

FAQs for Surveillance - Assessment(SA)

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 a web browser window displaying the NABET (National Accreditation Board for Education and Training) online portal. The page title is "CONSULTANT ORGANIZATIONS NATIONAL ACCREDITATION BOARD FOR EDUCATION AND TRAINING". The main heading is "Online Portal for Scheme of Accreditation of EIA Consultant Organization". There are two prominent buttons: "Existing User" and "New User Registration". Below these buttons, there is a notification section titled "MOEFCC Notification Regarding EIA Consultant Organization" with contact information: "For any type of assistance please contact at Email: eiasupport.nabet@qcin.org Tel. No(s): 011-23323416/17/18/19/20, 23323421/23". The page also features two columns of text: "About NABET" and "About QCI". The "About NABET" section states that NABET is a constituent Board of Quality Council of India and has enlarged its scope of activities. The "About QCI" section states that QCI has been set up under a Cabinet Decision by Govt. Of India and Indian Industry. The footer contains "Website Compatibility: Best viewed in 1024x768 or higher resolution mode. The documents are in PDF format. In case you are not able to view the documents, kindly click here to download and install PDF Viewer. For any changes, suggestion or complaint regarding website please mail at admin@qci.org.in. QCI © 2010 All Rights Reserved. Terms and Conditions | Designed by : 7techies". The system tray shows the time as 12:20 PM on 30-Jun-17.

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 SA after IA/ RA1/RA2 and so on...

EIA :: Environmental Impact x Online EIA Accreditation Por x You | - | x

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



SCHEME FOR ACCREDITATION OF EIA CONSULTANT ORGANIZATIONS

NATIONAL ACCREDITATION BOARD FOR EDUCATION AND TRAINING

Welcome || Home || [Logout](#)

[Applicant Dashboard](#) [Payment History](#) [Change Password](#)

[Application Dashboard](#)


Create New Application

QCI © 2016 All Rights Reserved Last Login: 8/24/2017 4:45:47 AM IP: 182.64.168.250 Browser: Chrome 49.0 Terms and Conditions || Designed by : 7techie

start EIA :: Environmen... RA- APPLICATION F_Annexure - IB - ... Rajiv Vasudeo Aun... help module for th... 10:17 AM

EIA :: Environmental Impact x Online EIA Accreditation Por x You | - | x

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



SCHEME FOR ACCREDITATION OF EIA CONSULTANT ORGANIZATIONS

NATIONAL ACCREDITATION BOARD FOR EDUCATION AND TRAINING

Welcome || Home || [Logout](#)

[Applicant Dashboard](#) [Payment History](#) [Change Password](#)

[Application Dashboard](#)

Alert

Please Select Application Type

- Initial Accreditation
- Surveillance Assessment
- Re-accreditation

[Cancel](#)

QCI © 2016 All Rights Reserved Last Login: 8/24/2017 4:45:47 AM IP: 182.64.168.250 Browser: Chrome 49.0 Terms and Conditions || Designed by : 7techie

start EIA :: Environmen... RA- APPLICATION F_Annexure - IB - ... Rajiv Vasudeo Aun... help module for th... 10:17 AM

Q 4: How to fill the application form of Surveillance Assessment?

Answer:

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

The screenshot shows the 'Initial Accreditation' form in a web browser. The browser tabs include 'EIA :: Environmental Imp...', '(no subject) - gauravd16', 'Introduction : National', and 'IGNOU - National Semin...'. The address bar shows 'eia.nabet.qci.org.in/UserDashboard/EIA_InitialAccreditation.aspx'. The form includes a header with 'Earthvision Enviro-Tech Pvt. Ltd', 'QCI/NABET/EIA/0073/IA00', '2b', and 'ORG000402'. A green 'Initial Accreditation' button is visible. The form is divided into 'Head Office' and 'Branch Office' sections. The 'Head Office' section has radio buttons for 'First Application' (selected) and 'Re-Application'. Fields include: Name of Applicant Organization (Earthvision Enviro-Tech Pvt. Ltd), Line 1 (CP-71, Galaxy Tower, Near Sahara Hospital, Viraj Khand, Ghatampur, U.P.), Line 2, State (UTTAR PRADESH), City (LUCKNOW), Pincode (226010), Email (earthvision01@gmail.com), and Telephone (05222727999). The 'Branch Office' section has a checkbox for 'Same as Head Office' and similar fields for Name of Applicant Organization, Line 1, Line 2, State, City, and Pincode. The Windows taskbar at the bottom shows the time as 2:07 PM on 30-Jun-17.

