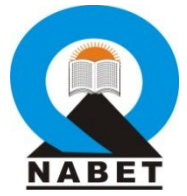




Quality Council of India



**Scheme for Accreditation of Qualified Building
Environment Auditors (QBEAs)**

**NATIONAL ACCREDITATION BOARD FOR EDUCATION AND
TRAINING
QUALITY COUNCIL OF INDIA
6th Floor, IPTI Building, 4 A Ring Road
New Delhi – 110 002**

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Preface

Quality Council of India (QCI) was set up jointly in Jan 1997 by the Government of India and the Indian Industry represented by CII, FICCI and ASSOCHAM as an autonomous non-profit body, registered under The Societies Registration Act, as per the decision of the Cabinet, vide Cabinet Secretariat's letter No 6/CM/96(i) dated 14th February, 1996.

The Department of Industrial Policy and Promotion under the Ministry of Commerce and Industry is the nodal Agency of Government of India for matters related to QCI. Chairman of QCI is nominated by the Prime Minister of India. The objectives of QCI include establishing and operating national accreditation structure and promoting quality through National Quality Campaign. There are five constituent Boards of QCI and the National Accreditation Board for Education and Training (NABET) is one of them. The Boards of QCI work with various Ministries and operate many accreditation schemes including voluntary schemes supporting national initiatives in the fields of hospitals and healthcare services, vocational training, food safety, panchayats, schools, micro small and medium enterprises, environment etc.

Ministry of Environment, Forests and Climate Change (MoEFCC), Government of India issued a Notification on December 9, 2016 specifying that Qualified Building Environment Auditors (QBEAs) will need to certify the building plans for the construction project that all requirements mentioned in the Notification are addressed in the plans and also certify when the construction is completed that such provisions have actually been implemented. MoEFCC has also mentioned in the Notification that an Accreditation mechanism will be put in place through QCI and other organizations to identify competent QBEAs. Accreditation mechanism based on the principle of '3rd party assessment' to identify capable organizations in specific fields as is being developed and implemented by QCI is the most effective and internationally accepted approach. The present Scheme for QBEAs developed based on feedback from various stakeholders is in pursuant to this Notification.

Abbreviations

AO	Applicant Organization
AICTE	All India Council of Technical Education
ASSOCHAM	Associated Chambers of Commerce
CEO	Chief Executive Officer
CII	Confederation of Indian Industries
CSIR	Council of Scientific and Industrial Research
EMP	Environmental Management Plan
EME	Environment Medium Expert
Emp	Empaneled
FICCI	Federation of Indian Chambers of Commerce and Industry
IA	Initial Assessment
IH	In-house
IIT	Indian Institute of Technology
MoEFCC	Ministry of Environment, Forests & Climate Change, Government of India
MoUD	Ministry of Urban Development, Govt. of India
NABET	National Accreditation Board for Education & Training
NABL	National Accreditation Board for Testing and Laboratory
NC	Non- conformance
Obs.	Observations
PCB	Pollution Control Board
QBEA	Qualified Building Environment Auditor
QCI	Quality Council of India
QMS	Quality Management System
RA	Re-Assessment
SA	Surveillance Assessment
UGC	University Grants Commission

SCHEME FOR ACCREDITATION OF QUALIFIED BUILDING ENVIRONMENT AUDITORS (QBEAs)

1. Introduction

The Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India following its notification No. 33004/99 dated Dec.9th, 2016 made further amendments in the Environment Impact Assessment Notification dated Sep. 14, 2006 with respect to accreditation of Qualified Building Environment Auditors (QBEAs) in the country to address the challenges of the environment, health and safety during pre and post building construction activities. As per the said Notification, QBEAs could be a firm/organization or an individual expert who fulfils the requirements as laid down in the guidelines of the said Notification dated Dec. 9, 2016 of the MoEFCC, Govt. of India. The Notification aims primarily towards ensuring ease of doing Responsible Business and streamlining the permissions for building construction sector which is required for the scheme of housing for all by the year 2022. The Ministry has integrated the environmental conditions in building bye-laws to ensure impact on environment is contained to the minimum during the construction/ modernization and occupation of the buildings.

