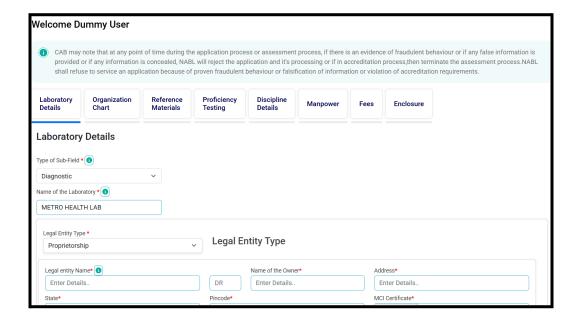
User Guide: How to Fill the Application Form (Admin Access)

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

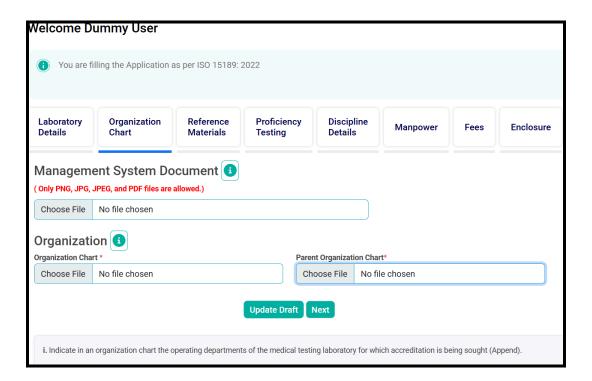
Step 1: Fill in the Laboratory Details

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



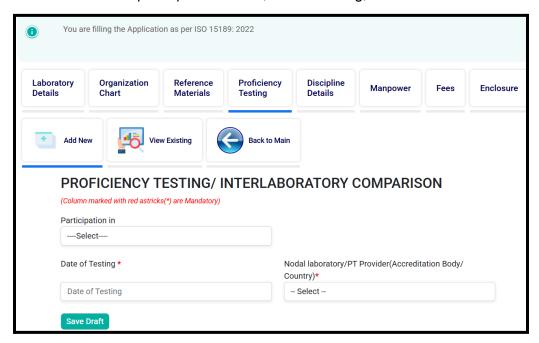
Step 2: Upload Organisation Chart

- 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).



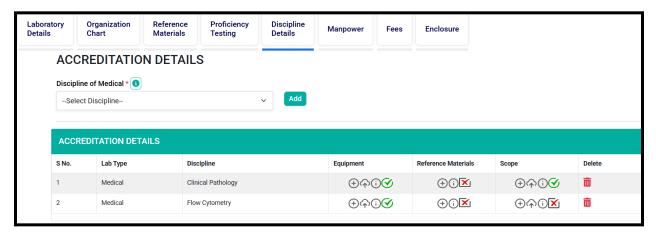
Step 3: Add Proficiency Testing (PT)

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

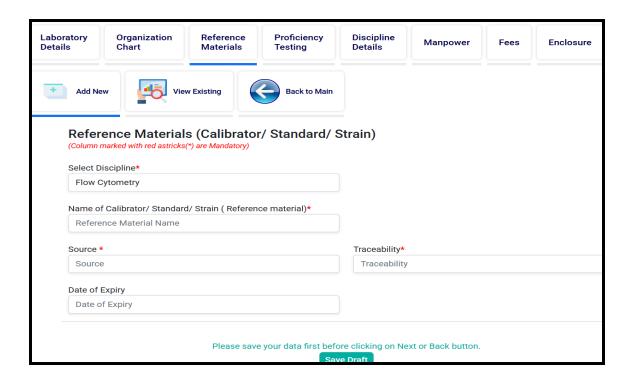


Step 4: Add Discipline(s)

• Add the desired Discipline.

