



National Accreditation Board for Testing and Calibration Laboratories (NABL)

Application Form for Proficiency Testing Providers (PTP)

ISSUE NO.: 02
ISSUE DATE: 16-May-2020

AMENDMENT NO.: 03
AMENDMENT DATE: 18-Aug-2026

AMENDMENT SHEET

S. No.	Amendment No.	Page No.	Clause No.	Date of Amendment	Amendment	Reasons	Signature QA Team	Signature Competent Authority
1.	01	3 to 5	----	16.10.2023	As highlighted	Internal Review	-Sd/-	-Sd/-
2.		6	1.1 to 1.7, 2					
3.		8	3.3, 4.1, 4.2, 4.3					
4.		9	4.4, 5.1, 5.2					
5.		10	6.1.1, 7.1, 7.2, 8.1, 8.2					
6.		11	9					
7.		12	10					
8.		13	----					
9.	02	3, 10, 11, 12	2, 6.1, 9.3,10	03.06.2026	Deleting the references to ISO/IEC 17043:2010	Withdrawal of ISO/IEC 17043: 2010	-Sd/-	-Sd/-
10.	03	-	-	18.08.2026	Deletion of Declarations by the PT Provider's Shareholders and Directors	Internal Review	-Sd/-	-Sd/-

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Requirements to be fulfilled and instructions to be followed by the Proficiency Testing Providers (PTP) while applying for NABL Accreditation

1. Application shall be made in the prescribed form NABL 180 only. All applied disciplines of Proficiency Testing Providers (PTP) should be covered in the same application form. The application shall consist of the following:

- Completed application form
- Management System Document (how-so-ever named)
- Prescribed application fees
- Duly signed NABL 131

Note: Incomplete application, false information and concealing the information and fraudulent behavior, discovered any time during accreditation process may lead to rejection of application or termination of the assessment process by denial of accreditation.

2. The applicant/accredited PTP shall carry out its PT activities in such a way as to meet the requirement of ISO/IEC 17043: 2023, NABL Application documents/specific criteria, other relevant requirements of NABL and the regulatory authorities, as applicable at all times.

Note: Other relevant requirements of NABL are mentioned in documents such as NABL 133, NABL 142 & NABL 163 etc. The list of documents is available on NABL website under publications section.

3. Applicant/accredited PTP are advised to ensure that the latest versions of NABL documents are available with them and are implemented.
4. PTPs are advised to familiarize themselves with NABL 100A 'General Information Brochure' NABL 100B 'Accreditation Process & Procedure', NABL 216 'Procedures for Dealing with Adverse Decisions', NABL 131 'Terms and Conditions for Obtaining and Maintaining NABL Accreditation' and NABL 133 'Policy for Use of NABL Symbol and/or Claim of Accreditation by Accredited Conformity Assessment Bodies (CAB) & NABL Accredited CAB Combined ILAC MRA Mark' before filling up this form.
5. The applicant/accredited PTP shall provide/upload copy of following appropriate document(s) in support of the legal entity status claimed:

Type of Legal Entity	Document to be submitted
One Person Company	Registration certificate under The Companies Act, 2013
Limited Liability Partnership	Registration certificate under The Limited Liability Partnership Act, 2008
Company	Registration certificate under The Companies Act, 1956 or 2013
Societies/ Trust	Registration certificate under Societies Registration Act, 1860/ Registration under The Indian Trusts Act, 1882
Government	Gazette or Government Notification or self-Declaration on Letter head by Head of the organization

6.
 - a. The applicant/accredited PTP shall provide the complete address of the PTP for which it is seeking accreditation including the PIN Code. In case the applicant PTP is located as a part of a larger organization/institution, then the exact address where the PTP is located (eg. name of the building or in which floor the PTP is located or any other unique identification of the PTPs address, etc.) shall be provided.
 - b. The applicant/accredited PTP may also provide any document issued by Government/local authorities in support of the address of the PTP.
 - c. The applicant/accredited PTP shall provide the layout of the premises including the details of PTPs departments/section.