2. Need of the scheme

Accreditation of QBEAs has become a statutory requirement in India following the above notification dated Dec. 9, 2016 issued by the MoEFCC, Govt. of India, New Delhi. The Scheme will help identify capable organizations/individuals who would be in a position to assess and certify that the provisions of the Notification are incorporated and implemented in the pre and post construction of the buildings.

MoEFCC has already notified that the consultants accredited for Sector 8B (NABET Sector 38) under the QCI-NABET Scheme for Accreditation of EIA Consultant Organizations will be able to work as QBEAs. It has also directed QCI to come up with a suitable Accreditation Scheme for QBEAs to identify further agencies/identify capable of fulfilling the role of the QBEAs as envisaged in the Notification. The Notification further mentions that QCI will make suitable arrangements for training of the QBEAs.

QCI-NABET aims to fulfill the above directives of MoEFCC in the following three steps:

- a. Developing and implementing an Accreditation Scheme for organizations aspiring to be QBEAs.
- b. Developing a suitable mechanism for empanelment of individuals to work in specific areas as defined under the Notification.
- c. Developing an effective on-line training mechanism for professionals in the relevant fields of the QBEA Notification.

The present Scheme in pursuant to fulfilment of step a) above. QCI-NABET will come out with suitable schemes for the other two steps shortly.

3. Advantages of accreditation as QBEAs

This Scheme shall open new doors for organizations with following possible benefits:

3.1. For QBEAs

- a. Use of QCI-NABET logo – a mark of quality improving the brand image of the organization.
- b. Recognition of competence and capability in international arena through QCI - member of International Accreditation Forum (IAF).
- c. System of yearly assessment providing valuable input for continual improvement and sustainability in operations etc.
- d. Publicity through QCI and the MoEFCC websites.

3.2 For Project proponent

- a. Availability of list of accredited, competent and resourceful QBEAs in India who may contribute towards fulfilling the requirements of the Notification and improving the quality of Building Construction.
- b. Reduced risks on investments by project proponent choosing capability verified auditors.

4. Eligibility

Note: This Scheme is only for Organizations to apply as QBEAs. However, as envisaged in the Notification, QCI-NABET shall also come out with a separate Scheme for empanelment of individual Environment Medium Experts (EMEs) for different knowledge areas as given in the Notification and mentioned in Section 5.1 below.

- 4.1. The eligible organization can be from government, public sectors and partnership firms or companies (Pvt. & Public Limited, under Section 25 of Companies Act), bodies registered under Society Acts, Research Institutes and the like.
- 4.2. Universities including central, state, deemed, private, IITs, CSIR labs, other labs and/or research based organizations involved in related activities can also apply for the accreditation.

Architectural firms/ organizations/ agencies preparing the building plans for approval are also eligible to apply as QBEAs. However, these organizations shall not be eligible to certify/audit their own building plans and construction projects.

Any consultancy/auditing organization working in the field of environment with minimum three (3) full time employees may apply but they need to fulfil availability of 3 Environment Medium Experts (EMEs) in Planning, Energy and Engineering as explained in the following section. **These EMEs may be full time in-house employees of the organization or may be empaneled.**

4.3. Role of QBEA as a certifier and auditor

The Notification broadly identifies the following roles for the QBEAs:

- a. Pre-construction – The QBEAs shall ensure that all environmental conditions as notified by the MOEFCC have been followed in the preconstruction and building plan.
- b. Post construction – The QBEAs shall ensure through an audit process that all the environmental conditions have been complied with in the constructed buildings.

For Pre-construction stage, the role of the experts includes, but be not limited to, studying and understanding the project, discussions with the planning and design team, studying the detailed building plans and design to assess if all requirements of the Notification have been incorporated.

For the Post-construction stage, the expert is expected observe proper due diligence in evidence based post construction audit.

The experts must also be aware about the norms related to green buildings, ECBC code, Green Building implementation and Building Simulation softwares. Ideally the above two roles should be entrusted to two different QBEAs for an independent and unbiased assessment at planning stage and audit of as constructed status.