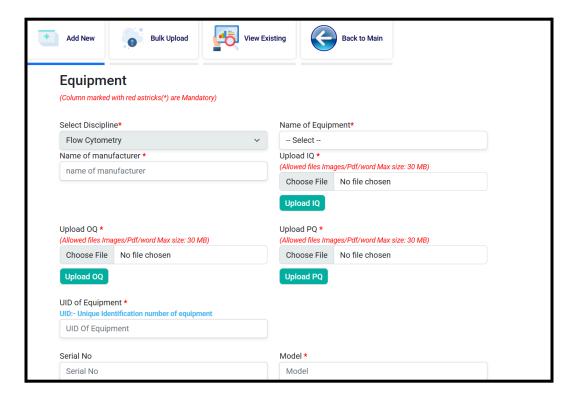


- Within each selected discipline, complete the following:
 - a. Add Reference Materials (RM)
 - For each discipline, enter details of Reference Materials used.
 - Include name, source, traceability, and validity.



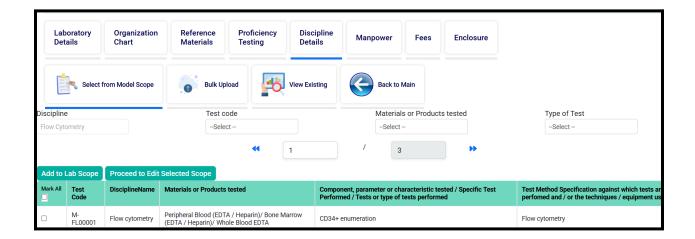
b. Add Equipment Details

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



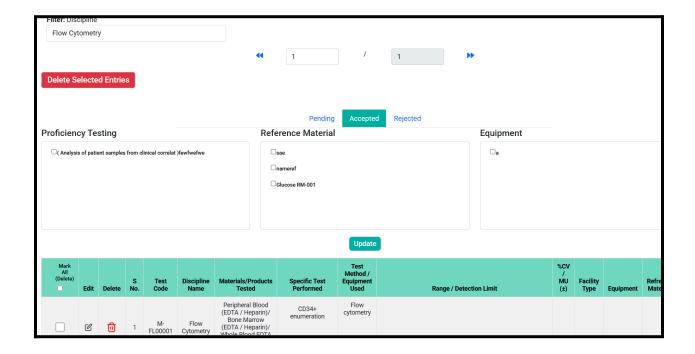
c. Add Scope

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



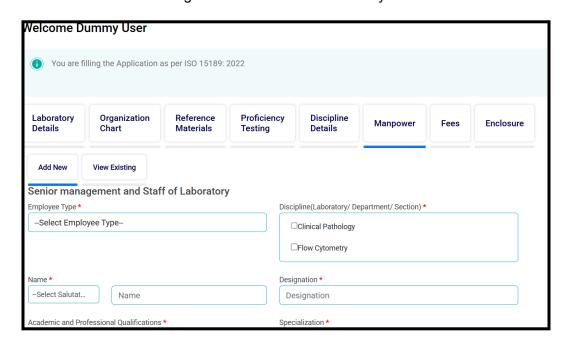
Step 5: Map PT, RM, and Equipment with Scope

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



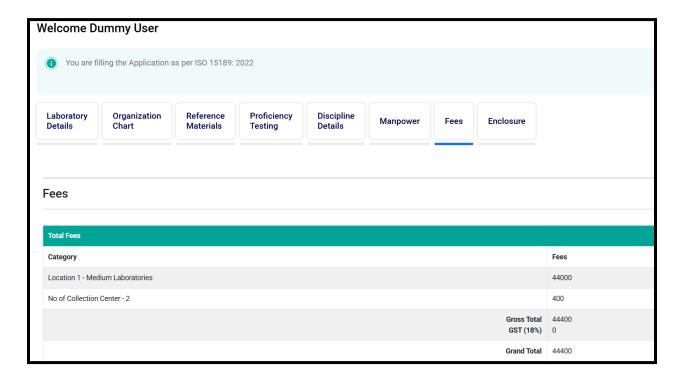
Step 6: Fill in Manpower Details

Add all Senior management and Staff of Laboratory.



