**NABL 213** 



National Accreditation Board for Testing and Calibration Laboratories (NABL)



## Operational Manual for Online Assessment (For Assessors)

Issue Date: 23-Apr-2019

### **Contents**

SI.	Contents	Pages
1.	Assessment Process	2
2.	NC Closure Process	21

#### 1. Assessment Process

Assessor shall ensure that he/she has downloaded the latest NABL Assessment App from Play Store **Store** in their Android phone/ Tablet which is having android version above 5.0.

**Note 1**: Lead Assessor shall upload the NAF 1 in pdf format in consultation with the assessment team from NABL Web Portal for the respective CAB's Application from his/ her login. (It is mandatory to upload NAF 1 through web portal before starting the assessment on App). **Note 2**: Assessor make sure that the device which is used to conduct the assessment is connected to internet to start the assessment.

*Note 3*: Assessor makes sure that the location settings are active on the device. *Note 4*: Assessor is required to use same device throughout the assessment process.

• Assessor(s) to login via mobile App *with their login credentials*. (The App will be active only on the day(s) of assessment i.e. 0000 hrs to 2359 hrs)



• After login on the screen Assessor will able to see the assigned Application for that particular date (s).

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Application	Checklist-	NAF-6	Vie	w NC Summary	
	/iew NG Summary				
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• Assessor will be able to see CAB name, Assessment Date, Address, User role and Application Preview File

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• To start the assessment Click on "START" button, thereafter declaration page will open.



 After accepting declaration form, Assessor needs to click a selfie and press OK to upload the same. After uploading message will be displayed that assessment started successfully and "START" button will be converted as "COMPLETE" button.



**START/COMPLETE** - This tab is used to start and complete the assessment process. Assessment can be completed only after assessing each and every requirement in the assessment process.

**NAF 1A** - Attendance sheet for Opening Meeting and Closing Meeting. Lead Assessor to specify the name of the persons available during the opening and closing meeting separately including assessment team.

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#### APPLICATION – Content of Application submitted by the laboratory for assessment

By pressing the "**APPLICATION**" button, Assessor with following user role, can view relevant sub sections of application

Sub Sections of Application	User Role
Laboratory Details	LA, LA & TA
Location Details	LA, LA & TA
Scope of Accreditation- Form 72/73	LA & TA, TA, TE, TL
(Recommended Scope of Accreditation) will	
be generated from this section	
Organization- Form 71 (Recommended	LA & TA, TA, TE, TL
Authorized Signatories) will be generated from	
this section	
Equipment	LA & TA, TA, TE, TL
Reference Materials	LA & TA, TA, TE, TL
Quality Control Activity	LA & TA, TA, TE, TL

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#### <u>CHECKLIST- Clauses of the Standard against which the compliance is to be verified. It is</u> the only source of generating Non-Compliance (s):



#### NAF 6 - Summary of the Assessment

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Date of earlier visi	E [	
ASSESSMENT SU	MMARY	
Recommendation	s of Apaepament Team	
Non-Conformities	during earlier visit have be	en discharged
Assessment Tean to:	n Comment on compliance	of laboratory
(ii) NABL 133	Non Compliance	
(b) NABL 142	0	
O Compliance	e 🔿 Non Compliance	
(c) NABL 163		
O Compliance	Non Compliance	
Is this lab Recomm	nend for Accreditation ?	
○ Yes ○ No		
Recommendatio	na	
1 Accredito	ition may be granted /	

**View NC Summary**: This button can be used to view the NCs raised, before completing the assessment. *Note: NCs can be edited only through checklist; this button is meant to view the NCs for daily debriefing.* 



**SYNC** - This button to be used after completing the assessment to sync the data App to web.

# Laboratory Details, Location Details, Equipment, Reference Materials, & Quality Control Activity:

Under the Application, Assessor will get details of Application of the CAB and where he/she shall validate the information by clicking on the "**ADEQUATE**" or "**INADEQUATE**"

- a) By marking "ADEQUATE" option, Assessor ensures that the data given in the Application has been assessed by him/her. Assessor may enter comment in "REMARK" box.
- b) By marking "INADEQUATE" option, Assessor is required to enter the relevant clause no. (Including sub clause no.) in which non-compliance is to be raised and enter a "NC statement" which is statement of non-conformity.

