



**National Accreditation Board for Testing
and Calibration Laboratories (NABL)**



Operational Manual for Online Assessment (For Assessors)

Issue Date: 23-Apr-2019

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1. Assessment Process

Assessor shall ensure that he/she has downloaded the latest NABL Assessment App from Play Store  in their Android phone/ Tablet which is having android version above 5.0.

Note 1: Lead Assessor shall upload the NAF 1 in pdf format in consultation with the assessment team from NABL Web Portal for the respective CAB's Application from his/ her login. (It is mandatory to upload NAF 1 through web portal before starting the assessment on App).

Note 2: Assessor make sure that the device which is used to conduct the assessment is connected to internet to start the assessment.

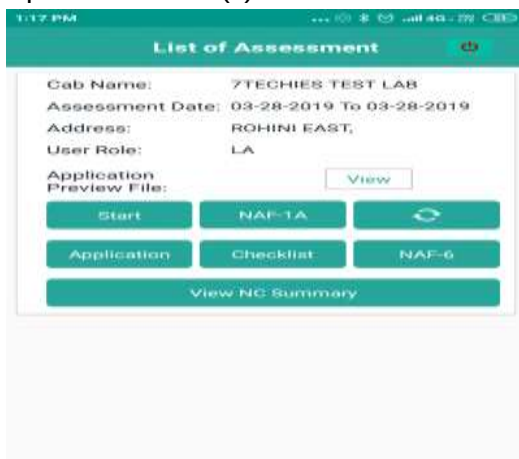
Note 3: Assessor makes sure that the location settings are active on the device.

Note 4: Assessor is required to use same device throughout the assessment process.

- Assessor(s) to login via mobile App with their login credentials. (The App will be active only on the day(s) of assessment i.e. 0000 hrs to 2359 hrs)



- After login on the screen Assessor will able to see the assigned Application for that particular date (s).



- Assessor will be able to see CAB name, Assessment Date, Address, User role and Application Preview File

- To start the assessment Click on “START” button, thereafter declaration page will open.

- After accepting declaration form, Assessor needs to click a selfie and press OK to upload the same. After uploading message will be displayed that assessment started successfully and “**START**” button will be converted as “**COMPLETE**” button.



START/COMPLETE - This tab is used to start and complete the assessment process. Assessment can be completed only after assessing each and every requirement in the assessment process.

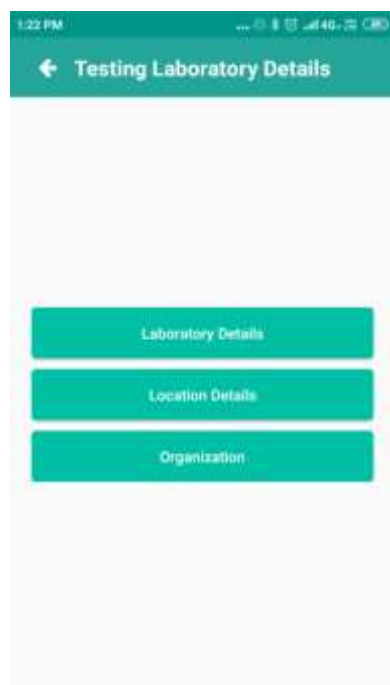
NAF 1A - Attendance sheet for Opening Meeting and Closing Meeting. Lead Assessor to specify the name of the persons available during the opening and closing meeting separately including assessment team.

1 Assessors/ Lab Personnel Present	
Capacity/ Designation	Lead Assessor
Type of Assessment	Opening
Date	2019-03-28 13:20:25

APPLICATION – Content of Application submitted by the laboratory for assessment

By pressing the “**APPLICATION**” button, Assessor with following user role, can view relevant sub sections of application

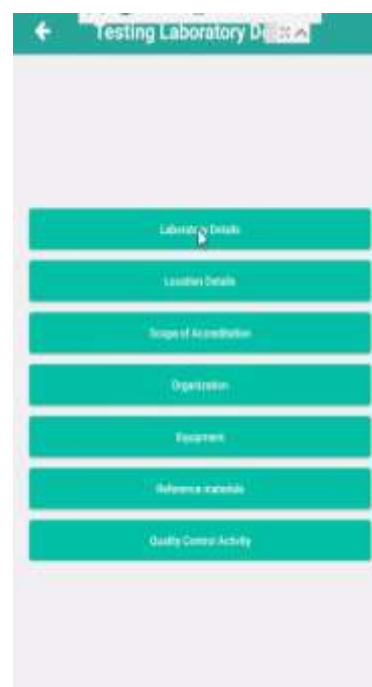
Sub Sections of Application	User Role
Laboratory Details	LA, LA & TA
Location Details	LA, LA & TA
Scope of Accreditation- Form 72/73 (Recommended Scope of Accreditation) will be generated from this section	LA & TA, TA, TE, TL
Organization- Form 71 (Recommended Authorized Signatories) will be generated from this section	LA & TA, TA, TE, TL
Equipment	LA & TA, TA, TE, TL
Reference Materials	LA & TA, TA, TE, TL
Quality Control Activity	LA & TA, TA, TE, TL



LA



TA, TE



LA+TA, TL

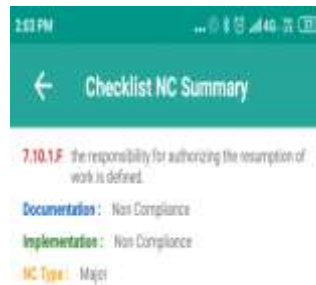
CHECKLIST- Clauses of the Standard against which the compliance is to be verified. It is the only source of generating Non-Compliance (s):

The screenshot shows a mobile application interface titled "CHECKLIST". It features two main sections: "General requirements" and "Structural requirements". Under "General requirements", there are two items: "Impartiality" (clause 4.1) and "Confidentiality" (clause 4.2), each with an unchecked checkbox. The "Structural requirements" section lists seven items (clauses 5.1 through 5.7), each with an unchecked checkbox. The interface has a teal header with a back arrow and the title "CHECKLIST".

NAF 6 - Summary of the Assessment

The screenshot shows a mobile application interface titled "NAF-6" with a subtitle "SUMMARY OF THE ASSESSMENT". It contains several form fields and radio button options. Fields include "Date of earlier visit:", "ASSESSMENT SUMMARY", "Recommendations of Assessment Team", and "Recommendations". Radio button options are provided for "Non-Conformities during earlier visit have been discharged" (Yes, No, NA) and for specific NABL clauses (133, 142, 163) with "Compliance" and "Non Compliance" choices. A final question asks "Is this lab Recommend for Accreditation ?" with Yes/No options. The bottom of the screen shows a list item "1 Accreditation may be granted /" with an unchecked checkbox. The interface has a teal header with a back arrow and the title "NAF-6".

View NC Summary: This button can be used to view the NCs raised, before completing the assessment. *Note: NCs can be edited only through checklist; this button is meant to view the NCs for daily debriefing.*



SYNC -  This button to be used after completing the assessment to sync the data from App to web.

Laboratory Details, Location Details, Equipment, Reference Materials, & Quality Control Activity:

Under the Application, Assessor will get details of Application of the CAB and where he/she shall validate the information by clicking on the “**ADEQUATE**” or “**INADEQUATE**”

- a) By marking “**ADEQUATE**” option, Assessor ensures that the data given in the Application has been assessed by him/her. Assessor may enter comment in “**REMARK**” box.
- b) By marking “**INADEQUATE**” option, Assessor is required to enter the relevant clause no. (Including sub clause no.) in which non-compliance is to be raised and enter a “**NC statement**” which is statement of non-conformity.