

User Guide: How to Fill the Application Form (Admin Access)

Follow the steps below carefully to complete and submit the application successfully.

Step 1: Fill in the Laboratory Details

- Enter all required lab information
- Upload any relevant documents if prompted.

The screenshot shows a web interface for a user named 'Dummy User'. At the top, there is a warning message from CAB regarding fraudulent behavior. Below this, a row of tabs includes 'Laboratory Details' (which is selected), 'Organization Chart', 'Reference Materials', 'Proficiency Testing', 'Discipline Details', 'Manpower', 'Fees', and 'Enclosure'. The 'Laboratory Details' section contains the following fields: 'Type of Sub-Field' (a dropdown menu currently showing 'Diagnostic'), 'Name of the Laboratory' (a text box containing 'METRO HEALTH LAB'), 'Legal Entity Type' (a dropdown menu showing 'Proprietorship'), 'Legal entity Name' (a text box with 'Enter Details..'), 'DR' (a small box), 'Name of the Owner' (a text box with 'Enter Details..'), 'Address' (a text box with 'Enter Details..'), 'State' (a dropdown menu), 'Pincode' (a text box), and 'MCI Certificate' (a text box). Red asterisks indicate required fields.

Step 2: Upload Organisation Chart

- Navigate to the **Organisation Chart** section.
- Upload the required document.
- Ensure the file is clear, signed (if needed), and in the accepted format (PDF, PNG, JPG).

Welcome Dummy User

 You are filling the Application as per ISO 15189: 2022

Laboratory
Details

Organization
Chart

Reference
Materials

Proficiency
Testing

Discipline
Details

Manpower

Fees

Enclosure

Management System Document

(Only PNG, JPG, JPEG, and PDF files are allowed.)

Choose File

No file chosen

Organization

Organization Chart *

Choose File

No file chosen

Parent Organization Chart*

Choose File

No file chosen

Update Draft

Next

i. Indicate in an organization chart the operating departments of the medical testing laboratory for which accreditation is being sought (Append).

Step 3: Add Proficiency Testing (PT)

- Go to the **PT Section**.
- Input PT details.
- Enter relevant participation details, date of testing, Nodal Lab and result

 You are filling the Application as per ISO 15189: 2022

Laboratory
Details

Organization
Chart

Reference
Materials

Proficiency
Testing

Discipline
Details

Manpower

Fees

Enclosure

 Add New

 View Existing

 Back to Main

PROFICIENCY TESTING/ INTERLABORATORY COMPARISON

(Column marked with red astricks(*) are Mandatory)

Participation in

---Select---

Date of Testing *

Date of Testing

Nodal laboratory/PT Provider(Accreditation Body/
Country)*

-- Select --

Save Draft

Step 4: Add Discipline(s)

- Add the desired Discipline.

Laboratory DetailsOrganization ChartReference MaterialsProficiency TestingDiscipline DetailsManpowerFeesEnclosure

ACCREDITATION DETAILS

Discipline of Medical *

--Select Discipline--

Add

ACCREDITATION DETAILS

S No.	Lab Type	Discipline	Equipment	Reference Materials	Scope	Delete
1	Medical	Clinical Pathology	+ ↕ i ✓	+ i ✗	+ ↕ i ✓	✖
2	Medical	Flow Cytometry	+ ↕ i ✓	+ i ✗	+ ↕ i ✗	✖

- Within each selected discipline, complete the following:

a. Add Reference Materials (RM)

- ❖ For each discipline, enter details of Reference Materials used.
- ❖ Include name, source, traceability, and validity.

Laboratory DetailsOrganization ChartReference MaterialsProficiency TestingDiscipline DetailsManpowerFeesEnclosure

+ Add New

View Existing

Back to Main

Reference Materials (Calibrator/ Standard/ Strain)
(Column marked with red astricks(*) are Mandatory)

Select Discipline*

Flow Cytometry

Name of Calibrator/ Standard/ Strain (Reference material)*

Reference Material Name

Source *

Source

Traceability*

Traceability

Date of Expiry

Date of Expiry

Please save your data first before clicking on Next or Back button.

Save Draft

b. Add Equipment Details

- ❖ Add all major equipment used in the discipline.
- ❖ Provide equipment name, make/model, unique ID, calibration status, and date etc.

