



# **Scheme for Accreditation of EIA Consultant Organizations: Version 3**



**NATIONAL ACCREDITATION BOARD FOR EDUCATION AND TRAINING**  
**QUALITY COUNCIL OF INDIA**  
June, 2015



**Minister of State, (Independent Charge) for Environment, Forest & Climate Change Government of India**

*It is Important to ensure ease of doing business without compromising the environmental norms and vigour of Environment Impact assessment. The government wants to simplify processes and increase the emphasis on strict compliance of green norms.*

*The Ministry has promoted a scheme for accreditation of Consultants involved in preparing Environment Impact Assessment reports for developmental projects. The scheme has improved the timelines in the process of approval of projects and quality of EIA/EMP both at the Central and State levels.*

*QCI's efforts in Capacity Building of Consultants engaged in preparation of EIA/EMP reports are indeed laudable and will be well supported by our set of legislative and regulatory measures, aimed at the preservation, conservation and protection of the environment.*

*Prakash*  
(Prakash Javadekar)



**Chairman, QCI**

*Change can truly happen if it is affected at the community level.*

*We must learn to live in a way that will sustain our world, like learn to use our natural resources in an efficient manner. To be honest, what we are doing to the environment is actually a reflection of what we are doing to ourselves.*

*We know that activities carried out by businesses can exert considerable pressure on the environment. By boosting the competitiveness of businesses that meets environmental standards or helps conserve the environment, is perhaps one way forward.*

*We must stop in our tracks and examine our surroundings and take a pledge to preserve the beauty that lies around us. Through such initiatives, QCI is actively advocating that there is something each of us can do to preserve the environment while marching towards our cherished aim of making India an economic superpower.*

*Adil Zainulbhai*  
(Adil Zainulbhai)



**Secretary Government of India Ministry of Environment, Forest & Climate Change**

*The Ministry of Environment, Forest & Climate Change, Government of India, is making a coordinated effort for sustainable development and environment protection. It is pertinent that we ethically re-examine our inheritance of this planet and by developing competence in areas of environmental protection we pave way to what we will pass on to the next generation.*

*The call for the day is to integrate environmental issues into enterprise policy as well as measures aimed at limiting the adverse impact businesses may have on the environment, while at the same time not hampering their development.*

*QCI's initiative in highlighting and propagating this will go a long way in assisting the Government in its commitment towards the environment and we are duty bound to support such Environmental Impact Assessment initiatives.*

*I am sure this workshop will be invigorating and interesting and will add value to our efforts.*

*Ashok Lavasa*  
(Ashok Lavasa)

## Acknowledgement

This Scheme for Accreditation of EIA Consultant Organizations is a self-evolved, innovatively designed and purposefully driven national initiative that had no parallels to follow from anywhere in the world.

The journey that started with its conceptualization in 2005 to its implementation now has been an exciting and enriching experience for Quality Council of India (QCI) and its constituent board the National Accreditation Board for Education and Training (NABET).

This venture would not have been so successful without the able guidance received from the each of the successive Secretaries and their teams in the Ministry of Environment, Forest and Climate Change, Govt. of India, all through from the formative years of the scheme to the presently matured form that the scheme has acquired. The scheme additionally benefitted from the professional support provided by the experts in the field of Environment Impact Assessment and the valuable inputs provided by the consultant organizations, and the representatives from industries, academia and research institutions. The unfailing and constant support by the NABET Board, and the Technical and Accreditation Committees of NABET provided the much needed vitality and buoyancy for the successful launch of this national initiative. The constant encouragement and support of the Secretary General, QCI and the Chief Executive Officer, NABET have been a tremendous source of inspiration for NABET team.

QCI/ NABET acknowledge with sincere gratitude, the support and cooperation received from all its peers, well-wishers and partners in the implementation of this Scheme.

## Scheme for Accreditation of EIA Consultant Organizations

### Background of the current version of the Scheme

The above Scheme has evolved over a period of last 5 years. This is Version 3 as explained below:

- **Version 1– Jan, 2010** containing the Initial Accreditation (IA) process, which was earlier recognized as Rev 6 of the scheme.
- **Version 2 – Aug, 2011** containing the IA and Surveillance Assessment (SA) processes, which was earlier recognized as Rev 9 of the scheme.
- **Version 3 - June, 2015** containing the IA, SA, Re-accreditation processes and the ‘Rationalization of Functional Areas as per Sectors’
- **This Version 3 will be effective from Sep 1, 2015**