5. Requirements for accreditation

5.1. Mediums (knowledge areas) to be covered by a QBEA

As per the Notification an organization seeking accreditation as QBEA must have access to the following 10 areas of knowledge:

i.	Topography & Natural Drainage	TND
ii.	Water Conservation, RWH & GWR	WCHR
iii.	Solid Waste Management	SWM
iv.	Sewage Treatment Plant	STP
v.	Energy	ENE
vi.	Air Quality & Noise	AQN
vii.	Green Cover	GC
viii.	Top Soil Preservation & Reuse	TSPR
ix.	Transportation	TRAN
x.	Environment Management Plan	EMP

Based on the nature of inputs required, the first 9 mediums have been grouped

into three as follows:

EME (Planning) covering	TND, GC, TSPR, TRAN
EME (Energy) covering	ENE
EME (Engineering) covering	WCHR, SWM, STP, AQN

Under the Scheme an individual may cover any of the 3 groups provided s/he meets the educational and experience requirements mentioned in Section 5.3. In rare cases an individual may qualify for more than one medium.

5.2. Criteria for assessment and accreditation

The criteria for assessment and accreditation of prospective QBEAs under the Scheme are as follows –

Aspects	Weightage
a. Human Resource	70%
b. Checking baseline environmental data	10%
c. Quality Management Systems	10%
d. Office facilities and other enabling factors	10%

5.3. Human Resource

Relevant experience and updated knowledge of the experts in their fields are the key to successful implementation of the QBEA concept as stipulated in the MoEFCC Notification.

Specific Educational Qualification and Skill Sets for Various Environment Medium Experts (EMEs)

5.3.1 EME (Planning) covering (TND, GC, TSPR, TRAN)

a. Educational qualification

Bachelor's or Post-graduate degree or equivalent in Civil Engineering/ Architecture/Town Planning/Environmental Planning/Physical Planning/ Urban Planning/Landscape Architecture and the like from UGC /AICTE recognized University/ Institution.

OR

Diploma in Civil Engineering/Architecture.

b. General experience

For Graduate/Post Graduate degree holders – Professional experience of 5 years out of which minimum 3 years in the relevant fields of planning/design/execution/supervision of building construction projects.

For Diploma holders – Professional experience of 7 years out of which minimum 5 years in the relevant fields of planning/design/execution/supervision of building construction projects.

- c. **Specific experience covering** (in-depth understanding of one area and broad knowledge/exposure to the balance areas):
- i. Natural drainage system, sustainable urban drainage system, natural topography, landscape designs, bio swales, wet lands and water bodies and their importance in building construction. Plantation and its advantage to conservation of soil, plantation processes and norms.
 - ii. Top soil stripping for building, roads, paved areas, external services and preservation of the same.
 - iii. Mobility plans as per MoUD best practices guidelines for motorized, non-motorized, public and private networks, road safety and environmental consideration for roads. Hierarchy of roads with segregation of vehicular and pedestrian traffic, traffic calming measures, parking norms and regulations, proper design of entry and exit points.
 - iv. Passive design of buildings, construction best practices for sustainability.
 - v. Design management and implementation.
 - vi. Prevention of soil degradation/contamination.

5.3.2. EME (Energy) covering (ENE)

a. Educational qualification

Bachelor's or Post-graduate degree or equivalent in Environmental engineering/ Civil/ Mechanical/Architecture/Electrical Engineering and the like from UGC /AICTE recognized University/ Institution.

OR

Diploma in Mechanical/Electrical Engineering.

Desirable: BEE certification in energy auditing (Certified Energy Auditor).

b. General experience

For Graduate/Post Graduate degree holders – Professional experience of 5 years out of which minimum 3 years in the relevant fields of planning/design/ execution/supervision of building construction projects.

For Diploma holders – Professional experience of 7 years out of which minimum 5 years in the relevant fields of planning/design/ execution/ supervision of building construction projects.

c. **Specific experience covering** (in-depth understanding of one area and broad knowledge/exposure to the balance areas):

- i. Knowledge on Energy Conservation Building Code (ECBC), Local building laws.

bye-

- ii. Renewable energy and its importance for environment and ecosystem, applications.
- iii. Solar energy, solar cells and technologies, types, Concept of passive solar design in buildings, solar water heater, and functions.
- iv. LED light, non-polluting sources of energy, wind energy.
- v. Environmental friendly materials like fly-ash, bricks, hollow brick, zig-zag bricks, AACs, fly ash lime gypsum blocks, compressed earth blocks.
- vi. Fly ash notification Sept. 1999/latest notifications.