Add New

Bulk Upload

View Existing

Back to Main

Equipment

(Column marked with red astricks() are Mandatory)*

Select Discipline*
Flow Cytometry

Name of Equipment*
-- Select --

Name of manufacturer *
name of manufacturer

Upload IQ *
(Allowed files Images/Pdf/word Max size: 30 MB)
Choose File No file chosen
Upload IQ

Upload OQ *
(Allowed files Images/Pdf/word Max size: 30 MB)
Choose File No file chosen
Upload OQ

Upload PQ *
(Allowed files Images/Pdf/word Max size: 30 MB)
Choose File No file chosen
Upload PQ

UID of Equipment *
UID:- Unique Identification number of equipment
UID Of Equipment

Serial No
Serial No

Model *
Model

c. Add Scope

- ❖ Define the scope for each discipline.
- ❖ Include methods, parameters, and measurement ranges as applicable.

Laboratory Details

Organization Chart

Reference Materials

Proficiency Testing

Discipline Details

Manpower

Fees

Enclosure

Select from Model Scope

Bulk Upload

View Existing

Back to Main

Discipline
Flow Cytometry

Test code
--Select--

Materials or Products tested
--Select--

Type of Test
--Select--

1

/

3

Add to Lab Scope

Proceed to Edit Selected Scope

Step 5: Map PT, RM, and Equipment with Scope

- Go to the **Scope Section** under **Discipline**.
- Select the relevant scope and map appropriate PT, RM, and Equipment entries.

Filter: Discipline
Flow Cytometry

1 / 1

Delete Selected Entries

Pending Accepted Rejected

Proficiency Testing

(Analysis of patient samples from clinical correlat)fewfwefwe

Reference Material

sae
nameref
Glucose RM-001

Equipment

a

Update

Mark All (Delete)	Edit	Delete	S No.	Test Code	Discipline Name	Materials/Products Tested	Specific Test Performed	Test Method / Equipment Used	Range / Detection Limit	%CV / MU (±)	Facility Type	Equipment	Refre Mate
☐			1	M-FL00001	Flow Cytometry	Peripheral Blood (EDTA / Heparin)/ Bone Marrow (EDTA / Heparin)/ Whole Blood EDTA	CD34+ enumeration	Flow cytometry					

Step 6: Fill in Manpower Details

- Add all Senior management and Staff of Laboratory.

Welcome Dummy User

You are filling the Application as per ISO 15189: 2022

Laboratory Details Organization Chart Reference Materials Proficiency Testing Discipline Details **Manpower** Fees Enclosure

Add New View Existing

Senior management and Staff of Laboratory

Employee Type *
--Select Employee Type--

Discipline(Laboratory/ Department/ Section) *
☐ Clinical Pathology
☐ Flow Cytometry

Name *
--Select Salutat... Name

Designation *
Designation

Academic and Professional Qualifications * Specialization *

Step 7: Review the Fees

- Go to the **Fee Summary** section.
- Review the calculated fee based on your entries.
- Check for any optional/additional charges.

Welcome Dummy User

 You are filling the Application as per ISO 15189: 2022

Laboratory Details

Organization Chart

Reference Materials

Proficiency Testing

Discipline Details

Manpower

Fees

Enclosure

Fees

Total Fees	
Category	Fees
Location 1 - Medium Laboratories	44000
No of Collection Center - 2	400
	Gross Total 44400
	GST (18%) 0
	Grand Total 44400

Step 8: Check Enclosure for Pendency

- Review the **Checklist/Enclosures Section**.
- Ensure all required documents are uploaded.
- If any documents are pending, upload them before proceeding.
- Confirm that there are no red flags or missing entries.