## CONTENTS

<b>1.0</b>	<b>ENVIRONMENTAL CLEARANCE .....</b>	<b>01</b>
1.1	Environment Impact Assessment .....	01
1.2	Process of EIA in India.....	01
1.3	Accreditation of EIA consultants.....	02
<b>2.0</b>	<b>ABOUT QCI &amp; NABET .....</b>	<b>02</b>
<b>3.0</b>	<b>ACCREDITATION.....</b>	<b>03</b>
3.1	Benefits of accreditation.....	03
<b>4.0</b>	<b>SCHEME FOR ACCREDITATION EIA CONSULT ORGANIZATION.....</b>	<b>04</b>
4.1	Eligibility for accreditation .....	05
4.2	Scope of the Scheme .....	05
4.3	Coverage of the Scheme .....	06
4.4	Updation of the Scheme .....	06
<b>5.0</b>	<b>REQUIREMENTS FOR ACCREDITATION .....</b>	<b>06</b>
5.1	<b>Human resource .....</b>	<b>06</b>
5.1.1	EIA coordinator (EC).....	07
5.1.2	Associate EIA coordinator (AEC) for category A.....	08
5.1.3	Functional area experts (FAEs).....	08
5.1.4	Functional area associate (FAA).....	10
5.1.5	Team members (TM).....	10
5.1.6	Mentors .....	10
5.1.7	General conditions for experts .....	11
5.2	<b>Field investigation and laboratory arrangement.....</b>	<b>13</b>
5.2.1	Laboratory arrangement for monitoring physical environment baseline data .....	13
5.2.2	Field investigation for biotic environment and socio-economic data .....	14
5.3	Quality management system (QMS).....	14
5.4	Quality of EIA report .....	14
5.5	Organizational commitment .....	14
<b>6.0</b>	<b>ACCREDITATION CYCLE.....</b>	<b>15</b>
<b>7.0</b>	<b>ACCREDITATION PROCESS .....</b>	<b>15</b>
7.1	Application assessment process .....	15
7.2	Decision making process.....	17
7.3	Time frame for application and accreditation processes.....	18
7.4	Accreditation process outcome .....	18
7.5	Category of accredited consultants .....	19
<b>8.0</b>	<b>ACCREDITATION FEES.....</b>	<b>19</b>
<b>9.0</b>	<b>GRANT OF ACCREDITATION.....</b>	<b>20</b>

9.1	Maintaining accreditation.....	20
9.2	Changes after accreditation .....	21
9.2.1	Change in experts and/or in their scope.....	21
9.2.2	Scope of accreditation .....	22
9.3	Suspension/cancellation/debarment of accreditation .....	22
9.4	Actions for misconduct/fraudulent activities.....	23
9.5	Confidentiality.....	23
<b>10.0</b>	<b>CHANGEOVER FROM VERSION 2 (REV. 09) TO VERSION 3 OF THE SCHEME .....</b>	<b>24</b>
10.1	For Fresh applicant organizations (AO's).....	24
10.2	For accredited consultant organizations (ACO's) .....	24
<b>11.0</b>	<b>GRIEVANCE REDRESSAL MECHANISM .....</b>	<b>26</b>
11.1	Review of decisions.....	26
11.2	Appeal.....	27
<b>12.0</b>	<b>CODE OF CONDUCT.....</b>	<b>27</b>
12.1	Use of QCI & NABET Logo .....	27
12.2	Undertaking by Consultant Organizations .....	28
<b>APPENDIX A- QUALIFICATION, EXPERIENCE &amp; FUNCTION OF EXPERTS.....</b>		<b>31</b>
A 1.	EIA coordinators.....	32
A 1.1	Minimum educational qualification.....	32
A 1.2	Minimum experience .....	32
A 1.2.1	EIA related experience.....	32
A 1.2.2	Sector specific (for each Sector applied for).....	33
A 1.3	Expected functions of EIA coordinators.....	34
A 1.3.1	Prior to the receipt of the work order for tender preparation .....	34
A 1.3.2	On receipt of the work order .....	35
<b>A 2.0</b>	<b>Functional area experts .....</b>	<b>36</b>
A 2.1	Minimum educational qualification .....	36
A 2.2	Minimum experience .....	36
A 2.2.1	FAE category A.....	36
A 2.2.2	FAE category B .....	36
A 2.3	Specific educational qualification and experience for - each functional areas .....	37
A 2.3.1	Land use.....	37
A 2.3.2	Air pollution monitoring, prevention and control .....	38
A 2.3.3	Meteorology, air quality modeling and prediction .....	39
A 2.3.4.	Water pollution monitoring, prevention and control .....	39
A 2.3.5.	Ecology and biodiversity .....	40
A 2.3.6.	Noise and vibration.....	41
A 2.3.7.	Socio-economics.....	42
A 2.3.8	Hydrology, ground water and water conservation .....	43
A 2.3.9	Geology.....	44
A 2.3.10	Soil conservation.....	44
A 2.3.11	Risk Assessment and hazard management.....	45
A 2.3.12	Solid and hazardous waste management .....	46