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Name of the Caboratory:	7TECHIES TEST LAB	Permanent Facility	🔘 Yes 🔘 No	Date(s) of Last Internal Audit:	3/4/2019 12:00:00 AM	12:02:00 AM	
Type of Laboratory:	Patite •	Site Facility	• Yes O Ma	Whether all requirement all activities of laborator	of ISO/IEC 170 y have been audi	25: 2005 covering ted at least once	
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Does the laboratory open	ate from different locations	Sa	···		Save		

#### Scope of Accreditation: -

After entering into the Scope of Accreditation button/tab, on the top of the screen there will three sub section Appearing namely: - "**Not Audited**", "**Audited**" & "**Test Witness**":

- a) "Not Audited": It shows all the parameters which are to be audited/verified by the Assessor.
- b) "Audited":- All the parameters Appearing under "Not Audited" Section will migrate to "Audited" Section when the Assessor verifies all the content of that particular test (Parameters like Test name, Test Method, Range of testing, Measurement of Uncertainty, Test Performed at) and press the "Adequate" or "Inadequate" icon, whichever is Applicable.

Note: - Scope of Accreditation visible to the Assessor for which the Assessor is Appointed by NABL. In case, if more than one Assessor has been Appointed for same group (in case of Testing/Calibration) or same discipline (in case of Medical) there will be three options in the scope of accreditation to mark – Adequate, Inadequate and Not Attempted. "Not Attempted" option is provided to avoid the duplicity of Data. Assessor to ensure if a test/parameter is marked as "Not Attempted" by one Assessor, then it must be marked as "Adequate or Inadequate" by the other Assessor to avoid any loss of data. The Assessors shall mutually decide on who will assess which parameter and accordingly mark rest of the parameters as Not Attempted. Please note that if both the Assessors mark a parameter as "Not Attempted" the said parameter will not be visible in the recommended scope. Assessors to ensure that this activity to be done before start entering the audit findings to avoid confusion in the last minute of the assessment. c) "Test Witness": - For selecting the tests for "Test Witness", Assessor has to click the check box of "Test Witness" and then that particular test will migrate to "Test Witness" section. Further Assessor to press "Adequate" or "Inadequate" icon for that particular test after completing the test witness form under this section.

Once a particular test gets migrate under "**Test Witness**" section for entering the details of tests witnessed (like filling NAF 3/3A whichever is relevant), Assessor has to click the "**Test Witness**" button and need to enter all the details required. Assessor after filling all the required details in the test witness form shall save the data by pressing "**Save**" icon. Assessor has to comment on the competency of the lab to perform that particular test by pressing the "**Competent**" or "**Incompetent** "button. Assessor may enter comment in "**REMARK**" box in case of Competent. If the Assessor marked as Incompetent, then remarks to be entered mandatorily. Further, the said parameter/test needs to be marked as inadequate and enter the relevant clause no. (Including sub clause no.) in which non-compliance is to be raised and enter a "**NC statement**" which is statement of non-conformity.

**Note:** Assessor to upload supporting documents (report, raw data etc) by clicking the photo which can be done by pressing the button "**Add Evidence**".

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#### **Organization**

Assessor need to verify the staff details filled by the lab:

- a) By marking "ADEQUATE" option, Assessor ensures that the data given in the Application has been assessed by him/her. Assessor may enter comment in "REMARK" box.
- b) By marking "INADEQUATE" option, Assessor is required to enter the relevant clause no. (Including sub clause no.) in which non-compliance is to be raised and enter a "NC statement" which is statement of non-conformity.

#### For recommendation of Authorized Signatories (Form 71)

Assessor need to comment on the competency of the authorised signatory (s) proposed by the lab by pressing the "**Recommended**" indicating that the person is recommended as authorized signatory or "**Not recommended**" button indicating that the person is not recommended as authorized signatory. If the Assessor marked as Not recommended, then remarks to be entered mandatorily. Further, the signatory needs to be marked as inadequate mandatorily and enter the relevant clause no. (Including sub clause no.) in which non-compliance is to be raised and enter a "**NC statement**" which is statement of non-conformity.

Assessor need to verify whether specimen signature is available or not, if not available Assessor can edit and upload the specimen signature of authorized signatory by clicking a photo.

