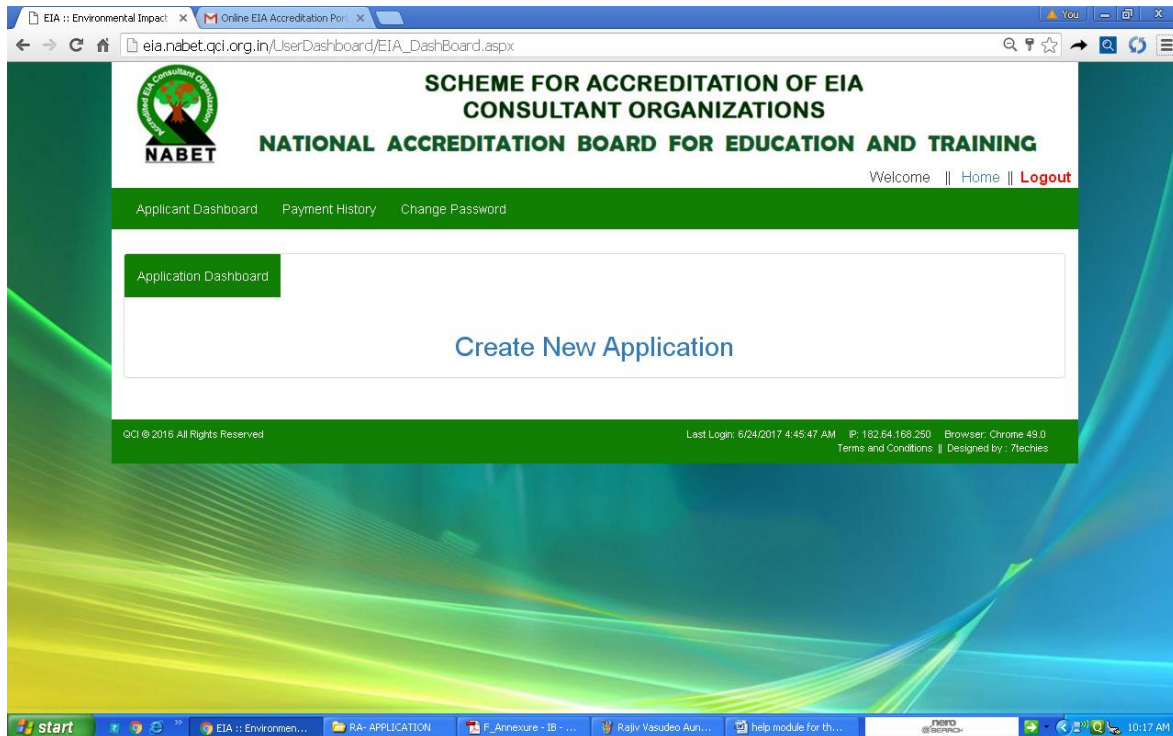
Answer:

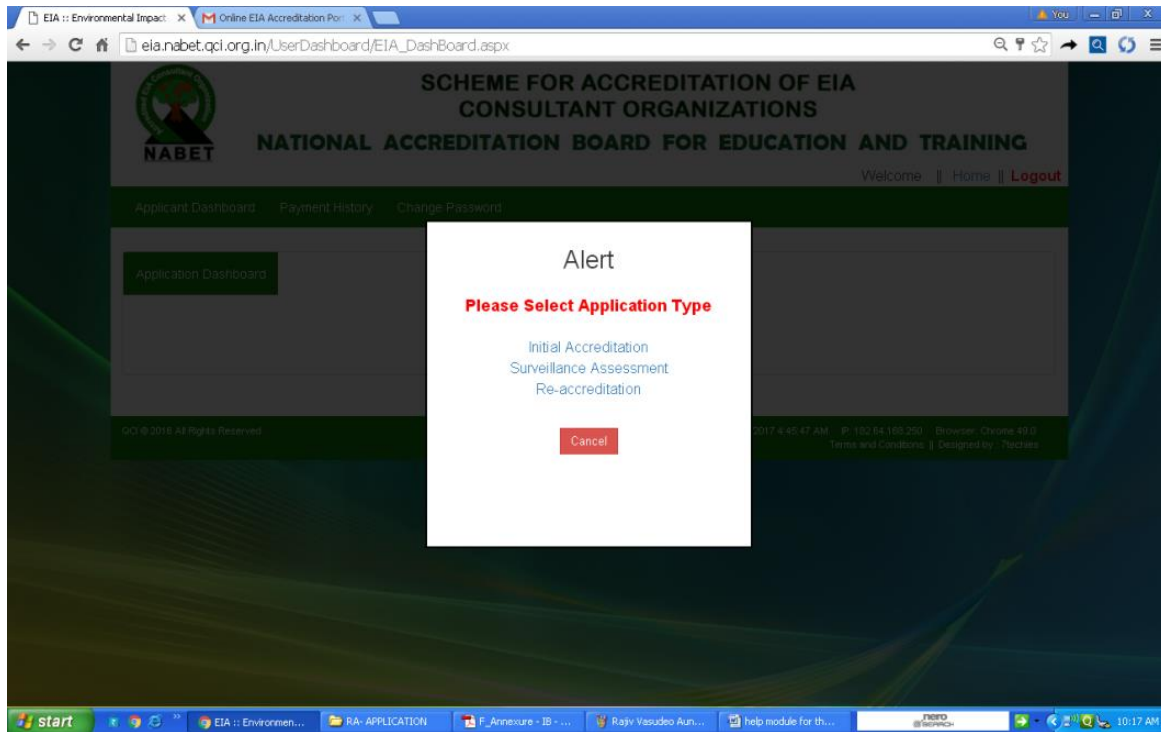
The mail id used by an organization for general communications with NABET is preferred to be used for registration since the same shall become user id for that particular applicant organization. Notifying emails shall also be sent on this email id.

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...