7. The PT Provider shall have conducted at least one PT scheme in same / similar Matrix (PT item) in each group (e.g. building materials, metals and alloys, food and agricultural products etc. refer NABL 120) with at least some of the critical parameters in accordance with ISO/IEC 17043 for the applied scope of accreditation.
8. NABL expects applicant/accredited PTP to provide their documentation, access to their areas as well as subcontractors areas, equipment, records and personnel for purpose of assessment and resolution of complaints along with the application.
9. In case of PT schemes for calibration laboratories, the Reference standard used for assigning the value of artifact (PT item) shall be calibrated against a standard which is directly traceable to National Metrological Institute (NMI).
10. The application must be filled up carefully to provide required information in such a manner that further correspondence for seeking clarifications are not required. Particularly the scope of accreditation (para 3.2) shall be complete to indicate unambiguously:
 - a. Type of Proficiency Testing Scheme
 - b. Type of PT Item/ Matrix
 - c. Measurand/ Characteristic/ Type of measurand/ Type of characteristic/ Analyte/ Parameter
 - d. Range of Measurement for each Analyte/Measurand
 - e. Periodicity (Minimum number of PT schemes to be conducted within 2 years)
11. The applicant/accredited PTP shall participate in the Proficiency Testing (PT) programs in accordance with the requirements specified in NABL 163 'Policy for Participation in Proficiency Testing Activities'.
12. If there is a specific government regulation concerning the activities covered in the scope of accreditation applied for, then provide the complete list of applicable regulations giving full details.
13. The PTP shall submit NABL 131 duly signed by the top management (Chief Executive Officer/HOD etc.) to NABL Secretariat along with this application form. By signing NABL 131 the PT Provider agrees to comply at all times with Terms & Conditions for Obtaining & Maintaining NABL Accreditation.
14. The applicant/accredited PTP shall take all necessary actions and discharge all non-conformities raised during the assessment within 30 days from the date of assessment. The same shall be verified to the satisfaction of NABL. The final decision on accreditation shall rest with NABL.
15. The applicant/accredited PTP shall not influence NABL. In case of using influence, application will be rejected / assessment process will be discontinued by denial of accreditation.
16. Personnel declared by PTP to review and authorize PT reports shall not work in another PTP which falls under different legal entity. However, in case another PTP under the same legal entity is situated in other location(s), then a person declared by the PTP for one location may be authorized at another location under the same legal entity, provided, there is one dedicated permanent personnel available to review and authorize PT reports at each location.

Note: However, this shall not mean that they carry out the activity of report and authorization of PT report without physical presence in the PTP.