5.3.3. EME (Engineering) covering WCHR, SWM, STP, AQN

a. Educational qualifications

Bachelor's or Post-graduate degree or equivalent in Environmental engineering/ Civil/ Environmental Planning/Environmental Management and the like from UGC /AICTE recognized University/ Institution.

OR

Master's (post-graduate) degree in Environmental Science.

b. General experience

For Graduate/Post Graduate degree holders – Professional experience of 5 years out of which minimum 3 years in the relevant fields of planning/design/ execution/supervision of building construction projects.

For Diploma holders – Professional experience of 7 years out of which minimum 5 years in the relevant fields of planning/design/ execution/ supervision of building construction projects.

c. Specific experience covering (in-depth understanding of one area and broad knowledge/exposure to the balance areas):

- i. Planning of rain water harvesting systems as per relevant local bye-laws, ground water recharge, water efficiency, water conservation, water balance
- ii. Provisions of Solid Waste (Management) Rules, 2016, e-wastes (Management) Rules, 2016, Plastic Waste (Management) Rules, 2016.
- iii. Expertise on collection, segregation, transportation and disposal of waste materials from the building construction sector.
- iv. Organic waste treatment options viz. organic waste composter, Vermiculture etc.
- v. Reuse/recycling of wastes.
- vi. Sewage treatment and reuse of the treated water.
- vii. Sources of air pollution in the building sector during the construction and occupational phases, measures for prevention and control of such pollution.
- viii. Indoor air quality and methodologies for purification.
- ix. Construction demolition and waste (Management) Rules 2016/updated.
- x. Noise and vibration sources and control.

Desirable for all the above three (3) EMEs - LEED, IGBC, and Griha certified professionals and ECBC master trainers.

One out of the 3 EMEs can work as the coordinator for the entire team who can compile the reports for all the mediums and develop an EMP.

6. Checking baseline environment data

Form IA to be submitted by the project proponent for approval of the building plans may requires collection of physical baseline data on water and air quality. In some critical cases, such data may need to be checked for their authenticity.

The QBEA organization must have access to a NABL accredited or MoEFCC recognized or State PCB recognized laboratory covering the parameters to be monitored. Such laboratory may be in-house or external. For external laboratory, the QBEA should have a Memorandum of Understanding (MOU) or an agreement. EME (Engineering) with the QBEA should have the understanding of the sampling procedures and quality assurance of such baseline data.

7. Quality management system

The applicant organization must maintain a documented (soft/hard copy) Quality Management Systems (QMS) for the organization. The QMS should preferably be based on ISO 9001:2008 standards. It is, however, not mandatory that the organization should be ISO 9001: 2008/2015 certified. The content of the Quality Management Systems should reflect at-least the following:

- a) Quality Policy
- b) Control of records and documents
- c) Performance Measurement and Review
- d) Complaints and appeal

The essential issues to be addressed in the Quality Management System are detailed out in **Appendix 1**

8. Office facilities and other enabling factors

The QBEA is required to have all basic facilities and infrastructure required to fulfil the role assigned to it. These should include but not limited to computers, internet, printers, photocopying, scanning, relevant softwares, documentation centre/library. It should also have a system of assessing the training needs of the experts and impart necessary trainings including site visits to keep them updated with the various developments in the field.

9. Application process

The application form can be downloaded from the QCI website **www.qcin.org**.

Detailed information on documents to be submitted with the application is provided at the QCI website. Applicants are advised to go through the Accreditation Scheme carefully prior to preparing their application.

The applicant organization may require to change/add candidates based on the Non-conformance/Obs. received from NABET after the document assessment (see below).

10. Assessment and accreditation

10.1. The assessment process shall comprise three (3) stages:

- Stage I – checking the completeness of the application by the NABET secretariat.
- Stage II – technical assessment of application documents by the Assessor.
- Stage III – office assessment including interaction with experts by the Assessor.

10.2. An applicant organization (AO) must score minimum 50% marks in all 4 aspects of the criteria mentioned in Section 5.2 above in Stage III assessment to be eligible for being accredited as a QBEA. The same applies for Surveillance Assessment and Re-accreditation (see below).

The report of the Assessor is put up to the Accreditation Committee for its final decision for accreditation.

