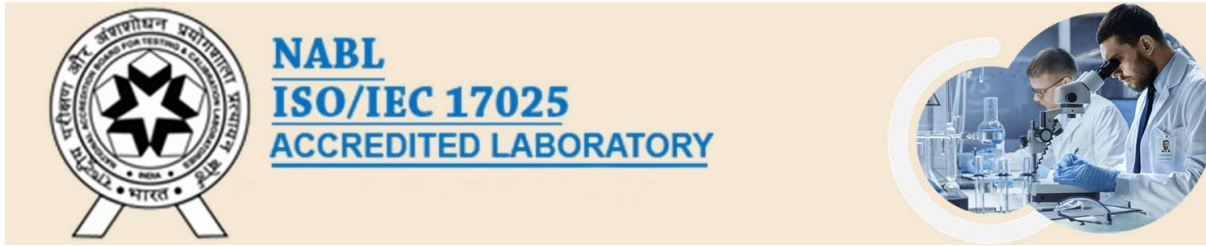


NABL ACCREDITATION CHECKLIST



MUST-HAVE INFRASTRUCTURE

To meet NABL requirements, your lab must be equipped with the following:

- Controlled environment (temperature, humidity, ventilation)
- Proper electrical wiring with UPS and backup power
- Isolated clean areas for different processes
- Certified and calibrated instruments
- Safety equipment (PPE, fire extinguisher, first-aid kit)
- Secure storage for samples, reagents, and chemicals
- Qualified technical personnel and clearly defined organizational hierarchy

REQUIRED DOCUMENTS

A complete NABL submission includes the following documents:

- Quality Manual as per ISO/IEC 17025 or ISO 15189
- Standard Operating Procedures (SOPs)
- Equipment calibration certificates
- Internal audit reports
- Training records of lab personnel
- Proficiency testing participation records
- Risk assessment and corrective action plans
- Sample test reports
- Management review meeting minutes

NABL ACCREDITATION CHECKLIST

NABL AUDIT STAGES

The NABL audit process consists of the following steps:

1. Application submission and document review
2. Pre-assessment audit (optional)
3. Final assessment by NABL assessors
4. Reporting of findings (non-conformities if any)
5. Submission of corrective actions by the lab
6. NABL review committee decision
7. Issuance of accreditation certificate
8. Surveillance audits every 12-18 months

CAPA DOCUMENTATION

Corrective and Preventive Action (CAPA) must include:

- Identification of the non-conformity
- Root cause analysis
- Immediate corrective actions
- Long-term preventive actions
- Verification of effectiveness
- Updated documentation and training logs

Ensure CAPA records are signed, dated, and version-controlled.

TIPS FROM SUCCESSFUL AUDITS

Here's what top-performing labs do to ace NABL audits:

- Keep documentation updated and accessible
- Conduct regular internal audits and mock assessments
- Maintain calibration traceability for all equipment
- Ensure staff are trained and aware of their roles
- Address even minor non-conformities proactively
- Be transparent with assessors and provide honest responses
- Have a dedicated compliance manager or team