

NABL 015



National Accreditation Board for Testing and Calibration Laboratories (NABL)

Duties and Responsibilities of NABL Staff

ISSUE NO.: 06
ISSUE DATE: 12-Mar-2021

AMENDMENT NO.: --
AMENDMENT DATE: --

AMENDMENT SHEET

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1. INTRODUCTION

NABL comprises of Chief Executive Officer (CEO), Sr. Directors, Directors, Joint Directors, Deputy Directors, Assistant Directors, Accreditation Officers, Executive officers, Executive Trainee Officers, Accounts and Administration Staff. The CEO, NABL is responsible for administering and managing the day-to-day operations of NABL.

The technical officers have requisite academic qualification, knowledge and experience in Conformity Assessment Body operations as well as in accreditation procedures. A job profile of all NABL Technical officers and other staff is available in the personnel records. The duties and responsibilities of NABL technical staff are detailed in this document.

All staff members of NABL are required to sign the statement of impartiality and confidentiality in Form 75, placed at the end of this document.

2. PURPOSE

For compliance to ISO/IEC 17011:2017 and to safeguard the objectivity of impartiality and confidentiality of the staff.

3. SCOPE

This document describes the duties and responsibilities of the technical staff involved in the accreditation process.

4. REFERENCE

ISO/IEC 17011: 2017

5. DUTIES AND RESPONSIBILITIES

As mentioned below.

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5.1 Chief Executive Officer (CEO)

- CEO is responsible for day-to-day operation and management of Conformity Assessment Body Accreditation programs.
- Interact with ILAC/APAC for Multilateral Recognition Arrangement and represent NABL in ILAC/ APAC MRA Council and committees.
- Interact with Government/ Ministries/ Regulators/ International organizations and participate in their activities.
- Approving authority for all NABL management system documents.

5.2 Sr. Director/ Director

- Overall Supervision and monitoring of Conformity Assessment Body Accreditation programs.
- Initiate actions for expanding accreditation activities in new disciplines / fields.
- Any other duties which CEO may entrust from time to time.

5.3 Joint Director

- Supervision and monitoring of Conformity Assessment Body Accreditation programs.
- Any other duties which CEO / Sr. Director/ Director may entrust from time to time.

5.4 Quality Team

- Documentation & implementation of Management System as per ISO/IEC 17011 to ensure that proper procedures are followed.
- Initiate appropriate actions for maintaining Multilateral Recognition Agreements with APAC and ILAC.
- Identify risks and take steps to mitigate the risks.
- Issuing authority of management system documents.
- Organize Internal Audit to adjudge effectiveness of the management system.
- Establish records on internal deficiencies and suggest improvements.
- Organize Management Review Meeting.
- Any other duties which CEO may entrust from time to time.

5.5 Deputy Director/ Assistant Director/ Accreditation Officer/ Executive Officer/ Executive Officer Trainee

- Perform accreditation activities as per NABL documents.
- Any other duties which CEO/ Sr. Director/ Director /Joint Director may entrust from time to time.

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DECLARATION OF IMPARTIALITY & CONFIDENTIALITY

(to be filled in by NABL Staff)

Name	
Designation	
Address	
Date of Employment in NABL	

I _____, hereby undertake that I will:

- i. maintain strict confidentiality of the information acquired in the course of discharge of my responsibilities and the decisions taken by NABL on the accreditation of Conformity Assessment Bodies (CABs).
- ii. not offer consultancy or other services which affects the impartiality, to any CAB.
- iii. be impartial in making decisions for accreditation activities.
- iv. declare to NABL of any previous relationship or any conflict of interest with a CAB, when a CAB's file / case is assigned to me.

Date:	
Place :	Signature

National Accreditation Board for Testing and Calibration Laboratories (NABL)

NABL House

Plot No. 45, Sector 44,
Gurugram - 122003, Haryana
Tel. no.: 91-124-4679700 (30 lines)
Fax: 91-124-4679799
Website: www.nabl-india.org