10.3. Accreditation cycle

Accreditation under the Scheme will be accorded for a period of 5 years subject to compliance to the condition of accreditation and successful completion of Surveillance assessment after 3 years. The accreditation cycle shall comprise:

- Initial accreditation (IA): in the IA, the potential of the applicant organization is assessed and based on findings during the assessment, the accreditation is granted.
- Surveillance assessment (SA): after 3 years of IA, a surveillance assessment is carried out with the focus on performance of the QBEA and the compliance to the conditions of accreditation based on the three stage assessment process mentioned above.
- Re-accreditation (RA): after 5 years of the IA, the QBEA undergoes the process of re-accreditation with focus on improvement achieved again based on the 3 stage assessment process mentioned above.

Normally, an information is communicated to the applicant organization 10 days prior of the Office Assessment and the date is fixed as agreed upon by AO and NABET. However, NABET reserves the right to visit the site un-announced/ surprise visit, if it deems necessary.

11. Completeness of application

An application has to be complete in all respects for the assessment process to take

place. At each of the three stages of assessment, specific information must be available to process it for the next stage. AO will be informed about the shortfall/inadequacy of information and given adequate time to submit complete information meeting the Scheme's requirements. It is to be noted that submission of incomplete or vague information would not help the cause of the application. If all information is not available even after 2-3 months of the expiry of the given time, it would be construed that the AO is not interested in pursuing the application and it will be treated as closed. Information will be placed on website and AO may be informed accordingly. Should it so desire, the AO may reapply after ensuring that the inadequacies have been properly addressed.

12. Fee structure

To offset the costs involved in the implementation of the Accreditation Scheme for QBEAs by NABET, fees will be charged to the AO under the various heads (Refer Appendix 2 of the Scheme).

Payment of Fees

- a) The fees have to be paid by a Demand Draft payable at Delhi or a local Cheque of Delhi or Bank transfer in favour of "Quality Council of India". Bank Details are available on QCI website.
- b) Only the Application fee has to be sent along with the application. Applications not accompanied by the application fee will not be processed further.
- c) The Annual fee for the first year has to be sent only after the receipt of confirmation from NABET of the applicant having been approved for accreditation. Certificate will be sent after receipt of full fees and expenses at NABET.
- d) Initial Accreditation/ renewal of accreditation will be given only on payment of all dues to NABET.
- e) The fees are not refundable.

13. On hold/ delisted/ suspension / cancellation/ withdrawal of accreditation

NABET may hold/ delist/suspend / cancel an accreditation on account of any or more grounds during accreditation process or after, but not limited, to the following:

- a) Non-compliance or violation of the NABET requirements and conditions of Accreditation and deviation from facts as stated in application and enclosures.
- b) Submission of false or misleading information in Building construction (green building) reports and in the application or in subsequent submissions to any body.
- c) Improper use of NABET Accreditation mark.
- d) Using unapproved experts / carrying out changes in EMEs Experts without NABET's approval.

- e) Failure to report any major legal (mandatory compliance) changes or getting involved in illegal activities.
- f) Using fraudulent practices by the accredited organizations in respect of its submission/ interaction with NABET which would include, but not limited to, deliberate concealment and/or submission of false or misleading information, suppression of information, falsification of records or data, unauthorized of accreditation, and non-reporting of completed building construction reports to NABET. The fraudulent practices covering the above aspects would also include QBEAs interaction with the project proponent.
- g) Non- payment of applicable fees.
- h) Violation of the Code of Conduct by QBEAs.
- i) Any other condition deemed appropriate by NABET.

The decision for the suspension or the cancellation shall be taken by the NABET Accreditation Committee.

14. Code of conduct

All QBEAs are obliged to improve the auditing process w.r.t. integration of environmental conditions in building plans by rigorously observing the Code of Conduct. Failure to do so may result in the suspension or cancellation of accreditation.

The QBEAs undertake:

- a. To act professionally, accurately and in an unbiased manner.
- b. To be truthful, accurate and fair to the assigned work, without any fear or favor.
- c. To judiciously use the information provided by or acquired from the client in carrying out the compliance report, monitoring report and to maintain the confidentiality of information received or acquired in connection with the assignment.
- d. To avoid and / or declare any conflict of interest that may affect the work to be carried out.
- e. Not to accept any favor from the clients, or their representatives.
- f. Not to act in a manner detrimental to the reputation of any of the stakeholders including NABET and the client.
- g. To co-operate fully in any formal enquiry procedure of NABET as per the appeals procedure.