Laboratory Details	Organization Chart	Reference Materials	Proficiency Testing	Discipline Details	Manpower	Fees	Enclosure
Application Form - Check List							
Document : Download Remove							
S No.	Information / Details	Availability	Pendencies				
1	Copy of Legal entity (Registration Details of the Laboratory)						
2	Scope of Accreditation with Test Methods, Range of Testing and MU						
3	Details of Senior Management with Designation and Contact Details						
4	List of Staff and personnel proposed to report,review and authorization of results						
5	Organization Chart Enclosed						
6	List of Equipments / Reference Material used with details of Traceability						
7	Details of Quality Control Activity/Participation						

Step 9: Accept Terms & Conditions and Declaration

- Carefully read the **Terms & Conditions** and the **Declaration** statement.
- Upload the relevant declaration document

Terms & Conditions for Obtaining and Maintaining NABL Accreditation

The terms and conditions mentioned in this document is considered as accreditation agreement between NABL and Conformity Assessment Body (CAB). By accepting these terms and conditions, it is implied that a CAB as an applicant and after obtaining accreditation agrees to comply at all times with all Terms and Conditions for NABL Accreditation. Any violation of this terms and conditions (Accreditation agreement) shall result in adverse decision as per NABL 216 'Procedures for Dealing with Adverse Decisions' including legal action.

The Conformity Assessment Body (Testing Laboratory/ Calibration Laboratory/ Medical Testing Laboratory/ Proficiency Testing Provider (PTP)/ Reference Material Producer (RMP)) that are applicant or accredited by NABL shall be required to fulfill the following terms and conditions:

By accepting these terms and conditions, it is implied that a CAB as an applicant and after obtaining accreditation agrees to comply at all times with all Terms and Conditions for Obtaining and Maintaining NABL Accreditation. Any violation of this terms and conditions (arrangement) shall result in adverse decision as per NABL 216 'Procedures for Dealing with Adverse Decisions' including legal action.

Dispute, if any, arising out of NABL decisions that remain unresolved through mechanism provided by NABL are subject to the exclusive jurisdiction of the Courts at New Delhi and none other.

Declaration by the laboratory

We declare that

- 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.
- We will maintain strict confidentiality of personal sensitive data. This information will not be shared with any other person, agency or organization (unless required by law).
- We have declared all sources of samples.
- We have declared and submitted accurate and complete information in the enclosed "Declaration Form"
- We have conducted internal audit of our Sample Collection Centre(s)/ facility(ies) at least once during the last one year.

Step 10: Preview the Application

- Use the **Preview** button to review the entire application.
- Verify each section for accuracy.
- Make any necessary corrections before proceeding.

[Terms & Conditions](#)

NOTE:- By accepting the above terms & conditions, it is implied that a CAB/ Sample Collection Centre/ Facility (ies) declared by medical CAB as an applicant and after obtaining accreditation agrees to comply at all times with all Terms and Conditions for NABL Accreditation. Any violation of this terms and conditions shall result in adverse decision such as abeyance, suspension, forced withdrawal etc against the CAB as specified in 'NABL 216'.

[Proceed To Pay & Submit](#)

[View Preview Report](#)

Step 11: Make Payment

- Proceed to the **Payment Section**.
- Choose a payment method (credit/debit/net banking).
- Complete the payment.
- After successful payment, click **Submit Application**.

Payment Details.

Application Fee Payment

Deduct TDS:	☐ Check this to deduct TDS
Total Amount:	Rs 44400
Tax:	0
Amount To Pay:	Rs 44400

[See Payment Detail](#) [Proceed to payment through NABL portal](#) [Proceed »](#) [Proforma Invoice](#)

Please click here for Bank Details for offline mode. [Click here](#)

For Updating payment made through offline modes click here [Fill in Details](#)

Notes:

- Save your progress frequently.
- Use the “Preview” feature before final submission.
- The Declaration Section will only appear once all enclosures are marked as complete.
- All mandatory fields are marked with an asterisk (*).
- Upload the relevant and required documents in accepted format(PNG, JPG, JPEG, and PDF)
- Reach out to support if you encounter technical issues.

How to Create a Sub-User (Admin Access)

Follow the steps below to create and activate sub-users under your admin account:

Step 1: Log in via Admin Account

Step 2: Navigate to "Create Sub-User"

Step 3: Fill in the Required Fields

- Enter the following mandatory details:
 - **Full Name**
 - **Email Address**
 - **Contact Number**
 - **Designation**
 - **Assigned Discipline**(can assign multiple discipline to single user)

Step 4: Click on "Add User"

- Once all fields are filled, click **Add User** to create the account.