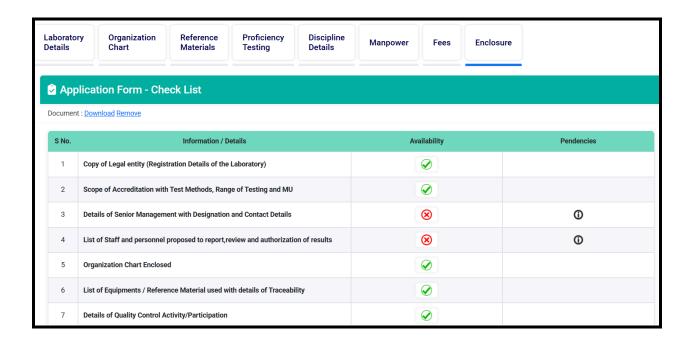
Step 7: Review the Fees

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



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.



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 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 2. 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). 3. We have declared all sources of samples. 4. We have declared and submitted accurate and complete information in the enclosed "Declaration Form" 5. We have conducted internal audit of our Sample Collection Centre(s)/ facility(ies) at least once during the last one year.

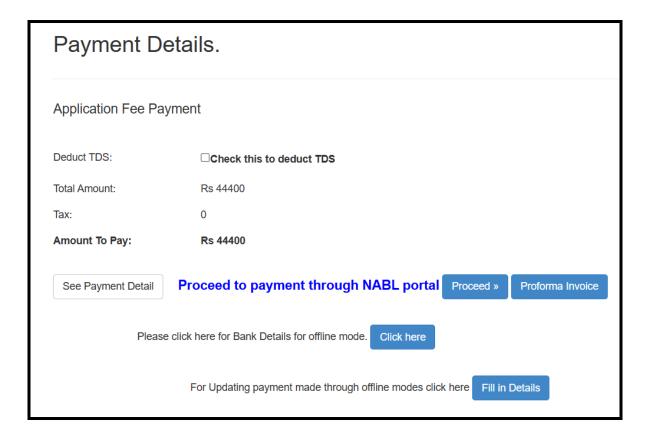
Step 10: Preview the Application

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



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**.



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

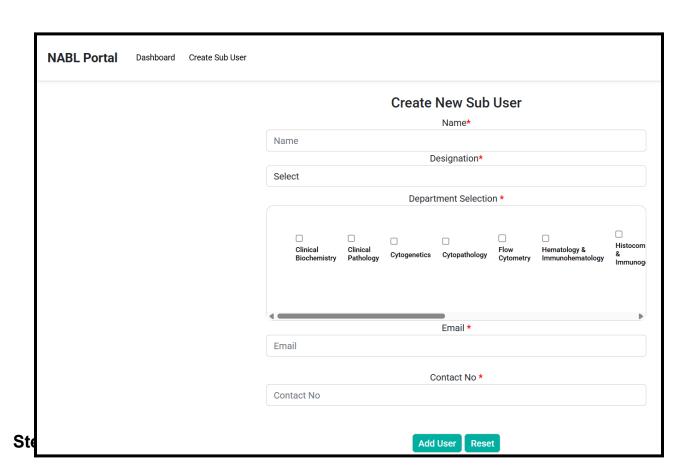
Step 2: Navigate to "Create Sub-User"

Step 3: Fill in the Required Fields

- Enter the following mandatory details:
 - Full Name
 - o 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.



- 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	*****	× Î C
pranjal	nabl000053_2	Head of the laboratory	Cytogenetics,Cytopathology	ayank.7t@gmail.com	7291967296	Active	*****	× Î C
Test1	nabl000053_3	Quality officer	Flow Cytometry	sakshi.cpd@gmail.com	9876543215	Active	*****	× Î C

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.



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.