15. Grievance redressal

There are three methodologies available under the scheme for addressing the grievances

15.1. Request for review of decisions

The following procedure will be applicable:

- a) In case an applicant organization/accredited QBEA wishes for review/reconsideration of any accreditation decision taken by NABET, they

may send a request for same to NABET mentioning specific complaint accompanied with a fee of Rs.25,000/- (excluding Service Tax).

- b) Only substantial errors/mistakes on procedural matters would be taken for consideration. Reassessment or request for deviation from the Scheme cannot be considered.
- c) Such 'Requests for Review' will be taken up for consideration in a meeting of the relevant Accreditation Committee in the order of receipt.
- d) Applicant organization/ accredited QBEAs making the request may present their case in person to the AC, if so desired by them.
- e) Decision of the AC shall be intimated to the concerned organizations as well as posted on QCI website.

15.2. Appeal

An applicant organization/ accredited QBEA may apply for Appeal in case it is not satisfied with the decision of 'Request for Review' option. NABET would form a 3 member Appeals Committee comprising of 2 Board members and one subject specialist.

- a) An Appeal must include the specific issues on which appellant is seeking a review backed by supporting documents.
- b) Fees for Appeal is Rs.25000/ plus applicable taxes.
- c) An Appellant may follow given approach while submitting its appeal.

Sl. No.	Specific Issue/s submitted in Review	Supporting documents submitted in Review	Decision of Review	Additional/ new issues submitted in Appeal now	New supporting documents added now
1	-	-	-	-	-

- d) The committee gives its decision after hearing both the sides and due deliberation within it.
- e) The decision of the Appeals Committee is intimated to the Appellant by NABET Secretariat and also posted on the QCI/NABET website.

15.3. Arbitration

An applicant organization/ accredited QBEA may apply for Arbitration if is not satisfied with the decisions from 'Review of decision' and 'Appeal'. The Arbitrator is fixed by the Secretary General; Quality Council of India, as per the provisions of the Arbitration Act of India, with Delhi jurisdiction.

16. Confidentiality

- a) All information, documents and reports submitted by an applicant to NABET shall be utilized by the NABET, Assessors, and Members of Accreditation & Technical Committee for the purpose of assessment & accreditation. These may also be used for research purpose or sharing with MOEFCC. However, the identity of the accredited QBEAs would be masked for sensitive information related to business whenever it is called for/ appropriate. In

case an applicant wants the information to be kept confidential, a communication must be sent to NABET citing reasons for the same. NABET reserves the right to take decision in this regard.

- b) The accredited QBEAs shall have adequate arrangements consistent with applicable laws to safeguard confidentiality of all information provided by its clients. These arrangements shall be extended to include organizations or individuals acting on its behalf and as its representatives.

17. Updating scheme

QCI - NABET reserves all rights to amend its accreditation scheme, procedures and fees etc. as it may deem fit. Applicants are requested to refer to the updated scheme on QCI website (www.qcin.org) before applying for their accreditation.

Appendix- 1

QUALITY MANAGEMENT SYSTEM

The Quality Management Systems of QBEAs should at least reflect the followings:

- Quality Policy
- Control of Records & Documents
- Performance Measurement and Review
- Complaints and Appeal

1. Quality Policy – should address:

- a. Be appropriate to the Organization’s business
- b. Commitment for continual improvement
- c. Communication and understanding within the Organization
- d. Focus on customer satisfaction

2. Control of Records and Documents – should give procedures for

- a. Uniquely identifying documents and records
- b. Approving documents prior to issue
- c. Reviewing and updating of documents, as required
- d. Storage, protection and retrieval of documents and handling of outdated/superseded documents

3. Performance Measurement and Review – should give procedures for

- a. Fixing Key Result Areas (KRAs) of experts involved as an EME
- b. Improving skill level of experts through training
- c. Periodic & systematic audit, both internal and external and their follow up actions

4. Complaints and Appeals – should give procedures for (applicable to QBEAs)

- a. Informing the clients of this procedure and accepting complaints/ appeal
- b. Handling and disposal (including authority and responsibility) of the same within reasonable time
- c. Ensuring implementation of preventive/ corrective actions

FEE STRUCTURE

No budgetary support is received by QCI/ NABET for implementation of the QBEA Accreditation Scheme. To meet the costs of processing of the applications, maintaining the scheme related information/records, their consideration by the Accreditation Committees, updating of the Scheme etc. minimum fees have been prescribed so that the Scheme is run on self-sustainable basis.