Step

The screenshot shows the 'Create New Sub User' form in the NABL Portal. The form is titled 'Create New Sub User' and is located under the 'Create Sub User' tab. It contains several input fields and a department selection section. The fields are: 'Name' (with a red asterisk), 'Designation' (with a red asterisk), 'Email' (with a red asterisk), and 'Contact No' (with a red asterisk). The 'Department Selection' section is a horizontal scrollable list of checkboxes with labels: 'Clinical Biochemistry', 'Clinical Pathology', 'Cytogenetics', 'Cytopathology', 'Flow Cytometry', 'Hematology & Immunohematology', and 'Histocom & Immunog'. At the bottom right, there are two buttons: 'Add User' and 'Reset'.

NABL Portal Dashboard Create Sub User

Create New Sub User

Name*

Designation*

Select

Department Selection *

☐ Clinical Biochemistry ☐ Clinical Pathology ☐ Cytogenetics ☐ Cytopathology ☐ Flow Cytometry ☐ Hematology & Immunohematology ☐ Histocom & Immunog

Email *

Contact No *

Contact No

Add User Reset

- After the user is added, you will see them listed in the sub-user table.
- **Mark the user as “Active”** using the status button.
- Click **“Send Email”** — the system will automatically share the login credentials with the sub-user via email.

Sub User List								
Name	Login Name	Designation	Department	Email	Contact No	Status	Password	Action
Ayan	nabl000053_1	CEO of laboratory	Clinical Biochemistry,Clinical Pathology	ayank.7t@gmail.com	7291967296	Active	*****	× 🗑️ ✎ ✉️
pranjal	nabl000053_2	Head of the laboratory	Cytogenetics,Cytopathology	ayank.7t@gmail.com	7291967296	Active	*****	× 🗑️ ✎ ✉️
Test1	nabl000053_3	Quality officer	Flow Cytometry	sakshi.cpd@gmail.com	9876543215	Active	*****	× 🗑️ ✎ ✉️

Notes:

- Sub-users will only have access to the sections permitted by their assigned **designation** and **discipline(s)**.
- Once a user is added for a particular **discipline or set of disciplines**, **another user cannot be added to the same discipline(s)**.
- You can **deactivate** or **edit** a sub-user’s details at any time through the admin panel.
- Ensure email addresses are accurate, as login credentials will be sent directly to the sub-user via email.

User Guide: How Sub-Users Can Fill the Application Form

Sub-users can enter specific discipline-related data after logging in. Please follow the steps below:

Step 1: Log in via Sub-User Account

- Use your sub-user credentials received via email to log in to the application portal.

Step 2: Add Proficiency Testing (PT)

- a. Navigate to the PT Section
- b. Enter relevant participation details, date of testing, Nodal Lab and results

Note:

The entered PT data will only be visible once it is reviewed and approved by the admin.

Step 3: Add RM, Equipment, and Scope Details

Important:

The sub-user will only be able to add information if the **assigned discipline(s)** have already been added by the admin.

a. Add Reference Materials (RM)

- For each discipline, enter name, source, traceability and validity details

b. Add Equipment Details

- Add all major equipment relevant to the discipline:

c. Add Scope

- Define the scope for each discipline.
- Include methods, parameters, and measurement ranges as applicable.

Note:

Data added by the sub-user will be **pending review** and **must be approved by the admin** before becoming active.

Step 4: Map PT, RM, and Equipment with Scope

- Navigate to the **Scope Section** under each discipline.
- Select the relevant scope.
- Map the appropriate PT, RM, and Equipment entries.

Note:

Mapped data will also **require admin approval** before it is considered final and visible in the main application.

 CAB may note that at any point of time during the application process or assessment process, if there is an evidence of fraudulent behaviour or if any false information is provided or if any information is concealed, NABL will reject the application and it's processing or if in accreditation process, then terminate the assessment process

Reference Materials

Proficiency Testing

Discipline Details

ACCREDITATION DETAILS

ACCREDITATION DETAILS				
S No.	Lab Type	Discipline	Equipment	Scope
1	Medical	Flow Cytometry	  	  

Notes for Sub-Users

- Sub-users are restricted to managing data **only for their assigned discipline(s)**.
- All entries remain **in a draft or pending state** until approved by the admin.
- Contact the admin if you do not see your assigned discipline or encounter access issues.