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Discipline	: Chemical				
9thtp	: Seld Ruds				
Name	: Ms-Stamistra Sirta				
Designation	: Dy Manager				
Qualification(Specialization )	: M Sc(Chemistry)				
Experience(in Years)	:1				
Relevant Technical Training	: 4 days training on 17025-2005				
Lardire					

After completing the all the section given in **"Application"** tab then Assessor needs to start filling the **"Checklist"**. **"Checklist"** button is available at the Home Page of the App. Assessor shall press the **"Checklist** "button and view the content of **"Checklist"** of relevant standard.



"**Checklist**" will show only those clauses which is to be audited by the Assessor. To the right of the clause name and small empty check box will be visible to the Assessor. In which a " $\sqrt{}$ " will appear automatically once all the sub clause of that particular clause has been assessed by the Assessor.

**Note:** Please note that if an Assessor has raised Non- Compliance (NC) against a particular clause while auditing the "**Application**", then an option of "**Pull NC**" will appear in a highlighted mode of the top-right of the screen for the said clause. Assessor shall press the "**Pull NC**" button before start filling the "Checklist" so that all the NCs against a particular clause while auditing the "Application" shall appear in the "Checklist" as check list is the only source for generating NCs.

- a) By selecting the "**COMPLIANCE**" option, Assessor ensures that the lab complies to that clauses. Assessor may enter comment in "**REMARK**" box.
- b) Non- Compliance (NC) can be raised by selecting the "Non-Compliance" option and select the category of NC (Major/ Minor); thereafter Assessor required to enter/ modify "NC statement" which will be finally reflected as NC in the assessment report.
- c) In case a sub-clause is Not Applicable for the laboratory, Assessor need to click on "NA" option.

**Note 1:** Assessor can upload document with reference to that clause by clicking the photo which can be done by pressing the button **"Add Evidence"** 

**Note 2**: Lead Assessor is required to mention the summary of internal audit and MRM in the relevant clauses in the checklist under Remarks.

Note 3: Technical Assessor/ Experts/ Team Leader is required to provide summary of IQC and PT/ EQAS/ ILC in the relevant clauses in the checklist under Remarks.



After assessing all the sections namely "Application" & "Checklist" the Assessor need to click "Complete" button, Assessor needs to click a selfie and press OK to upload the same then message will appear as "Assessment Completed Successfully". In case of Lead Assessor and Team Leader, they need to fill the NAF 6 (Summary of Assessment) and NAF 1A (Closing Meeting) details before completing the assessment.

**Note 1:** The Assessor can edit only NAF 6 (Summary of Assessment) through NABL Web Portal after synchronizing the data from App, if required.

**Note 2:** Before completing the assessment Assessor can view the NC summary report by clicking **"View NC Summary"** button available on Home page of App; NCs can be edited only through checklist

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		0	Structural requirements (Clause 5.7) Resource requirements General Personnel	A R			

Assessor shall press the **"Sync** <sup>(2)</sup> " icon to synchronize the data from App to Web.

**Note1:** The device which is used by the Assessor to conduct the assessment shall be connected to internet for synchronizing the data. After clicking on Sync button, Assessor shall remain on the same page until "Data Sync successfully" message appears to avoid any loss of data.

**Note 2:** In case due to any unforeseen circumstances (Internet Connectivity) if the sync stopped in between or the message (Data Sync successfully) does not appears, please make sure synchronization done again.

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Data Sync	Application President File	Application View Preview File:
All offline data sync	And the State	View NC Report
Caricel Byoc	Vector formers	

#### Sending the Non – Compliance raised to CAB

After Synchronizing the data Assessor will be able to see "View NC report" Click on that tab "View NC report". After pressing the "View NC Report" icon, Assessor will be able to see "Pull NC" option. After pressing the "Pull NC" tab Assessor will get a message that "NCs Pulled Successfully". Once clicked on OK, Assessor can view the NCs raised and option to "Send to CAB" will appear at the bottom of page. By Clicking on this, the NCs will get reflected on the CAB dashboard to propose the corrective actions.

Now the Assessor need to log out from the **Assessment App** and login via NABL Web Portal and "**View**" the assessment report for further process.

