



National Accreditation Board for Testing and Calibration Laboratories (NABL)

Application Form for Reference Material Producers (RMP) Accreditation

ISSUE NO.: 03
ISSUE DATE: 16-May-2020

AMENDMENT NO.: 01
AMENDMENT DATE: 24-Jan-2024

AMENDMENT SHEET

S. No.	Amendment No.	Page No.	Clause No.	Date of Amendment	Amendment	Reasons	Signature QA Team	Signature Competent Authority
1.	01	3, 4, 5	--	24.01.2024	As highlighted	Internal Review	-Sd/-	-Sd/-
2.		6	1					
3.		9	3.1					
4.		10	4.1					
5.		11	6, 7					
6.		12	Annexure A					
7.		22	----		Declaration Form included			
8.								
9.								
10.								

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Requirements to be fulfilled and instructions to be followed by the RMP while applying for NABL Accreditation

1. Application shall be made in the prescribed form NABL 190 only. All applied disciplines of testing 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 RMP shall carry the production activities in such a way as to meet the requirement of ISO 17034: 2016, NABL specific criteria, APAC TEC1-008: APAC Guidance on Reference Material Use and Production, 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 etc. The list of documents is available on NABL website under publications section.

3. Applicant/accredited RMP are advised ensure that the latest versions of NABL documents are available with them and are implemented.
4. RMPs are advised to familiarize themselves with NABL 100A 'General Information Brochure' & NABL 100B 'Accreditation Process & Procedure', NABL 131 'Terms and Conditions for Obtaining and Maintaining NABL Accreditation', 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', NABL 191 'Specific Criteria for Reference Material Producer Accreditation', NABL 216 'Procedures for Dealing with Adverse Decisions'.
5. The applicant/accredited RMP 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 RMP shall provide the complete address for which it is seeking accreditation including the PIN Code. In case the applicant RMP is located as a part of a larger organization/institution, then the exact address where the RMP is located (eg. name of the building or in which floor the RMP is located or any other unique identification of the RMP's address, etc.) shall be provided.
- b. The applicant/accredited RMP may also provide any document issued by Government/local authorities in support of the address of the RMP.
- c. The applicant/accredited RMP shall provide the layout of the premises including the details of RMP's departments/section.

7. The details of RMP location(s) and the production of RM which the RMP intends to cover vide NABL accreditation is to be listed clearly.
8. RMP shall make clear that accreditation is granted to the RMP, and not to its subcontractors. In this regard, the RMP shall have a written agreement with its subcontractors. The agreement shall address the obligation of an accredited RMP to ensure that its subcontractors follow and meet the applicable technical and, where relevant, non-technical requirements arising from the RMP's accreditation. (Documentation if any is issued to the subcontractors as a result of a successful assessment by the RMP then it shall state that it is only for the purpose of the contract and is neither certification nor accreditation).
9. NABL may impose suspension of the accreditation when the RMP fails to ensure that its subcontractors follow any of its accreditation regulation or requirement relevant competency requirements for the subcontracted work.
10. Please attach relevant documents with details required as per Annexure A.
11. The applicant/accredited RMP 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.
12. The RMP 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 RMP agrees to comply at all times with Terms & Conditions for Obtaining & Maintaining NABL Accreditation.
13. 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.
14. The applicant/accredited RMP shall not influence NABL. In case of using influence, application will be rejected / assessment process will be discontinued by denial of accreditation.
15. Personnel declared by RMP for report, review and authorization of results (Signing of certificates/ RM documents) shall not work in another RMP which falls under different legal entity. However, in case another RMP under the same legal entity is situated in other location(s), then a person declared by the RMP for one location may be authorized at another location under the same legal entity, provided, there is one dedicated permanent personnel available for report, review and authorization of results (Signing of certificates/ RM documents) at each location.

Note: However, this shall not mean that they carry out the activity of report, review and authorization of results (Signing of certificates/ RM documents) without physical presence in the RMP.



Information for the RMP applying for NABL Accreditation

1. The applicant/accredited RMP 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 report, review and authorizing the results,
 - c. premises,
 - d. scope of accreditation,
 - e. any other factor that may affect the ability of the RMP to fulfill the requirements of NABL accreditation including policies & ISO/ IEC 17034.
 - f. any other change in information submitted in application.
2. The RMP shall inform NABL regarding its reservations (such as working for immediate competitor, previous employee, previous relationships, etc.) on appointment of Lead Assessor/ Technical 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.
3. 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.
4. The RMP 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 RMP.
 - b. providing names of all personnel competent to review and authorization of RM documents.
 - c. assessing the competence of the staff (including staff working in shift operations / at site) during assessment.
 - d. accessing all RMP'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 RMP for witnessing the activities being performed.
 - f. examining of all relevant documentation and records.
 - g. interaction with all relevant personnel.
5. The applicant/accredited RMP 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 RMP shall inform NABL when such changes have been completed.
6. 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".
7. Request for any change in applied scope of accreditation, equipment and personnel including personnel for authorization of RM document during ongoing onsite assessment will not be accepted.
8. RMP 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".

Application Form for Reference Material Producers

We apply for NABL accreditation as a Reference Material Producers as per details given below:

- ☐ Initial Accreditation ☐ Renewal of Accreditation
- ☐ Extension of Scope (Apart from scheduled assessment)

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

1. Reference Material Producers (RMP) Details

1.1. Name/ Identification of the RMP

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 Reference Material Producers (RMP) while applying for NABL Accreditation" above), hence the same may be clearly stated above. If the RMP 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 RMP is part of a Legal Entity

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

1.3. Legal entity of the RMP 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 RMP while applying for NABL Accreditation" above)

1.4. Has adverse action been initiated/taken against the RMP 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. Scope for Accreditation

Reference Material (Non-Certified) ☐

Certified Reference Material ☐

2.1. Are you conducting Reference Material Producer activities

a. Independently at permanent facility ☐ Yes ☐ No

b. Site Away (Mobile/Temporary) ☐ Yes ☐ No

c. With the help of sub-contractor (s) ☐ Yes ☐ No

(If yes please provide the details of subcontractor(s) activity(ies)) _____

2.2. Categories for which accreditation is sought

A. Chemical composition ☐

Reference materials, being either pure chemical compounds or representative sample matrices, either natural or with added analytes (e.g. animal fats spiked with pesticides for residues analysis), characterised for one or more chemical or physicochemical property values.

B. Biological and Clinical properties ☐

Materials similar to Category A, but characterised for one or more biochemical or clinical property values.

C. Physical properties ☐

Materials characterised for one or more physical property values, e.g. melting point, viscosity, density.

D. Engineering Properties ☐

Materials characterised for one or more engineering property values (e.g. hardness, tensile strength, surface characteristics, etc).

E. Miscellaneous Properties (others) ☐

2.3. Subcategories for which accreditation is sought:

Category A. Chemical Composition

A1. Metals ☐

A2. Inorganic reference materials ☐

A3. Organic reference materials ☐

A4. Environmental reference materials ☐

A5. Health and industrial hygiene ☐

A6. Engine wear materials ☐

A7. Analysed gases ☐

A8. Forensic reference materials ☐

A9. Ion activity ☐