



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

## Procedures for Dealing with Adverse Decisions

ISSUE NO.: 07  
ISSUE DATE: 13-Dec-2019

AMENDMENT NO.: 02  
AMENDMENT DATE: 01-Jun-2021

## AMENDMENT SHEET

| S. No. | Page No. | Clause No. | Date of Amendment | Amendment                                   | Reasons                                                  | Signature QA Team | Signature CEO |
|--------|----------|------------|-------------------|---------------------------------------------|----------------------------------------------------------|-------------------|---------------|
| 1      | 3        | -          | 19-Jun-2020       | From note 2, 'will' is replaced with 'may'. | Internal review                                          | -Sd-              | -Sd-          |
| 2      | 10       | 4.2 C      |                   | Inclusion of condition 1 & 4                |                                                          |                   |               |
| 3      | 12       | 4.4        |                   | Deletion of condition 7                     |                                                          |                   |               |
| 4      | 11       | 4.3        | 01-Jun-2021       | Reference to ISO/IEC 17025:2005 deleted     | ISO/IEC 17025:2005 is transitioned to ISO/IEC 17025:2017 | -Sd-              | -Sd-          |
| 5      |          |            |                   |                                             |                                                          |                   |               |
| 6      |          |            |                   |                                             |                                                          |                   |               |
| 7      |          |            |                   |                                             |                                                          |                   |               |
| 8      |          |            |                   |                                             |                                                          |                   |               |
| 9      |          |            |                   |                                             |                                                          |                   |               |
| 10     |          |            |                   |                                             |                                                          |                   |               |

### National Accreditation Board for Testing and Calibration Laboratories

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## 1. SCOPE

The document is to define the procedures outlining the conditions to decide under which circumstances adverse decisions are taken. It also outlines the procedure and criteria to revoke the adverse accreditation status.

## 2. CLASSIFICATION OF ADVERSE DECISIONS

The various types of adverse decisions addressed in this document are:

### A. Adverse decisions against Applicant Conformity Assessment Bodies (CABs)

1. Inactive
2. Closed
3. Denial of Accreditation
4. Debar from applying

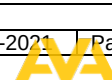
### B. Adverse decisions against Accredited Conformity Assessment Bodies (CABs)

1. Closed
2. Denial of Accreditation
3. Scope reduction
4. Suspension of Accreditation
5. Withdrawal of Accreditation
6. Debar from reapplying

#### Note:

1. A showcase notice will be issued to CAB to reply within 10 days in case of initiation of any adverse action (except 'inactive' for applicant CABs and voluntary withdrawal of accreditation for accredited CABs, for which no showcase notice will be communicated to the CAB).
2. An opportunity may be given to the CAB's authorized representative to be present in person during the process of adverse decision making of that particular CAB.

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### 3. PROCEDURE TO BE FOLLOWED FOR TAKING ADVERSE DECISIONS AGAINST THE APPLICANT CONFORMITY ASSESSMENT BODIES (CABs)

#### 3.1 INACTIVE

##### Condition

1. When the CAB has not addressed the inadequacies of document review (Application and Quality Manual/ Management system document) done by NABL secretariat within 15 days from the date of communication of inadequacies to the CAB.
2. When CAB fails to propose the date of Pre-assessment (optional for testing / calibration / medical Laboratories) within 15 days of completion of document review.
3. When the Pre-assessment (If undertaken by CAB, as it is optional for testing, calibration and medical Laboratories) of the CAB has been conducted for which the non-conformities have been communicated by the assessment team at the time of Pre-assessment and the CAB has not submitted the satisfactory corrective actions to close the non-conformities within 15 days.
4. When the CAB fails to propose date of final assessment within 15 days from the successful completion of document review (Application and Quality Manual/ Management system document when it has not opted for pre-assessment) and / or date of closure of non-conformities raised during pre-assessment, if conducted.

##### Actions by NABL

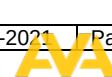
1. The 'Inactive' status is imposed.
2. The CAB is notified.

##### Restoration to 'Active' status

1. The status of the CAB is changed to 'Active' if the CAB has satisfactorily resolved the issues raised by NABL within 30 days from the date of imposition of 'Inactive' status.
2. The effective date of application shall be considered the date of restoration to 'Active' status.

Note: *Applicant CAB can be put under "Inactive" category only once.*

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## 3.2 CLOSED

### Conditions

1. When the CAB fails to restore the status to 'Active' within 30 days
2. When the CAB voluntary withdraws the application at any stage.
3. Takeover / merger / demerger / acquisition by any other organization.
4. When the CAB shifts to another district.
5. When there is evidence of fraudulent behaviour, when conformity assessment body intentionally provides false information or when conformity assessment body conceals information.

### Actions by NABL

1. The application will be closed.
2. The decision will be formally communicated to the CAB by NABL

### Procedure for re-enrollment

1. The CAB can apply afresh after three months (except condition no. 5) with relevant application form, quality manual/ Management system document and application fees applicable at that time along with outstanding charges (if any).
2. For condition no. 5, the CAB can apply afresh after one year with relevant application form, quality manual/ management system document and application fees applicable at that time along with outstanding charges (if any).

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