	216 PM	216 PM
List of Assessment	NC Report	- NC Report
Cals Nerre 7TECHES TEST LAB Assessment Date 022-2010 to 228-2010 Address BOH BLAST, User Role: TA Application Preview View The View Not Report	KC Report  ASSESSOR'S SUMMARY  Full NC  Assessor ; assrual Assess	KC Report      Signature of Assessor      REMARKS BY LEAD ASSESSOR, IF ANY:      Signature & Name of Lead Assessor

National Accreditation Board for Testing and Calibration Laboratories

Page 14 of 22

Assessor need to login from the web portal and click on the "View >> Reports >> Assessment Details

<< Q2	Back	Application Preview	Edit NA	F-6				FIII TADA	
5,	Assessment Period	Assessment	Status		Team	Assessors			
NO.		Process			8.	Assessor	Assessment Period	Assessment	Statu
a.	28 Mar 2019 - 28 Mar 2019	NC Prootes	CAB to propose Corrective Action/s	NO.			Process		
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Edit NAF 6 – Assessor can edit only NAF 6 (Summary of Assessment) through NABL Web Portal after synchronizing the data from App, if required.

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Dat Assessment Summar Recommendation of Assessment Tear Non-Conformities during earlier Visit have been discharge Assessment Team Comment on Compliance of laboratory to	
Is this lab Recommend for Accreditatio	e? ≭γes⊖No
Date for Submission of Corrective actions by the laboratory for N Conformities raise	00 26-04-2019

Fill TA/DA – Assessor need to enter the Bank details and Submit/ Update.

Assessor +		Hello, assecuti I	Log Or
TRAVEL CLAIM FORM			
	Bank Details		
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Bank Address	asf		
Account No	dax		
IFSC Code	-800		
DO you want to Take Honoranium?	®Yes ⊡No		
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	Submit		
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	Click Inere To Add Dertails		
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After filling the bank details click on "Click here" to add travel details

Assessor -		Hello, assrcali I	Log Out
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Mode of Travel*			
	Submit		
Entitlement for Travel			
<ul> <li>If the journey is more than 300 Kms, travel to be made by</li> <li>If the journey is up to 300 Kms, travel to be made by</li> <li>If outstation journey is made by own car, the reimbur</li> <li>Travel within the city by taxi will be reimbursed on pr per km.</li> <li>Any other relevant expenses during the travel will be</li> </ul>	de by Air in economy class (Apex fare). train in 2nd AC Class / AC Chair Class or by AC Bus. sement will be restricted to 2nd AC class fare by train. oduction of receipts / bills. In absence of taxi bills or travel by own car within the city, clain reimbursed only on production of receipts / bills.	t will be reimbursed (	@ Rs. 15
Entitlement for Boarding and Lodg	ing (in case of assessments)		
<ul> <li>A single occupancy AC accommodation to be provid temporary residence to the CAB site and airport / rail</li> <li>The CAB shall pay for meals of Assessor/ Observer</li> </ul>	ed for each Assessor/ Observer in a reasonably good hotel / guesthouse and arrangement way station / bus stand to be made. during the stay, within the reasonable limitations.	et for local transportat	tion from

After filling the travel details click on "Submit form" and enter the password to complete the TA/DA process.

Assess	or -											Hello, es	arcali I Log (
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After the CAB proposes the corrective action on the non-compliance (NCs) raised by the Assessor need to click on the **"View >> Reports >> Assessment Details>> NC Process** 

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n-Conformities	Dashboard	
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Form – 45 (Feedback form) – Wherever Form – 45 option is appearing on the top right corner in NC Process, Assessor needs to fill the same.

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No.	Question			Marks			
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	Karoviedge nf	NABL policies ( requirements / Stanslauts / Test Me	Perti	1.00	R.:		+
	Overall Time #	nanagamant		-			+
	Copanilly to n	ande the difficult situations during assessment		-	0		+
	Capability to ve	oos as a team remitter		1.00	0		+

After completing the feedback and TA/DA, Assessor needs to provide comments on the corrective actions proposed by the laboratory for each NC and Click on Submit button. Thereafter click on Submit my remarks tab at the bottom of the page.

Assessor -	Hello, assistali I	Log Out
III FAMIL.		
		1
		-10004
Saned On Mar 28 2019 5:20794		
A\$SESSOR'S COMMENTS ON CORRECTIVE ACTION PROPOSED BY THE LABORATORY:		
Corrective actions proposed by the laboratory accepted and NC open		
Saved On Mar 28 2019 5:25PM		
REMARKS BY LEAD ASSESSOR, IF ANY		
Submit mg Ramarka		

No NC observed – In case, No NC raised by the Assessor then Click on View >> Reports >> Assessment Details>> NC Process>>NC raised>> No NC Observed