S.No	Fees Details	Fees (in Rs.) (actual or the basis of charges)
	Application Brochure	Soft Copy free of cost available on website
1	Initial/ Surveillance/Re-accreditation Assessment	
1.1	Application Fee	30,000/-
1.2	Technical review of application and documents submitted for accreditation and subsequently till the closure of NCs & Obs in desktop assessment report i.e F2	20,000/-
1.3	Office Assessment – interaction with EMEs and report preparation	30,000/- (*)
1.4	Travel, Boarding and Lodging for the assessor for Office Assessment	At actual
2	Annual fee (yearly basis)	20,000/-
3	Supplementary Assessments and Re-accreditation	Same as 1.1, 1.2, 1.3 and 1.4 above
4	Request for Review and Appeal	Rs.25,000/- each

(*) up to five (5) EMEs

Note -

1. Economy class air fare/ Organization's own guest house or 3 Star (or equivalent) Hotel (boarding and lodging), local travel by AC car/ taxis. QBEAs may also make the ticketing & other arrangements as per the requirements, if requested by NABET.
2. 'Accreditation costs' would cover the costs of compiling the assessment reports, organizing Accreditation Committee meetings, presentation of the cases to the AC etc.
3. Fees charged towards Accreditation for prepared report would go for partially meeting the costs of operating the Scheme.

Annexure – I

Application Form for Initial Accreditation

(Kindly attach separate sheets if necessary for more information)

Affix passport
size photograph
of the Head of
the organization

- 1) Name and address of the Applicant Organization
 - a. Head Office

 - b. Branch Office/s

- 2) Name of the Head of the Applicant Organization with designation

- 3) Contact details with the name of the contact person

Name : _____
Address: _____
Tel No. _____ Mobile _____
Email _____ Alternate Email _____
Website: _____

- 4) Legal Status of the organization (please mark (v) the appropriate status)
 - a) Public/Private/Government
 - b) Company/ Partnership/ Proprietorship/ Registered Society
 - c) Research/Academic Institute
 - d) Industry association
 - e) Others (please specify and attach necessary evidence)

- 5) Date of Registration/Incorporation
(Attach copy of certificate of incorporation/registration) (DD/MM/YYYY)

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- 6) Year of Establishment

- 7) Services provided by the Organization

- 8) Building & Construction related activities started/ initiated from
Month.....Year.....

- 9) Number of Employees

- Total Number of employees
 - Employees engaged in Building Construction activities
- 10) Annual Income of the organization in Indian Rupees (attach balance sheet and IT returns for the last 3 years)
- Total income
 - Building Construction related income
 - Income from Other environmental services
- 11) Organizational structure (with details of locations/associates etc.). For multi-functional organizations, the organizational structure of the stream(s) related to Building Construction work may be detailed out (**attach organization chart and other details**).
- 12) Candidates proposed

Qualifications and professional experience of candidates proposed as in-house or empaneled experts to be given as in table below. Attach CVs as per **Annexure** in support of experts' qualification, experience and exposure. Also, in case of empaneled experts, attach declarations of their involvement as EBC /EMEs

SI	Name	Employment status (IH/Emp)	Area of expertise (Medium) applied for (out of 10 as given in the Notification)	Medium applied for (as given in the Scheme)

Documentary evidence in support of the stated experience, exposure and training of the proposed EMEs to be provided to NABET assessors during the office assessment.

- 13) Furnish details of prediction model/software available in respect of
- a) Energy Efficiency _____
 - b) Renewable Energy _____
 - c) Noise Vibration _____
 - d) Any other _____

14) Organization's experience in Building Construction (in last 3 years; provide details)

Name of the project/s	Status (completed/Not completed)	Cost of project

- 15) Enclose soft copy of one building project report prepared by the organization in the preceding two years from the date of application. In case an AO has not yet prepared any report under its banner, it may send a soft copy of building project report prepared earlier by one of the candidates proposed as an EME.
- 16) Enclose a copy of Quality System manual
- 17) The application must be submitted along with the fee as applicable (**see Appendix 2**) of the Scheme. The details (Demand Draft/Cheque should be provided as under,
- Amount paid
 - mode of payment and number (DD/cheque)
 - Date of issue

Drawn in in favour of in favor of **Quality Council of India**, payable at New Delhi towards the application fee.