Information for the Proficiency Testing Providers (PTP) for NABL Accreditation

1. The applicant/accredited PTP shall inform NABL without delay (within 15 days) of significant changes relevant to accreditation, such as:
 - a. its legal, commercial, ownership or organizational status,
 - b. resources not limited to personnel, facilities, equipment to manage and perform its activities, person responsible for review and authorize the PT Reports
 - c. premises,
 - d. scope of accreditation,
 - e. any other factor that may affect the ability of the PTP to fulfill the requirements of NABL accreditation including the specific criteria, policies & ISO/ IEC 17043.
 - f. any other change in information submitted in application.
2. The application must be filled up by the authorized representative of the PTP.
3. The PTP shall inform NABL regarding its reservations (such as working for immediate competitor, previous employee, previous relationships, etc.) on appointment of Lead Assessor/Assessor/Technical Expert for the assessment, giving detailed justification for such reservations. These will be considered based on the validity and reasonableness of the reservation given and suitable actions will be taken, especially for the reasons such as threat to impartiality, etc.
4. The application fee and other necessary charges related to accreditation process is given in NABL document NABL 100A 'General Information Brochure' under Fee Structure'. NABL 100A is available on NABL website.
5. The PTP shall offer NABL or its representative cooperation for below mentioned process failing which adverse action will be taken as per NABL 216 "Procedures for Dealing with Adverse Decisions".:
 - a. undertaking any check to verify capability of the PTP.
 - b. providing names of all personnel competent to review and authorization of PT reports.
 - c. assessing the competence of the staff (including staff working in shift operations / at site) during assessment.
 - d. accessing all PTP's areas of operations including Mobile/ temporary, site facility, external service provider premises, wherever relevant and applicable.
 - e. offering access to relevant areas of the PTP for witnessing the activities being performed.
 - f. examining of all relevant documentation and records.
 - g. interaction with all relevant personnel.
6. The applicant/accredited PTP shall be given due notice of any intended changes relating to NABL accreditation criteria and/or accreditation procedure and will also be given such time, as considered reasonable to carry out the necessary changes to its policies/practices & procedure(s). The applicant/accredited PTP shall inform NABL when such changes have been completed.
7. The application shall be kept confidential (unless required by law) by NABL and information obtained during the processing of application, assessment visit and grant of accreditation or any activity related with CAB's data shall be safeguarded and dealt with impartiality. The procedure for processing of application for accreditation is given in NABL 100B "Accreditation Process & Procedure".
8. Request for any change in applied scope of accreditation, equipment and personnel including personnel to review and authorize the PT reports during ongoing onsite assessment will not be accepted.

9. PTP shall keep the application & assessment report strictly confidential and these shall not be disclosed with third party & if application & assessment reports are observed to be disclosed to third party, then adverse action will be taken as per NABL 216 “Procedures for Dealing with Adverse Decisions”.
10. The application shall be kept confidential (unless required by law) by NABL and information obtained during the processing of application, assessment visit and grant of accreditation or any activity related with CAB’s data shall be safeguarded and dealt with impartiality. The procedure for processing of application for accreditation is given in NABL 100B “Accreditation Process & Procedure”.

Application Form for Proficiency Testing Provider

We apply for NABL accreditation as a Proficiency Testing Provider as per details given below:

- ☐ Initial Accreditation ☐ Renewal of Accreditation
- ☐ Extension of Scope

If accredited by NABL (currently/previously), please provide accreditation certificate no. & accreditation validity and CAB ID _____

1. PROFICIENCY TESTING PROVIDER (PTP) DETAILS

1.1. Name/ Identification of the PTP

Note: Accreditation is granted to the registered Legal Entity (Ref. Cl. No. 5 mentioned under "Requirements to be fulfilled and instructions to be followed by the PT Provider while applying for NABL Accreditation" above), hence the same may be clearly stated above. If the PTP is a defined part of a legal entity, having a defined name/division, the same may also be stated. In case it is defined part of the legal entity separated through location, then it shall be identified accordingly in unique terms.

Address _____

Note: (Indicate if the premise is owned or is acquired on lease, as applicable. Copy of proof of ownership or registered lease agreement shall be enclosed as evidence). Large institutions/government entities may be exempted on providing justification.

Telephone No. _____ Fax No. _____ E-mail _____

Note: The email id will be used to provide official information and notices by NABL and hence an official email id shall be provided which is checked on a regular basis. Any changes in this regard shall also be informed without delay.

1.2. Name of the Head Office / Parent Organization in case the applicant PTP is part of a Legal Entity _____

Telephone No. _____ Fax No. _____ E-mail _____

1.3. Legal identity of the PTP and date of establishment

(Please give Registration No. and name of authority who granted the registration. Copy of the certificate shall be enclosed. Refer Cl. No. 5 mentioned under "Requirements to be fulfilled and instructions to be followed by the PTP while applying for NABL Accreditation" above)

1.4. Has adverse action been initiated/taken against the PTP in the past? YES/NO

(If yes, please provide the details with present status)

1.5. Goods and Services Tax (GST) Number along with PAN/ TAN Number: -

1.6. Other Accreditations _____

1.7. Indicate exactly how the name and address of the CAB are to appear on the certificate

(In English) _____

2. PROFICIENCY TESTING SCHEME(S) AS PER ISO/IEC 17043 (COMPLETED/INITIATED)

S. No.	Name of Program	Total Number of Participants	Statistical Technique Adopted	Status

Note: - If a similar program has been repeated, please provide details individually with unique ID - Please submit a copy of report for each PT scheme completed