The screenshot shows the 'Legal Status of the Organization' form in the same web browser. The browser tabs and address bar are the same as in the previous screenshot. The form asks for the legal status of the organization with radio button options: a. Public, Private (selected), Government; b. Company, Partnership (selected), Proprietorship, Registered Society; c. Research Institute, Academic Institute; d. Industry Association; e. Others (Please Specify and attach necessary evidence). Below this, there is a 'Date of Registration/Incorporation (DD/MM/YYYY)' field with the value '31/08/2013'. A file upload section is labeled '(Attach copy of certificate of incorporation/registration)' and includes a 'Choose File' button (No file chosen), an 'Upload' button, and a 'View/Download' link. Below this, there is a 'Year of Establishment' field with a dropdown menu showing '2013'. The 'Services Provided by the Organization' section has a dropdown menu with 'Consultation' selected. The Windows taskbar at the bottom shows the time as 2:08 PM on 30-Jun-17.

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

The screenshot shows a web browser window with the URL eia.nabet.qci.org.in/UserDashboard/EIA_SectorAppliedFunctionalArea.aspx. The page title is "Annexure-I". The main content area is titled "Sector Applied" and contains the following sections:

- Sectors applied and Functional Areas (FA) proposed:**
 - Status: Newly Proposed (dropdown menu)
 - Select Group: 1 (dropdown menu)
 - Sectors Applied: A list of sectors with checkboxes, showing 8, 10, and 11 selected.
- FA Required for In-house:**
 - AP: Yes (selected), No
 - WP: Yes (selected), No
 - AQ: Yes (selected), No
- FA Required for In-house/empaneled:**
 - LU: Yes (selected), No
 - EB: Yes (selected), No
 - HG: Yes (selected), No
 - ISW: Yes (selected), No
 - N: Yes (selected), No
 - SE: Yes (selected), No
 - HW: Yes (selected), No
 - RH: Yes (selected), No

At the bottom of the form, there are three buttons: "Back", "Save", and "Next". Below the form 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 time as 2:26 PM on 30-Jun-17.

Then select the FAs covered by the organization. Core FAs to be covered by In-house experts and significant FAs by either In-house/ Empaneled 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 Surveillance assessment 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 application interface for managing employee status. At the top, there are input fields for 'First Name', 'Middle Name', and 'Last Name', along with 'Back', 'Save', and 'Next' buttons. Below this is a section titled 'c) List of Approved Experts' containing a table with columns for 'Delete', 'Annexure Attached' (subdivided into IV, 1F, VIA4, VIA5), 'S No.', 'First Name', 'Middle Name', 'Last Name', 'IH/Emp.', 'Current status', and 'Sectors/ FAs'. The table lists five 'EIA coordinator/s' with their respective details.

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)	VIA4 (Y/N)	VIA5 (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 reflect 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 VIA5 mentioning no work done).

JavaScript: doPostBack('ctl00\$ContentPlaceHolder1\$RptBasicEducation1\$ctl00\$ib_IV');"

Delete	Annexure Attached				S No.	First Name	Middle Name	Last Name	IH/Emp.	Currer status (whet 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

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

First Name: Dr. K. Middle Name: L. Last Name: Satapathy

Date of Birth: 25/06/1965

Candidate Photograph: [Choose File](#) (No file chosen) [Upload](#) [View/Download](#)
(Ex- .jpg, .png, .gif, .bmp, .JPG, .JPEG, .PNG, .GIF)

Role in the Organization

Role: In-House Expert Empanelled Expert (IH) Empanelled Expert (Emp) EIA Coordinator (EC) Functional Area Expert (FAE) Functional Area Associates (FAA) Associate EIA Mentor (AM) Team Member (TM) Team Member (with FAE)

I Sectors(s) Applied: 1 II Functional Area(s) Applied: INVAG

Current status of Applied/Approved with other organization(s), if applicable

Name of The Organisation:

Sectors: Applied/Approved: Category: AC MoM Date:

FAs: Applied/Approved: Category: AC MoM Date:

[Add](#) [Reset](#)

Update	Delete	S No.	Name of The Organisation	Sectors	Applied/Approved	Category	AC MoM Date	File	Applied/Approved	Category	AC MoM Date
--------	--------	-------	--------------------------	---------	------------------	----------	-------------	------	------------------	----------	-------------