	Assessor -		Hello, asse	essortest2 !	Log Out
No	on-Conformities Dashboard				
		< Go Back NC Raised Upload Document For	Checklist Form 210 Fill TA	DA	
	Assessor : assessortest2 Laboratory: 7TECHIES TEST LAB	Assessment Dates: 28 Mar 2019-28 Mar 2019	Capacity: Technical Assessor		
	No NC Observed Fill TA Form				
© 20 Priva	19 - National Accreditation Board for Testing and Calibration acy Policy    Disclaimer    Refund and Cancellation	Laboratories (NABL)		Designed by	: 7techies

Once Lead Assessor receives the report from the Technical Assessor(s), Lead Assessor need to comment on the NCs of Technical Assessor(s). Thereafter Lead Assessor need to Click on "Send to Dealing Officer" tab to send the entire assessment report to NABL.

As	sessor 👻									Hell	lo, assrcali !	Log Out
Ava	ilable Asses	sme	nt/s By	/ As	sessor/s							
<< Go	Back	All Check Applicatior	List NAF	3A N Edit NAI	AF4 Form 71 F-6 Send To	Form 72 Dealing Officer	F	orm 219 Previe	ew		Fill TADA	
S.	Assessment Period Assessment Status		Те	am A	Assessors							
1	28 Mar 2019 - 28 Mar	NC Pro	ocess	Corrective Action Verific		d NC	<b>)</b> .	Assessor	Assessment Period	Assessment Process	Status	
	2019			by LA		1		assessortest2	28 Mar 2019 - 28 Mar 2019	NC Process	Corrective / Verified by	Action
Asses	sor Attendance											
S. NO.	Assessment Period		Assessor	sor Name Available Status		8						
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1	28 Mar 2019 - 28 Ma	r 2019	assessortes	512	FICSCIII							

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The assessment process will be treated as completed once the current status on the dashboard appears as "Assessment Report prepared and submitted by Assessment Team. Awaiting corrective actions from CAB on Non-Conformities raised, if any".

**Note 1**: Before submitting the report to Dealing Officer, please ensure completeness of the Assessment Report i.e., Recommended Scope of accreditation (Form 72/73), Recommended authorised signatories (Form 71), Assessment Summary (NAF-6).

#### 2. NC Closure Process

After verifying the corrective action submitted lab, Assessor has following options:

Reply to Cab for Clarification	This tab is to be used to seek further clarifications on the corrective actions submitted by the Laboratory.
Close this NC	This tab is to be used to Close the NCs when the corrective actions submitted by the Laboratory found satisfactory.
Not able to Close	This tab is to be used when the Assessor is unable to take decision on closure of NCs based on corrective actions submitted by the Laboratory.

	Assessor -	Hello, assrcali !	Log Out
NC	Assessment		

<< Go Back Assessment Details

Non Conformities(NC) Details

s. NO.	Clause	Description	Classification	Non-Comformity Raised	Corrective Action Proposed by the Laboratory	Action	Corrective Action Taken By CAB	Corrective Action Evidence	Assessor Remark	NC Status
1	7.10.1.f	Nonconforming work	Major	Procedure for non confirming work does not address the responsibilities and authorities for resumption of non confirming work.	Procedure will be made for non confirming work to address the responsibilities and authorities for resumption of non confirming work and same will be submitted to NABL.	Reply to Cab for Clarification Close this NC Not able to Close	Procedure made for non confirming work to address the responsibilities and authorities for resumption of non confirming work	download		

After submitting the comments on each NC the Assessor need to click on "Submit to NABL/CAB" for further processing.

#### Assessor -

#### Helio, assrcali ! Log Out

Non Conformities(NC) Details

s. No.	Clause	Description	Classification	Non-Comformity Raised	Corrective Action Proposed by the Laboratory	Action	Corrective Action Taken By CAB	Corrective Action Evidence	Assessor Remark	NC Status
1	7.10.15	Nonconforming work	Major	Procedure for non confirming work does not address the responsibilities and authorities for resumption of non confirming work.	Procedure will be made for non confirming work to address the responsibilities and authorities for resumption of non confirming work and same will be submitted to NABL.	Status: NC marked as close Update Clarification Close this NC Not able to Close Repty Trail	Procedure made for non confirming work to address the responsibilities and authorities for resumption of non confirming work	download	Closed	Under Process with NABL

Submit to NABL

National Accreditation Board for Testing and Calibration Laboratories (NABL) NABL House

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