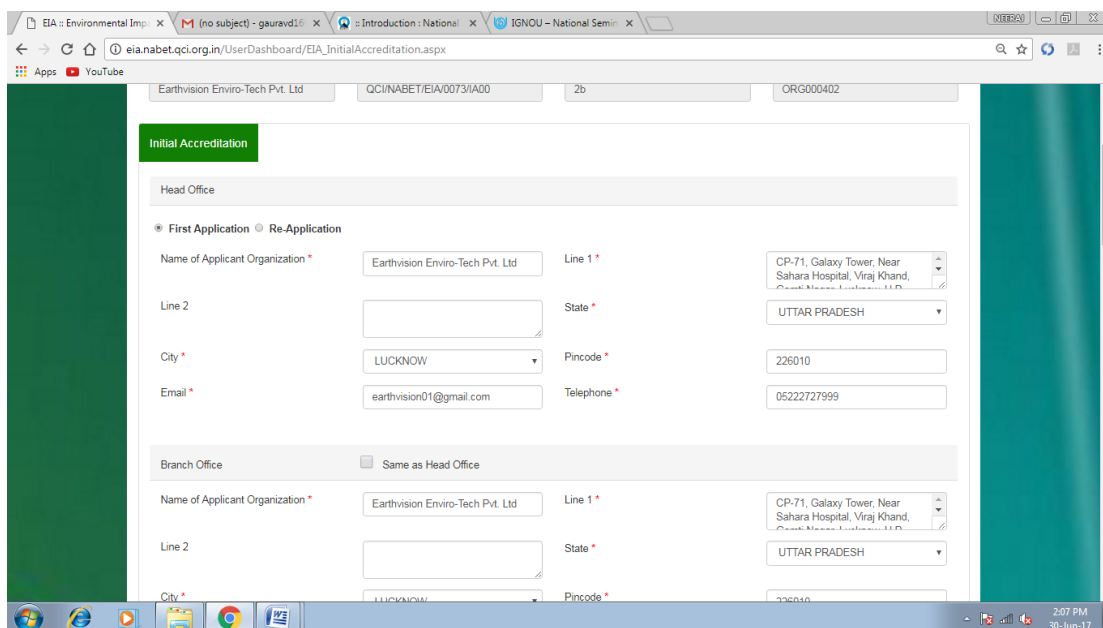


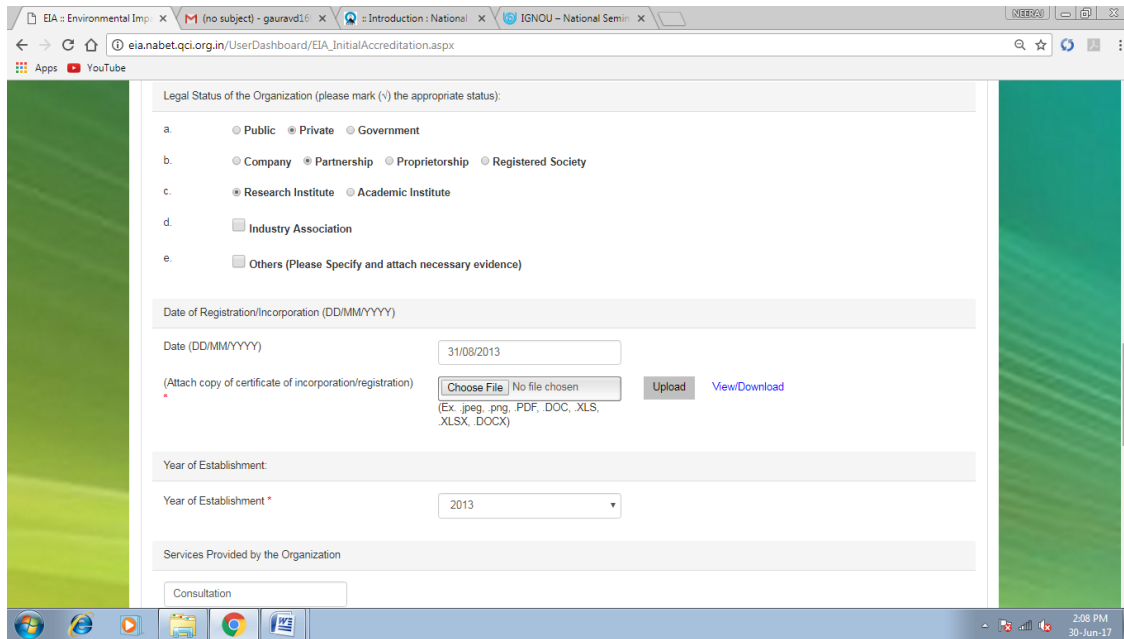


Q 4: How to fill the application form of Re-Accreditation?

Answer:

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



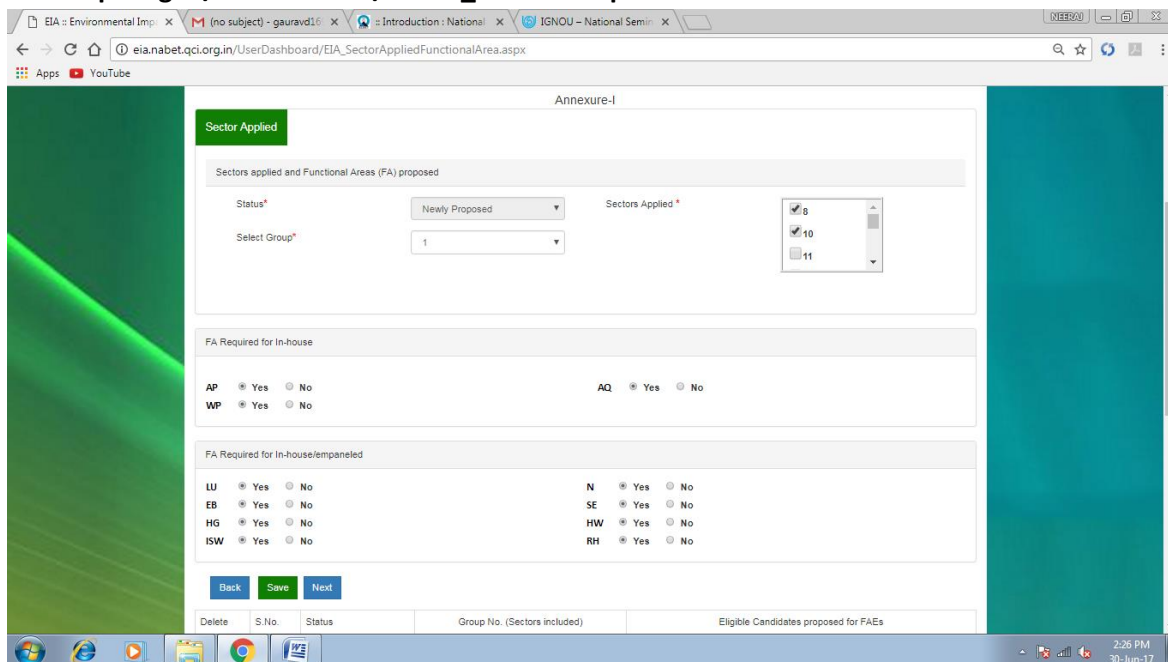


Q 5: How to apply for different sectors in online application?

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 screenshot shows a web browser window with the URL `eia.nabet.qci.org.in/UserDashboard/SA_StatusOfEmployee_Master.aspx`. The page contains a form for entering employee details with fields for First Name, Middle Name, and Last Name, and buttons for Back, Save, and Next. Below the form is a section titled 'c) List of Approved Experts' containing a table with columns for Delete, Annexure Attached (IV, 1F, VI A4, VI A5), S No., First Name, Middle Name, Last Name, IH/Emp., Current status, and Sectors/ FAs applied in SA and Sectors/ FAs approved in SA.

Delete	Annexure Attached				S No.	First Name	Middle Name	Last Name	IH/Emp.	Current status (whether still with organization)	Sectors/ FAs applied in SA	Sectors/ FAs approved in SA
	IV (Y/N)	1F (Y/N)	VI A4 (Y/N)	VI A5 (Y/N)								
Approved Expert												
EIA coordinator/ s												
Delete	Completed	N/A	Completed	N/A	1	Mr. Paresh		Joshi	Emp		17,20,21	17
Delete	Completed	N/A	Completed	N/A	2	Mr. Sameer		Deshpande	Emp		3,2,27,38	27,38
Delete	Completed	N/A	Completed	N/A	3	Dr. Anji	Reddy	Mareddy	Emp	Yes	3,31,4,9,8	4,9,31
Delete	Fill Form	N/A	Fill Form	N/A	4	Dr. Dibyendu		Banerjee	Emp	Yes	1,38,9,8,13	9,1,8
Delete	Completed	N/A	Completed	N/A	5	Dr. Shankar		NathijiGajbhiye	Emp	Yes	27,33,4,14,18	27,33

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.

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.

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 "Earthvision Enviro-Tech Pvt. Ltd" with application number "QCI/NABET/EIA/0073/IA00" and phase "4d".

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

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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	b. Continual improvement	Yes ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

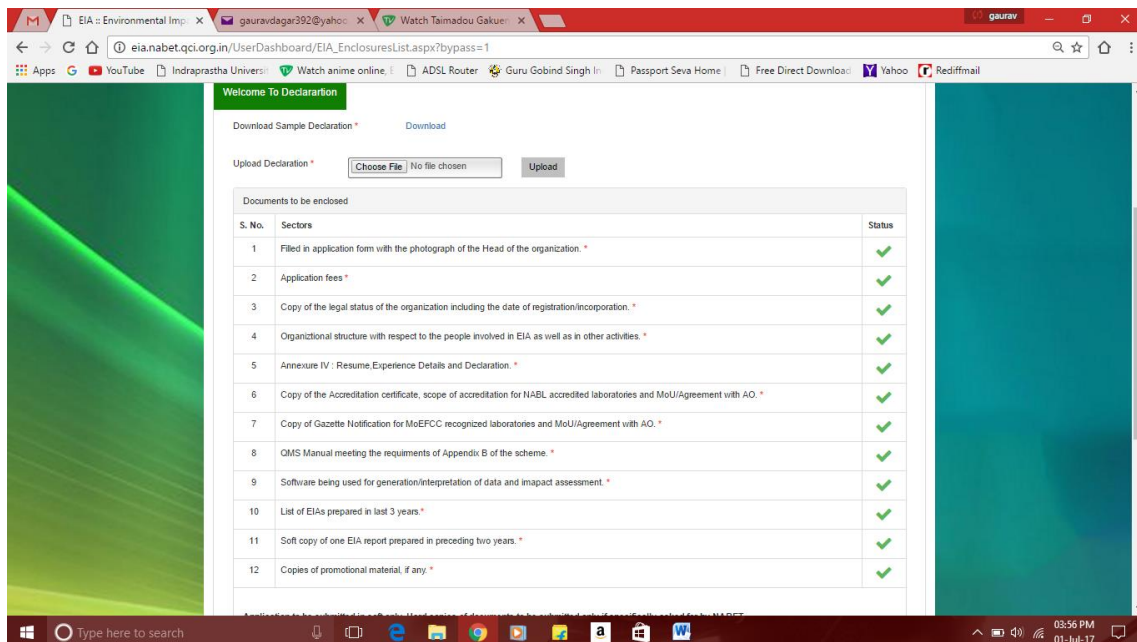
Answer:

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.



The screenshot displays a web application interface for EIA Enclosures List. The page title is "Welcome To Declaration". There are two main sections: "Download Sample Declaration" with a "Download" button, and "Upload Declaration" with a "Choose File" button (showing "No file chosen") and an "Upload" button. Below these is a table titled "Documents to be enclosed" with the following data:

S. No.	Sectors	Status
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. *	✓
4	Organizational structure with respect to the people involved in EIA as well as in other activities. *	✓
5	Annexure IV : Resume, Experience Details and Declaration. *	✓
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	OMS Manual meeting the requirements of Appendix B of the scheme. *	✓
9	Software being used for generation/interpretation of data and impact assessment. *	✓
10	List of EIAs prepared in last 3 years. *	✓
11	Soft copy of one EIA report prepared in preceding two years. *	✓
12	Copies of promotional material, if any. *	✓

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

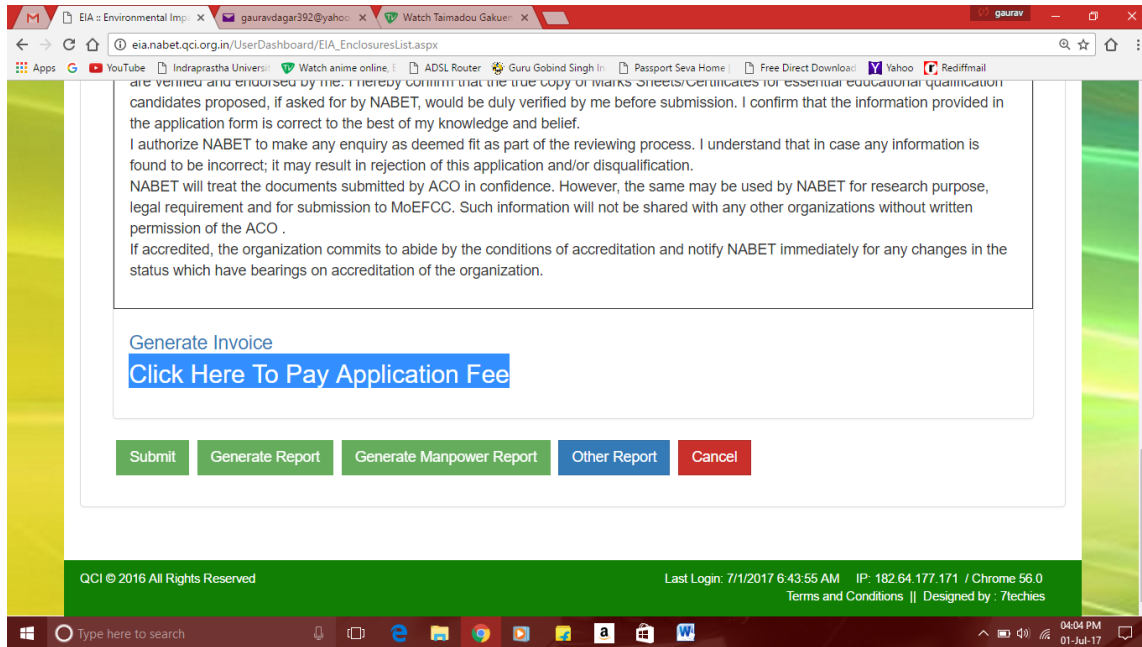
Answer:

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.