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3. ACCREDITATION DETAILS

3.1. Discipline in which accreditation is sought

- | | | | |
|---------------|--------------------------|--------------|--------------------------|
| • Testing | ☐ | • Medical | ☐ |
| • Calibration | ☐ | • Inspection | ☐ |

3.1.1. Sub-discipline of Testing for which accreditation is sought (includes sampling also)

- | | | | |
|--------------|--------------------------|----------------------|--------------------------|
| • Biological | ☐ | • Mechanical | ☐ |
| • Chemical | ☐ | • Non-Destructive | ☐ |
| • Electrical | ☐ | • Optical Photometry | ☐ |
| • Electronic | ☐ | • Radiological | ☐ |
| • Fluid-Flow | ☐ | • Forensic | ☐ |

3.1.2 Sub-discipline of Calibration for which accreditation is sought

- | | | | |
|---------------------|--------------------------|----------------|--------------------------|
| • Electro-Technical | ☐ | • Thermal | ☐ |
| • Mechanical | ☐ | • Optical | ☐ |
| • Fluid Flow | ☐ | • Radiological | ☐ |
| • Medical Device | ☐ | | |

3.1.3 Sub-discipline of Medical for which accreditation is sought

- | | | | |
|--|--------------------------|------------------|--------------------------|
| • Clinical Biochemistry | ☐ | • Haematology | ☐ |
| • Clinical Pathology | ☐ | • Histopathology | ☐ |
| • Microbiology & Infectious disease serology | ☐ | • Cytopathology | ☐ |
| • Flow Cytometry | ☐ | • Cytogenetics | ☐ |
| • Molecular testing | ☐ | | |

3.1.4 Sub-discipline of Inspection for which accreditation is sought

- | | | | |
|----------------------------|--------------------------|--|--------------------------|
| • NDT | ☐ | • Agriculture and agricultural products | ☐ |
| • Manufactured goods | ☐ | • Industrial equipment and machinery | ☐ |
| • Forensic inspection | ☐ | • Natural resources and refined products | ☐ |
| • IT products and services | ☐ | • Environment & Environmental protection products | ☐ |
| • Transport | ☐ | • Industrial and commercial construction & maintenance | ☐ |
| • Tourism accommodation | ☐ | • Technical regulation inspection | ☐ |
| • Health inspection | ☐ | • Building construction and maintenance | ☐ |
| • Factory inspection | ☐ | • Others | ☐ |

3.2. Scope of Accreditation

S. No.	Proficiency Testing Scheme/ Type of PT Item/ Matrix*	Measurand/ Characteristic/ Type of measurand/ Type of characteristic/ Analyte/ Parameter	Range of Measurement (if applicable)	Periodicity (Minimum)	Remarks**

** Remarks can include test method adapted or any other information deemed necessary by PT Provider

3.3. Externally Provided Product and Services/Sub-Contractors

3.3.1. Does PTP have uses any Externally Provided Product and Services/Sub-Contractor

☐ Yes

☐ No

3.3.2. If Yes, submit the details as below

S. No.	Name of Externally Provided Product and Services/Sub-Contractor	Address and Phone No	Whether the organization is accredited, Provide details	Description of activity *

*activities can include formal arrangement for production, testing, measurement, sampling, storage and distribution of PT materials/samples or measurement artifacts and data processing as per ISO/IEC 17043)

4. Organization

4.1. Senior Management (Name, Designation, telephone, fax, e-mail)

4.1.1. Head of the PTP, having overall responsibility (The email id will be used to provide official information and notices by NABL) _____

4.1.2. Person responsible for the PTP management system (Person may be contacted for any issue related to management system) _____

4.1.3. Person(s) responsible for technical operations of the PTP (Person may be contacted for any issue related to technical requirements.) _____