18) **Declaration**

We have carefully read all NABET guidelines for accreditation of QBEAs. The conformity of eligibility of the experts proposed, to the requirements of the Scheme, has been verified by us at our end. We confirm that the information provided in the application in support of the application is correct to the best of our knowledge and belief.

We authorize NABET to make any enquiry as deemed fit as part of the reviewing process. We understand that in case any information is found to be incorrect; it may result in rejection of this application and/or disqualification. We authorize NABET to utilize the information provided in this application for legal purpose, research, training, sharing with MoEFCC and/or for any other purpose as maybe deemed fit by NABET.

If accredited, we commit to notify NABET immediately of any changes in the status where information regarding such changes, if declared may affect the consideration for accreditation of the organization.

Signatures _____
 Name (authorized signatory) _____
 Designation _____

Organization _____
Date _____

Annexure II

Checklist of Enclosures for Initial Assessment Application

Ensure that the followings are enclosed with the application:-

Documents to be enclosed	Yes/ No
1. Filled in Application form with the photograph of the Head of the organization	
2. Application fees	
3. Copy of the legal Status of the organization including the date of registration/ incorporation	
4. Organization's Balance Sheet and Income Tax Returns, for the last three years (depending on date of registration of organization)	
5. Organizational structure with respect to the people involved in Building construction as well as in other activities	
6. Signed resume of EMEs with photographs	
7. Annexure V - Declaration of empaneled EMEs of their association with applicant QBEA and/or other organizations, if applicable.	
8. Quality Systems Manual	
9. List of Building Construction (preferably Green Building) reports prepared in last 2 years	
10. Soft copy of two Building Construction (preferably Green Building) reports prepared in last 2 years.	
11. Copies of promotional material, if any.	

Application to be submitted in soft only. Hard copies of documents to be submitted only if specifically asked for by NABET.

Annexure III (Format for the Resume)

(For Environment Medium Experts (EMEs))

1) Mr./Ms./Dr.

(First name) (Middle name) (Last name)



2) Date of birth _____

3) PAN _____

4) Role in the organization (please tick):

i. In-house expert (IH) Empanelled expert (Emp.) ii.

Mediums Applied _____

iii. Current status of Applied / Approved Experts with other organization(s), if applicable

Sl. No	Name of the organization	Applied/ Approved	Mediums with Category
1.			
2.			
3.			
4.			
5.			

5) Contact details:

Office address _____

_____ Pin Code _____

Tel. No. _____

Fax No. _____

Email address _____

6) Academic Qualification (From Secondary Board and above):

Period (Year)	Name of the University	Degree	Subjects	Grade / % Marks

7) Registered/recognized training courses attended:

Sl. No.	Title of the course	Conducted/organized by (name and address)	Dates		Result
			From	To	

8) Membership of Professional Bodies:-

Sl. No.	Professional body (name and address)	Membership	Period of validity

9) Experience (write in chronological order with most recent experience listed first):

A. General (in brief):

Period (From – to)	Organization with address	Designation	Type of Experience (A/B/C/D)		Specific details of experience for type A/B/C/D (not more than 25 words for each) as applicable
			Industrial Exp.	A	
			Appraisal/regulator	B	
			Teaching / Ph.D.	C	
			Others	D	

10) Declaration by the applicant

I hereby declare that the above information relating to my education and experience is correct. I do understand that any incorrect information will result in disqualification of my candidature and accreditation of the organization with NABET.

Signature _____ Date (DD/MM/YYYY) _____

11) Declaration by the employer

The above information in relation to Dr./Mr./Ms. has been verified and found to be correct.

I understand that in case the information is found to be incorrect, it may result in disqualification of the organization under the Scheme

Signature:

Name (authorized signatory):

Designation:

Date:

For Further Details Contact:

National Accreditation Board for Education and Training (NABET)

Quality Council of India, Institution of Engineers Building,

2nd Floor, Bahadur Shah Zafar Marg, New Delhi – 110002, India

Tel: +91-11-2337 9321, 2337 9821, 2337 0567 Fax. No: 2337 9621

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