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-m

The screenshot shows a web browser window with the URL eia.nabet.qci.org.in/UserDashboard/PerformanceMeasurement1QMS.aspx. The page has a green header with navigation tabs: Quality Management System (selected), Field Monitoring, Organizational Evaluation, and List of Enclosures. Below the header, there are input fields for:

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

 The main content area is titled "Performance Measurement 1: Quality Management System" and contains a table for assessment. The table has columns for S. No., NABET Guidelines on QMS, Yes/No, Procedure and Supporting Forms/Formats/Checklist (subdivided into Procedure Number, QM Page No, Forms/Formats/Checklist/Reference No., and QM Page No), and Remarks if any Understanding of System (with a note to keep evidence ready). The table includes a section for "Quality policy" with two rows:

- a. Appropriate to business: Yes (dropdown), [input boxes]
- b. Continual improvement: Yes (dropdown), [input boxes]

 The bottom of the screenshot shows a Windows taskbar with icons for Internet Explorer, Google Chrome, and Microsoft Word, and a system tray showing the time as 4:00 PM on 30-Jun-17.

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:
 - Water & waste water
 - Ambient Air Quality
 - Stack Emission

d. Soil Characteristics

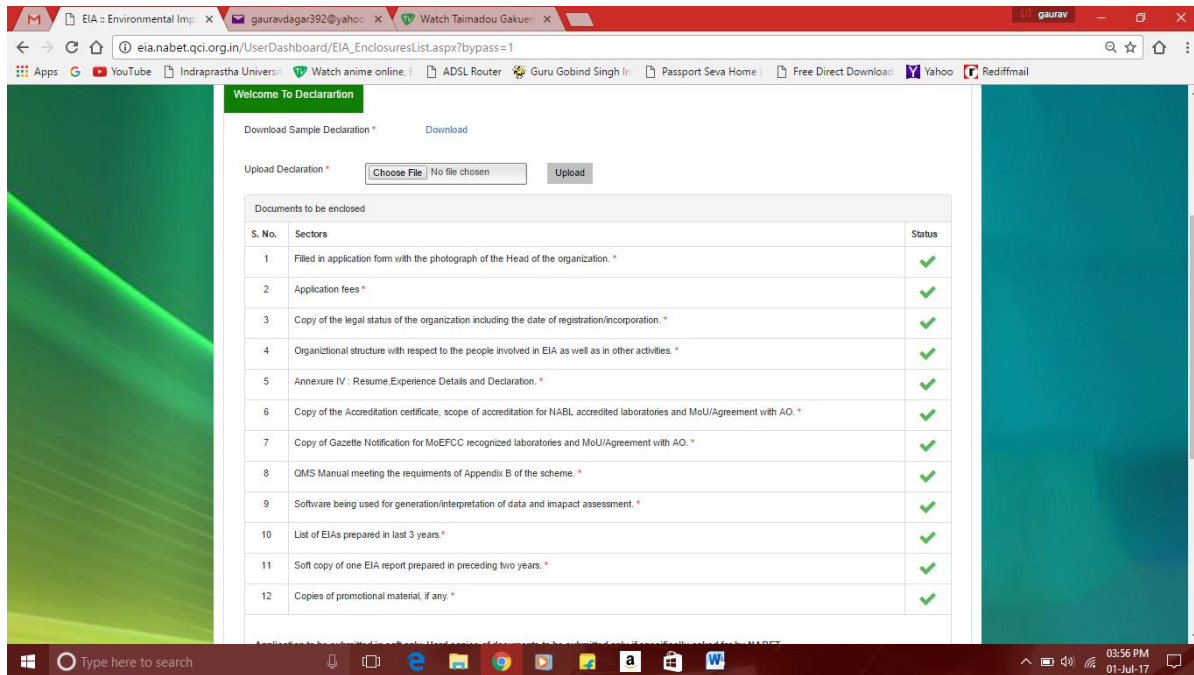
e. Noise Monitoring

- 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?