4.1.4. Contact person for NABL (This email will be used as the primary contact for all NABL correspondence related to accreditation process) _____

Note: Please also give the designation as per PTP management system. There could be more than one person for different PT schemes

4.2. Proposed personnel declared to review and authorize the PT reports (Signing of PT reports/ Certificate)

Sl.	PTP/ Department/ Section	Name & Designation	Qualification with Specialization	Relevant experience (in years) related to present work	Relevant Training	Authorized for which specific area	Specimen Signature

4.3. Organization Chart

4.3.1. Indicate in an organization chart the operating departments of the PTP for which accreditation is being sought (please append).

4.3.2. Indicate how the applicant/accredited PTP is related to its parent organization, where applicable. Please also indicate if some of the responsibilities as described in ISO/IEC 17043 are shared by the parent organization.

Note: If the PTP is a defined part of a legal entity, then the organization structure of the Legal entity, with place of the PTP within the larger structure (legal entity/parent organization) shall also be submitted, clearly identifying the other activities performed by the legal entity.

4.4. Employees

4.4.1. Total number of employees in the organization _____

4.4.2. Total number of employees involved in running PT schemes _____

4.4.3. Details of staff (Technical as well as those for support functions)

Sl.	Name	Designation	Academic and Professional Qualifications*	Experience related to present work (in years)	Relevant Training*

- Note
- i. PTP shall clearly indicate staff responsible for different PT schemes
 - ii. PTP operating in shifts shall clearly identify the staff working in shifts.
 - iii. *Please clearly indicate the area of specialization.
 - iv. *For Diagnostic Radiology QA wherever applicable

4.4.4. Details of Steering/ Advisory Committee

S. No.	Name of Person	Qualification with Specialization	Experience in years related to present work	Relevant Training	Affiliation	Area of Responsibility

5. EQUIPMENT AND REFERENCE MATERIALS/REFERENCE STANDARDS

5.1. List of equipment

Sl.	Name of equipment (Indicate if owned or on long term lease)	Model/ type/ year of make and Serial number	Range and accuracy	Date of last calibration	Calibration due on*	Calibrated by**

- Note
- i. PTP shall have access to the measuring and analytical equipment for its dedicated use only, either by ownership or by long term contract /lease, generally for 2 years or above. The PTP shall have necessary documentation to demonstrate compliance.
 - ii. *The PTP to decide the calibration interval based on ISO 10012 or ILAC-G24
 - iii. **Please mention name of calibration agency. In case the equipment is calibrated in-house, same needs to be clearly indicated under this column.
 - iv. For metrological traceability in measurement, refer NABL policy document NABL 142 V. Apart from measuring and analytical equipment, the details for equipment (if any) to be provided which are required for processing and preparation of PT items.

5.2. List of Reference Material/ Reference Standards

Sl.	Name of Reference Material/ Standard/ Strain/ Culture	Source	Date of Expiry/ Validity	Traceability

Note: For traceability in measurement, refer NABL policy document NABL 142

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6. INTERNAL AUDIT AND MANAGEMENT REVIEW

6.1. Date of last Internal Audit _____

6.1.1. Whether all requirements of ISO/IEC 17043: 2023 covering all activities of PTP have been audited at least once in last one year

☐ Yes

☐ No

6.1.2. If Externally Provided Product and Services/Sub-Contractor is/ are used whether compliance is ensured for relevant standard e.g. ISO 17034, ISO/IEC 17025, ISO 15189 etc.

