



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

## Duties and Responsibilities of NABL Staff

## AMENDMENT SHEET

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## 1. INTRODUCTION

NABL Secretariat comprises of Chief Executive Officer, Directors, Quality Manager, Joint Directors, Joint Director-HR & Admin, Deputy Directors, Assistant Directors , Accreditation Officers, Executive Officers, Accounts and Administration Staff. The CEO, NABL is responsible for administering and managing the day to day operations of NABL Secretariat and reports to the Chairman, NABL Board.

The Officers have requisite academic qualifications, knowledge and experience in Conformity Assessment and operations as well as in accreditation procedures. A job profile of all NABL Technical officers and other staff is available in the personnel records. The duties and responsibilities of NABL staff are detailed in this document.

All staff members of NABL are required to sign the statement of impartiality and confidentiality in Form 75, placed at the end of the document.

## 2. PURPOSE

For compliance to Clause 6.1.3 of ISO/IEC 17011:2004 and to safeguard the objectivity of impartiality and confidentiality of the staff.

## 3. SCOPE

This document describes the duties and responsibilities of the staff involved in the accreditation process.

## 4. REFERENCES

ISO/IEC 17011:2004 Clause 4.2.4, 4.3.1, 4.3.4, 4.4. 6.1.3 and 6.1.4.

## 5. DUTIES AND RESPONSIBILITIES

As defined.

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## 5.1 Chief Executive Officer

- As CEO, NABL, responsible for the proper administration of the affairs and funds of NABL under the direction and guidance of the Governing Body.
- As CEO, NABL, responsible for day to day operation and management of Conformity Assessment Body AB Accreditation program.
- Report to Chairman, NABL Board on the functioning of the program.
- Member Secretary of NABL Board and its sub-committees
- Interact with APLAC for Multilateral Recognition Arrangement and represent NABL in APLAC MRA Council.
- Interact with related bodies like BIS, STQC, NPL etc. and participate in their activities.
- Represent NABL in the ILAC/ APLAC Committees.
- Approving authority for Technical committees
- Propose Accreditation committee to Chairman, NABL
- Approving authority for NABL management system documents except Quality Manual for which Chairman, NABL is the approving authority. .

## 5.2 Technical Officers

### 5.2.1 Director

- Report to CEO, NABL.
- Advising CEO in Technical matters
- Supervision of operations of Accreditation Systems which includes:
  - CAB Accreditation as per ISO/IEC 17025 / ISO 15189 / ISO 17034:2016 / ISO/IEC 17043;
  - Training & Monitoring of Assessors;
- Initiate appropriate actions for maintaining Multilateral Recognition Agreements with APLAC and ILAC
- Interact with related bodies likes BIS, STQC, NPL, BARC, QCI, Industry Associations etc. and as an alternate member to CEO to participate in their activities.
- Initiate actions for expanding accreditation activities in new disciplines / fields.
- Recommend constitution of various committees of NABL.
- Organise awareness programs on CAB accreditation.
- Initially train and supervise the work of newly recruited technical officers in NABL
- Any other duties which CEO may entrust from time to time.

## 5.2.2 Joint Director

- Report to Director
- Supervision of operation of accreditation systems relating to CAB accreditation as per ISO/IEC 17025, ISO 15189, ISO/IEC 17043 and ISO 17034:2016 and approving assessment at various stages of accreditation process
- As a Group head to supervise in his/her Group operations of accreditation systems which includes
  - CAB Accreditation as per ISO/IEC 17025, ISO 15189, ISO/IEC 17043 & ISO 17034:2016;
  - Monitoring of group activities
- Helping management of NABL in Develop and maintain an information system for accreditation operations.
- Interact with related bodies like BIS, STQC, NPL, BARC, QCI, Industry Associations etc. and as an alternate member to CEO/ Director to participate in their activities.
- Organize awareness programs on CAB accreditation
- Advice accounts wings in recovery of outstanding dues from the CABs
- Any other duties which CEO / Director may entrust from time to time.