Answer:

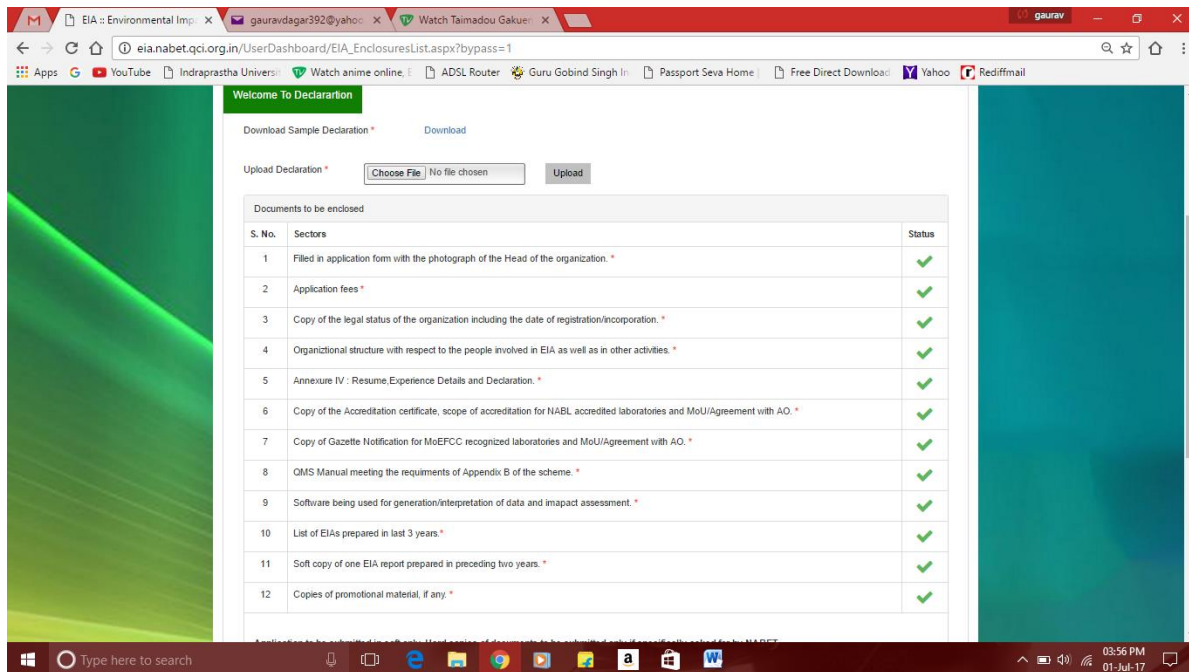
This section deals with the availability of procedures/ methodology for capacity building of the human resource, commitment of an organization towards quality of EIA and the facilities provided by the organization to its human resource for carrying out various activities.



Q 17: What is purpose of the giving List of Enclosures?

Answer:

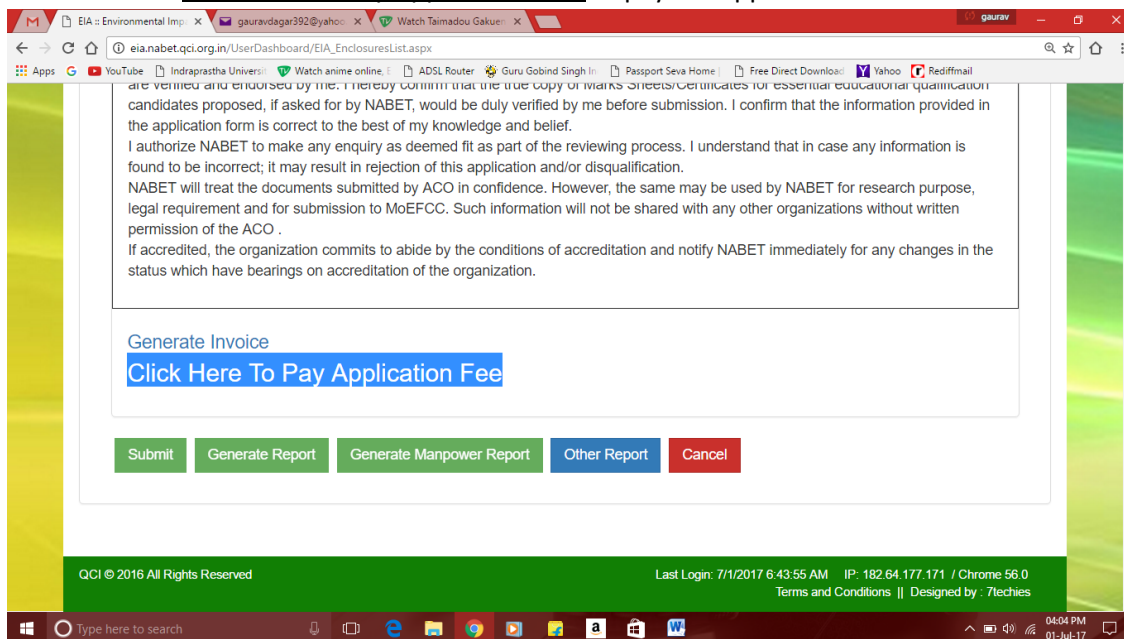
This module tells us what all Certificates/Reports/Annexures are mandatory for an application to be considered as completed and ready for submission. If the required documents are submitted, it shows green ticks otherwise shows red crosses as given below:



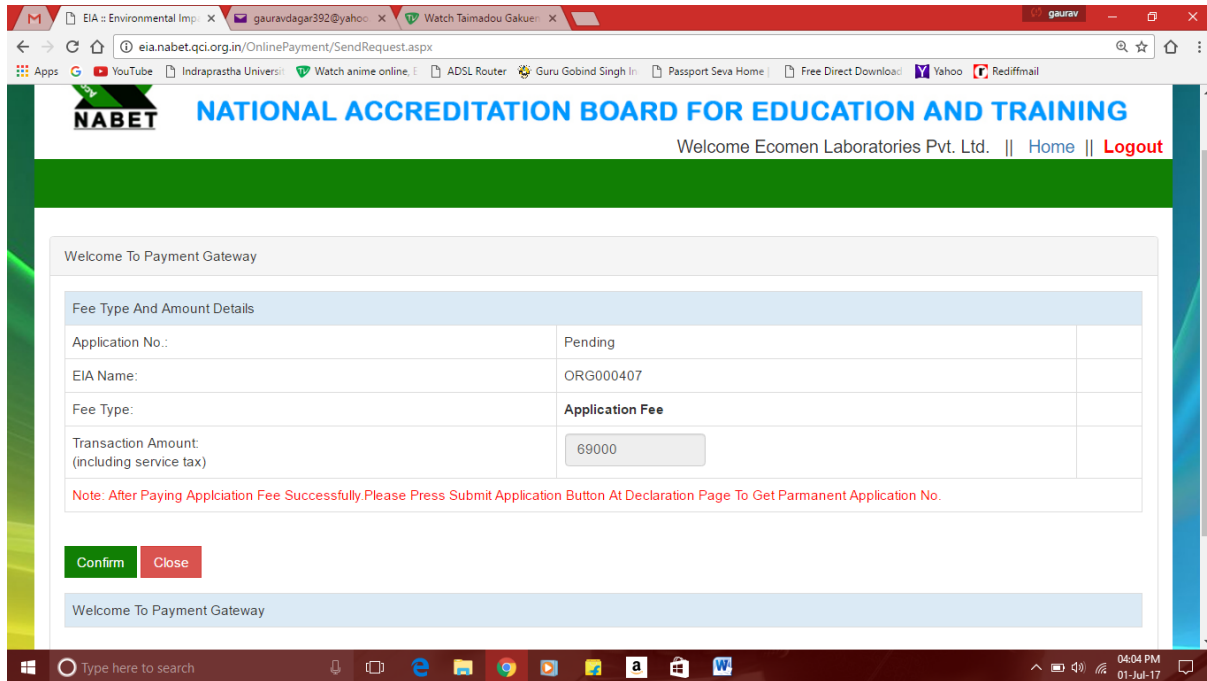
Q 18: What is the procedure for Payment?

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


[NCS Details of DA1](#)
[NCS Details of DA2](#)

Application Fee Rs. 34500.00 Generate Invoice	Desktop Assessment 2 Fee Rs. 41400.00 Generate Invoice	Office Assessment Fee Rs. 82800.00 Generate Invoice
---	--	---

Application Alert/s

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 client.		

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
	EARTHVISION ENVIRO-TECH PVT.LTD CP-71, GALAXY TOWER, NEAR SAHARA HOSPITAL, VIRAJ KHAND, GOMTI NAGAR, LUCKNOW, U.P., UTTAR PRADESH-226010	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(OUT PUT)(On Assessable Amount 30000)		14	%	4200.00
3.	KRISHI KALYAN CESS - OUTPUT		0.50	%	150.00

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

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.