☐ Yes

☐ No

6.2. Date of last Management Review _____

7. PROFICIENCY TESTING/INTERLABORATORY COMPARISON

7.1. Participation in Proficiency Testing

(For details and other requirements please refer to ISO/IEC 17043 & NABL 163)

Sl.	Materials or Products tested	Component, parameter or characteristic tested/ Specific Test Performed/ Tests or type of tests performed	Test Method Specification against which tests are performed and/or the techniques/ equipment used	Date of testing	Nodal laboratory/ PT Provider (Accreditation Body/ Country)	Performance in terms of Z score / other criteria	Corrective Action Taken (if applicable)

7.2. Participation in Interlaboratory Comparison

Sl.	Materials or Products tested	Component, parameter or characteristic tested/ Specific Test Performed/ Tests or type of tests performed	Test Method Specification against which tests are performed and/or the techniques/ equipment used	Date of testing	Nodal Laboratory	Performance in terms of Z score / other criteria	Corrective Action Taken (if applicable)

Note: Relevant Proficiency testing/Interlaboratory comparison details of the laboratories involved in testing or measurement of PT items to be provided.

8. APPLICATION FEES

8.1. Number of schemes & proficiency test items* (Matrix/Group/Field) applied for accreditation

8.2. Application Fees (Rs.) _____

Note:

- *For detailed information on classification PT schemes, NABL 181
- Kindly make all kind of payments preferably through the 'Payment Gateway' available on NABL website (www.nabl-india.org)

9. Declaration by the PT Provider

We declare that

- 9.1. We are familiar with the Terms & Conditions for Obtaining and Maintaining NABL Accreditation (NABL 131), which is enclosed and will abide by it. We have understood the requirements given in NABL 133.
- 9.2. We agree to comply fully with ISO/IEC 17043: 2023 for the accreditation of Proficiency Testing Provider.
- 9.3. We agree to comply with accreditation procedures, pay all costs for pre-assessment, assessment, supplementary visit (if any), surveillance and reassessment irrespective of the result.
- 9.4. We agree to co-operate with the assessment team appointed by NABL for examination of all relevant documents/records by them and their visits to those parts of the PTP that are part of the scope of accreditation.
- 9.5. We comply to all national, regional and local regulatory requirements for operating a PTP.
- 9.6. _____ has provided consultancy for preparing towards NABL accreditation. [Information regarding any individual or organization who provided consultancy (if any) for NABL accreditation shall be declared].
- 9.7. All information provided in this application are true.

Signature of Head of the PT Provider _____

Name & Designation _____

Date & Place _____

10. APPLICATION FORM - CHECK LIST

Sl.	Information / details provided as part of application	Availability
1.	Application in prescribed NABL 180 for all Discipline(s)/Subdiscipline(s) (e.g. Testing/Calibration/Medical/inspection and Mechanical/ Chemical/ Electrical etc.)	
2.	Management System Document (howsoever named) latest issue according to ISO/IEC 17043: 2023	
3.	Application fees a) Information on total Discipline(s)/Subdiscipline(s) applied for accreditation b) Estimated applicable fees as per NABL 100A c) Details of NEFT & details of payment made through Payment Gateway of NABL.	
4.	Copy of proof of Legal Entity Status	
5.	Details of adverse action has been initiated/taken against the PTP in the past, if applicable	
6.	Goods and Service Tax (GST) Number along with PAN/TAN Number	
7.	Scope of Accreditation with Proficiency Testing Scheme/ Type of PT Item/ Matrix, Measurand/ Characteristic/ Type of measurand/ Type of characteristic/ Analyte/ Parameter, Range of Measurement (if applicable), Periodicity (Minimum)	
8.	Details of Senior Management with Designation and Contact Details	
9.	List of staff and proposed personnel declared to review and authorization of results (Signing of PT reports/Certificates)	
10.	Organization Chart(s)	
11.	List of Equipment and Reference Materials/ Reference Standards used with details of Metrological Traceability	
12.	Details of PT/ ILC participation	
13.	Dates of Internal Audit and Management Review	
14.	Information/Declaration about the Consultant (if any)	
15.	Signed copy of NABL 131 (latest issue) which includes the policy mentioned in NABL 133	

Verified the above details and confirmed the availability of all required documents/ details as part of application form.

Signature of Head of the PTP _____

Name & Designation _____

Date & Place _____

National Accreditation Board for Testing and Calibration Laboratories (NABL)

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