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### 5.2.3 Quality Manager

- Report to CEO
- Documentation & implementation of Management System as per ISO/IEC 17011 to ensure that proper procedures are followed.
- Initiate appropriate actions for maintaining Multilateral Recognition Agreements with APLAC and ILAC
- Convener of Corrective, Preventive Action and Improvement Committee (CPAIC).
- Issuing authority of management system documents.
- Conduct Internal Audit to adjudge effectiveness of the management system.
- Establish records on internal deficiencies and suggest improvements
- Any other duties which CEO may entrust from time to time.



#### 5.2.4 Deputy Directors/ Assistant Directors

- Report to Group Head.
- Scrutinize application form, Quality Manual and application fees for compliance with the rules.
- Propose assessors for assessment and briefing them.
- Co-ordinate the Assessment process with Conformity Assessment Bodies (CABs) & Assessors.
- Scrutinize the Assessment report for compliance with the procedure.
- Communicate the Non-conformities to the CAB.
- Scrutinize compliance of Non-conformity as reported by the CAB.
- Scrutinize PT participation of the CAB and corrective actions taken, if any.
- Prepare summary report and presentation to the Accreditation Committee.
- Prepare / issue of Accreditation Certificate.
- Conduct / Co-ordinate Surveillance / Re-assessment as scheduled.
- Co-ordinate with NABL administration for timely payment of dues by the CAB.
- Perform the duties as convener of various technical committees and accreditation committees as and when instructed by Director.
- Any other duties which CEO/ Director /Joint Director may entrust from time to time.

### 5.2.5 Accreditation Officer / Executive Officer

- Report to Group Head.
- Scrutinize application form, Quality Manual and application fees for compliance with the rules.
- Propose assessors for assessment and briefing them.
- Co-ordinate the assessment process with CAB and assessors.
- Scrutinize the assessment report for compliance with the procedure.
- Communicate the Non-conformities to the CAB.
- Scrutinize compliance of Non-conformity as reported by the CAB.
- Scrutinize PT participation of the CAB and corrective actions taken, if any.
- Prepare summary report and presentation to the Accreditation Committee.
- Conduct / co-ordinate Surveillance / Re-assessment as per schedule
- Co-ordinate with NABL administration for timely payment of dues by the CAB.
- Any other duties which Group Head may entrust from time to time.

## 5.3 Administration and Support Staff

### 5.3.1 Joint Director ( HR & Admin.)

- Reports to CEO
- Responsible for the proper administration of the affairs and funds of NABL under the general control, direction and guidance of CEO, NABL.
- In-Charge of the administration and accounts department
- In Charge of the correspondence relating to NABL administration.
- Responsible for recovery of payments from the CABs.
- Responsible for the maintenance and up keep of the premises and the property of NABL.
- Responsible for processing of proposal relating to procurement of stores as per the delegated authority.
- To arrange the annual statutory audit of NABL.
- To render assistance particularly to the area relating to Legal and vigilance procedure, complaint handling mechanism to CEO, NABL as he/she may desire from time to time.

### 5.3.2 Deputy/ Assistant Director ( HR & Admin)

- Reports to Registrar & Jt. Director ( HR & Admin)
- Planning of staff requirements under the guidance of higher authorities and initiate process for the recruitment, induction, career development and performance based assessment of staff and their upward movement as per recruitment rules and eligibility criteria.
- Allocation of work among administrative staff and supervision.
- Ensure proper maintenance of personal files, service registers etc., of all the staff.
- To deal with the matters relating to telephone, housekeeping, horticulture, security, upkeep of the building, welfare of staff etc.
- To initiate proposals for procurement of stores like computers, furniture, photocopier, stationery etc.
- To assist the Jt. Director ( HR & Admin) for keeping up to date rules and regulations, bye-laws and staff rules of QCI in consonance with the decisions of the NABL Board .
- Arrange for insurance for all properties, vehicles, furniture, cash against fire, burglary and for its renewal.
- To ensure safety and security of Office records and properties etc
- To attend to any other work assigned by Jt. Director ( HR & Admin) and CEO from time to time.
- To help senior authorities in maintaining discipline and punctuality among staff.

