



National Accreditation Board for Testing and Calibration Laboratories (NABL)

Application Form for Proficiency Testing Providers (PTP)

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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.								
10.								



CONTENTS

S. No.	Title	Page No.
	Amendment Sheet	1
	Contents	2
1	Requirements to be fulfilled and Instructions to be followed by the Proficiency Testing Providers (PTP), while applying for NABL Accreditation	3
2	Information for Proficiency Testing Providers (PTP) applying for Accreditation	5
3	Application Form for Proficiency Testing Provider	7



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: 2010 or 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

- 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. Fill the enclosed "Declaration Form", by providing accurate and complete details.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.

