

NABL 158



National Accreditation Board for Testing and Calibration Laboratories (NABL)

Application Form for Accreditation of Product Based Testing Laboratories

ISSUE NO.: 01
ISSUE DATE: 10-05-2022

AMENDMENT NO.: --
AMENDMENT DATE: --

AMENDMENT SHEET

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Information & Instructions for completing an Application Form

1. Application shall be made in the prescribed form NABL 158 only. The application shall consist of the following:
 - Completed application form
 - Management System Document / Quality Manual
 - Prescribed application fees
 - Duly signed NABL-131.

Incomplete application, fraudulent behavior, false information and concealing the information may lead to rejection of application or termination of the assessment process.

2. The applicant CAB shall undertake to carry out its testing activities in such a way as to meet the requirement of ISO/IEC 17025:2017 other relevant requirements of NABL and the regulatory authorities, as applicable at all times.
3. The laboratory shall have complete test facilities and test environment, suitable for conducting all the test parameters under the Indian Standard relevant to the product applied.
4. Applicant CABs are advised to ensure that the latest versions of NABL documents are available with them and are implemented.
5. The application fee and other necessary charges related to accreditation process is given in NABL document NABL 100 'General Information Brochure' under NABL Finance and NABL Fee Structure'. NABL 100 is available on NABL website.
6. CABs are advised to familiarize themselves with NABL 100 'General Information Brochure', NABL 216 'Procedures for Dealing with Adverse Decisions', NABL 131 'Terms and Conditions for Obtaining and Maintaining 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.
7. The applicant CAB shall provide photocopy of following appropriate document(s) in support of the legal status claimed:

Type of Legal Identity	Document(s) to be submitted
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

8. The applicant laboratory shall provide the complete address of the location of the laboratory for which it is seeking accreditation including the PIN Code. It shall also provide any document issued by Government/local authorities in support of the address. In case the laboratory is part of a large organization/institution, then the name/number of the building, floor etc., where the laboratory seeking accreditation is located, shall be provided.
9. The applicant CAB shall intimate NABL about any change in the information provided in this application such as scope applied for accreditation, personnel, and location etc. within 15 days from the date of changes.
10. The applicant CAB shall participate satisfactorily in the Proficiency Testing (PT) program conducted by APAC or any other national or international accredited / recognized PT provider. In cases, where

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formal accredited / recognized PT programmes are not available, the CAB will either initiate Inter CAB comparison or participate in appropriate ILC programme conducted by accredited / reputed CAB. For participation in PT, refer NABL document NABL 163: Policy for Participation in Proficiency Testing Activities.

11. The CAB shall also inform NABL in advance about any reservation with valid reason regarding appointment of Lead Assessor/ Assessor for the assessment.
12. The applicant CAB shall be given due notice of any intended changes relating to NABL accreditation criteria and will also be given such time, as in the opinion of NABL is reasonable to carry out the necessary changes to its policies/practices & procedure(s). The CAB shall inform NABL when such changes have been completed.
13. 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 2.2) shall be complete to indicate unambiguously:
 - a) Range of Testing/ Limits of detection
 - b) Uncertainty of Measurement ($\pm$) at Value
14. The details of CAB locations (in case more than one) and the tests which the CAB intends to cover vide NABL accreditation must be listed clearly. The tests those are performed at site should be clearly identified in the scope of accreditation.

Note 1: Multilocation laboratory: A laboratory with more than one location in the same city with same legal identity and with overlapping scopes in different locations: The details of each location shall be explicitly mentioned in 1.1 of application form. In events where the laboratory operates from different city/ state, each laboratory shall apply separately for accreditation except those cases where safety or regulatory requirements are there for operation of the laboratory. In such cases, the laboratory shall provide the proper justification.

Note 2: Information about CAB's locations in other cities/states shall be provided in the "Declaration Form". Accurate, complete and relevant details shall be provided.

15. If there is a specific government regulation concerning the testing activities covered in the scope of accreditation applied for. then provide the complete list of applicable regulations giving full details.
16. The CAB shall submit NABL 131 duly signed by the Chief Executive or his/her Authorized Representative to NABL Secretariat along with this application form. By signing NABL 131 the CAB agrees to comply at all times with Terms and Conditions of NABL.
17. The CAB shall offer the NABL or its representative cooperation in:
 - a) undertaking any check to verify testing capability of the CAB.
 - b) providing names of all personnel competent to report, review and authorization of results (Signing of test reports) of CABs
 - c) offering access to relevant areas of the CAB for witnessing the test being performed.
 - d) examination of all relevant documentation and records.
 - e) interaction with all relevant personnel.
18. The CAB shall discharge all non- conformities raised during the assessment within the stipulated time. The same shall be verified to the satisfaction of NABL. The final decision on accreditation shall rest with NABL.
19. The proposed personnel for review, report and release of test results shall meet the minimum qualification and experience requirements as mentioned below:

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