### 5.3.3 Deputy/Assistant Director (Accounts)

- Reports to Jt. Director (HR & Admin)
- Responsible for proper maintenance of accounts of receipts, income, expenditure, fixed assets and payments ensuring that all relevant records are maintained properly.
- Allocate work to various functionaries in Accounts Wing depending upon the work load and to supervise their work.
- Scrutinize all kinds of bills prepared for payment and keep close vigil on maintenance of cash.
- Approve the TA bills and to ensure that all payments are made to them as per norms.
- Ensure that all reports / periodical returns relating to Income Tax, Service Tax etc. are submitted / filed with concerned authorities in time.
- To deal with urgent and important cases particularly those relating to Income Tax and other applicable Taxes etc. with his own initiative and responsibility.
- Assist Jt. Director (HR & Admin) in formulating the Budget Estimates and exercise budgetary control on expenditure
- To prepare Final Accounts of NABL i.e. Income & Expenditure Account, Receipts & Payments Account and Balance Sheet in the prescribed format for presentation before the Statutory Auditors appointed by O/o Comptroller and Auditor General for their checking and certification along with relevant documents.
- To act as a nodal point and render all assistance in the smooth conduct of statutory audit by Chartered Accountants / firms nominated by Comptroller and Auditor General (CAG), audit by CAG.
- To see that all audit objections and audit paras are replied and settled expeditiously in consultation with Registrar & Finance officer.
- To obtain insurance cover for Cash in Chest / Transit and Fixed Assets.
- To assist Registrar & Finance Officer and Director in preparation of Annual Report of NABL.
- To attend to any other work assigned by Registrar & Finance Officer and Director from time to time.

### 5.3.4 Senior Executive Assistant

- Report to concerned program coordinating Officer.
- Allot Customer Registration No. to applicant CAB and maintaining its records.
- Allot certificate number and maintain its records
- Prepare Accreditation Certificates and update web-site, LAN.
- Maintain and update records pertaining to Accreditation Certificates – dates of issue & expiry and copy of certificate of accreditation of the CABS etc.
- Submit a monthly report on issue of Accreditation Certificates/ report on desktop surveillances conducted.
- Maintain database pertaining to the assessment conducted by NABL/ desktop surveillance/ minutes of accreditation committee meeting / information on of adverse decisions etc.
- Assist in preparation and maintenance of information management system of NABL and web-site
- Update the MIS and web-site as and when require
- Any other duty(ies) that are entrusted by the concerned program coordinator or other authorities

### 5.3.5 Senior Accountant

- Reports to Assistant/ Deputy Directors ( Account)
- Proper maintenance of accounts of receipts, income, expenditure, fixed assets and payments ensuring that all relevant records are maintained properly.
- To scrutinize all kinds of bills prepared for payment.
- To check and scrutinize the TA bills and to ensure that all payments are made as per norms.
- Assist Accounts Officer in submitting / filing all reports / periodical returns relating to Income Tax, Service Tax etc. with concerned authorities in time.
- To assist Accounts Officer in formulating the Budget Estimates and exercise budgetary control on expenditure
- To assist Accounts Officer in finalising Accounts of NABL i.e. Income & Expenditure Account, Receipts and Payments Account and Balance Sheet in the prescribed format for presentation before the Auditors appointed by O/o Comptroller and Auditor General for their checking and certification along with relevant documents.
- To see that all audit objections and audit paras are replied and settled expeditiously in consultation with Accounts Officer.
- To attend to any other work assigned by Accounts Officer from time to time.

**DECLARATION OF IMPARTIALITY & CONFIDENTIALITY**  
(to be filled in by NABL Staff)

<b>Name</b>	
<b>Designation</b>	
<b>Address</b>	
<b>Date of Employment in NABL</b>	

I \_\_\_\_\_, hereby undertake that I will:

- i. maintain strict confidentiality of the information acquired in the course of discharge of my responsibilities and the decisions taken by NABL on the accreditation of Conformity Assessment Bodies (CABs).
- ii. not offer consultancy or other services which affects the impartiality, to any CAB.
- iii. be impartial in making decisions for accreditation activities.
- iv. declare to NABL of any previous relationship or any conflict of interest with a CAB, when a CAB's file / case is assigned to me.

Date:	
Place :	Signature



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