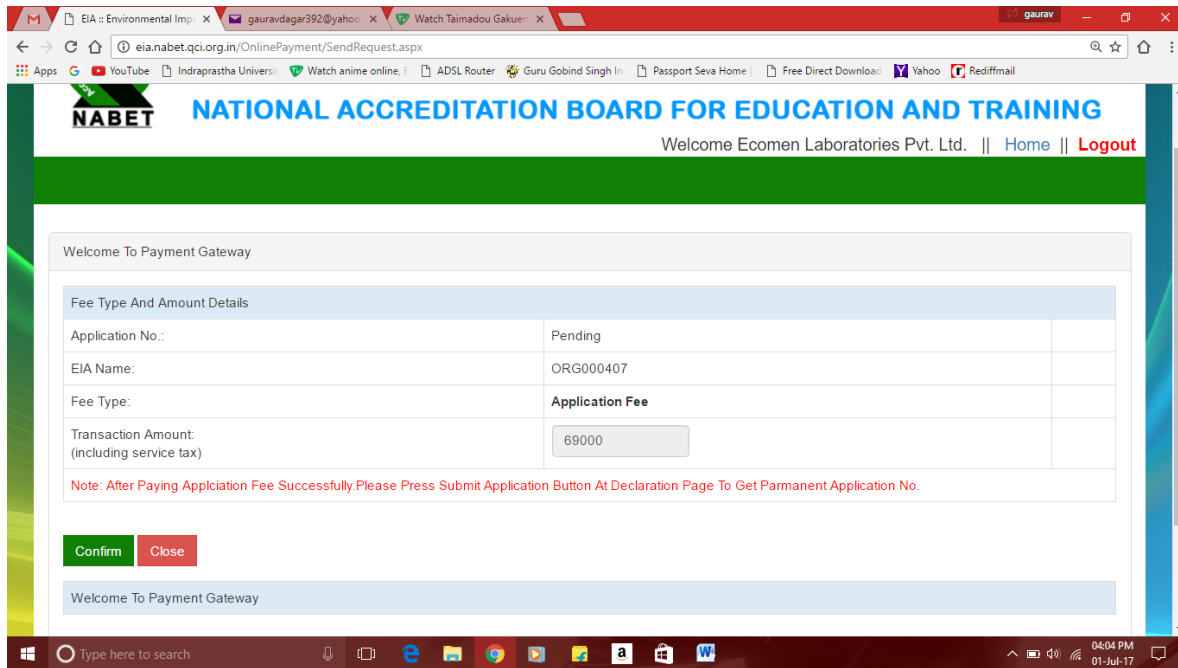
Q 18: What is the procedure for Payment?

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

The screenshot shows the 'ApplicationStatus.aspx' page on the NABET website. It features two tabs: 'NCs Details of DA1' and 'NCs Details of DA2'. Below the tabs, there are three fee categories with their respective amounts and 'Generate Invoice' links:

- Application Fee:** Rs. 34500.00
- Desktop Assessment 2 Fee:** Rs. 41400.00
- Office Assessment Fee:** Rs. 82800.00

Below the fee section is an 'Application Alert/s' section with a table containing one alert:

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		

The screenshot shows a 'PERFORMA INVOICE' from the Quality Council of India (QCI) to Earthvision Enviro-Tech Pvt. Ltd. The invoice includes the following details:

QUALITY COUNCIL OF INDIA
2ND FLOOR, INSTITUTION OF ENGINEERS
BAHARDURSHAH ZAFAR MARG
NEW DELHI - 110 002
TELEFAX- 23379321 /9621
E-Mail :accounts@qcin.org

EARTHVISION ENVIRO-TECH PVT. LTD
CP-71, GALAXY TOWER, NEAR SAHARA HOSPITAL, VIRAJ KHAND, GOMTI NAGAR, LUCKNOW,
U.P., UTTAR PRADESH-226010

Delivery Note: Dated 01-July-2017
Mode/Terms of Payment: 30 Days

Supplier's Ref.: Other Reference(s)

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

Answer:

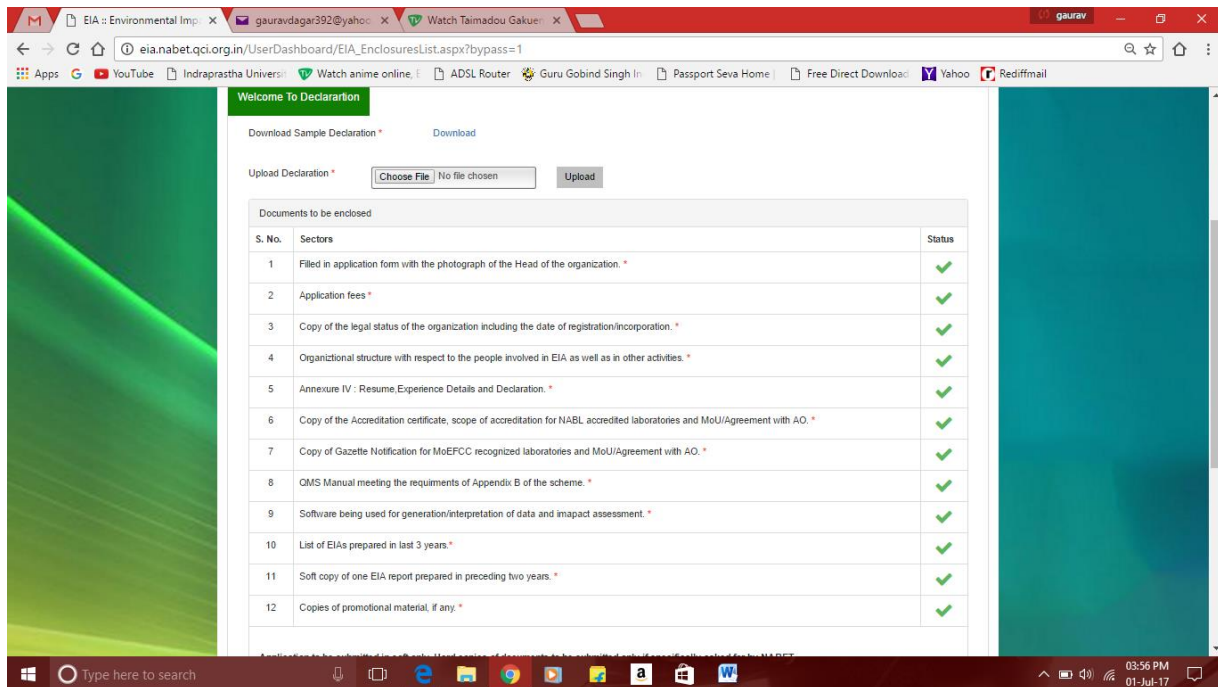
After receiving the complete application and payment, NABET shall proceed further by sending them the shortfalls/ obs and NCs, if any, observed by the assessors during desktop assessment. These NC/ obs shall be visible to the applicant as 'Application Alerts'. These are to be replied back by the applicant 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:



The screenshot shows a web browser window with the URL eia.nabet.qci.org.in/UserDashboard/EIA_EnclosuresList.aspx?bypass=1. The page title is "Welcome To Declaration". It features a "Download Sample Declaration" link and an "Upload Declaration" section with a "Choose File" button and an "Upload" button. Below this is a table titled "Documents to be enclosed" with the following data:

S. No.	Sectors	Status
1	Filed 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. *	✓
4	Organizational structure with respect to the people involved in EIA as well as in other activities. *	✓
5	Annexure IV - Resume, Experience Details and Declaration. *	✓
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 requirements of Appendix B of the scheme. *	✓
9	Software being used for generation/interpretation of data and impact assessment. *	✓
10	List of EIAs prepared in last 3 years. *	✓
11	Soft copy of one EIA report prepared in preceding two years. *	✓
12	Copies of promotional material, if any. *	✓