A 2.4	Expected functions of functional area experts .....	47
A 2.4.1	Prior to the receipt of work order .....	48
A 2.4.2	On receipt of the work order .....	48
A 2.5	Functional area associates (FAA) .....	49
<b>A 3.</b>	<b>Mentor.....</b>	<b>49</b>
<b>A 4.</b>	<b>Team member (TM) .....</b>	<b>50</b>
A 4.1	Procedure to be followed to work as TM.....	50
A 4.2	Expected functions of team member .....	50
<b>A 5.0</b>	<b>Requirements of accreditation for the Nuclear Sector .....</b>	<b>51</b>
<b>APPENDIX B- QUALITY MANAGEMENT SYSTEM .....</b>		<b>53</b>
B 1.	Quality Policy .....	55
B 2.	Control of documents including records.....	55
B 3.	Performance measurement and review .....	55
B 4.	Actions taken to address non- conformances.....	55
B 5.	Identification, retention and assessment of performance of empanelled experts.....	56
B 6.	Collection/measurement of primary data .....	56
B 7.	Collation, synthesis and interpretation of secondary data .....	56
B 8.	Work outsourced .....	57
B 9.	Laboratory work for baseline data.....	57
B 10.	Complaints and appeals .....	57
<b>APPENDIX C- PROCESSES FOR INITIAL ACCREDITATION (IA), SURVEILLANCE ASSESSMENT (SA) AND RE-ACCREDITATION (RA) .....</b>		<b>59</b>
<b>C 1.0</b>	<b>Accreditation cycle .....</b>	<b>60</b>
<b>C 2.0</b>	<b>Assessment process.....</b>	<b>60</b>
C 2.1	Stage I – Assessment: Scrutiny for completeness of application and support documents by NABET secretariat .....	60
C 2.2	Stage II – Technical review of documents by NABET assessor .....	62
C 2.3	Stage III – Office assessment by NABET assessor.....	62
<b>C 3.0</b>	<b>Assessment Process - Initial accreditation (IA) .....</b>	<b>63</b>
C 3.1	Human Resources .....	63
C 3.2	Field investigations and laboratory systems .....	64
C 3.2.1	Field investigation for primary data.....	64
C 3.2.2	Collation, synthesis and interpretation of secondary data .....	65
C 3.3	Quality management system (QMS).....	65
C 3.4	Quality of EIAs.....	65
C 3.5	Organizational commitment .....	66
C 3.6	Weightage of marks .....	67
C 3.7	Conditions to be fulfilled for Initial accreditation .....	67
C 3.8	Category of accreditation for organization .....	67
C 3.9	Submission of complete application .....	68
C 3.10	Self-assessment checklist.....	68

<b>C 4.0</b>	<b>Assessment Process - Surveillance assessment .....</b>	<b>68</b>
C 4.1	Performance of approved experts .....	69
C 4.2	Field investigations and laboratory systems .....	70
C 4.3	Quality Management System.....	70
C 4.4	Quality of EIAs prepared by the ACO .....	71
C 4.5	Organizational commitment .....	71
C 4.6	Compliance to conditions of accreditation .....	71
C 4.7	Conditions to be fulfilled for continuation of accreditation.....	72
C 4.8	Category of accreditation of organization and approval of experts.....	72
C 4.9	Scoring requirements for experts/candidates .....	72
C 4.10	Submission of application for SA .....	73
C 4.11	Self-assessment checklist.....	73
<b>C 5.0</b>	<b>Assessment Process - Re- accreditation .....</b>	<b>73</b>
C 5.1	Performance of approved experts .....	74
C 5.2	Quality management system .....	75
C 5.3	Field investigations and laboratory systems to ensure data integrity.....	75
C 5.4	Quality of EIAs prepared by the ACO .....	76
C 5.5	Organizational commitment .....	76
C 5.6	Improvements achieved .....	76
C 5.7	Compliance to conditions of SA .....	76
C 5.8	Weightage of Marks.....	76
C 5.9	Conditions to be fulfilled for Re-accreditation.....	77
C 5.10	Category of accreditation/approval .....	77
C 5.11	Additional points for Re-accreditation.....	77
C 5.12	Timely submission of application.....	78
C 5.13	Self-assessment checklist.....	78
<b>C 6.0</b>	<b>Assessment of candidates for different organizations.....</b>	<b>78</b>
<b>C 7.0</b>	<b>MOU/ Agreement /NOC .....</b>	<b>79</b>
C 7.1	Between AO/ ACO and external laboratory .....	79
C 7.2	Between AO/ ACO and empanelled expert .....	79
C 7.3	Contents of NOC .....	79
<b>C 8.0</b>	<b>Further classification of consultants.....</b>	<b>80</b>
<b>C 9.0</b>	<b>Cases of re-application/ up-gradation from Cat B to Cat A.....</b>	<b>80</b>
	<b>APPENDIX D- ACCREDITATION FEES.....</b>	<b>81</b>
	<b>Accreditation Fee Structure .....</b>	<b>82</b>



S. No.	Subject	Aspects	Page No.
	Abbreviations		viii
	List of Appendices		30
	Appendix A	Qualifications, Experience & Function of Experts	31
	Appendix B	Quality Management System	53
	Appendix C	Accreditation Process	58
	Appendix D	Fee Structure	81
	List of Annexure		85
1.	Annexure I	Application form for Initial Accreditation Application	86
	Annexure IA	form for Surveillance Accreditation	92
	Annexure IB	Application form for Re-Accreditation	98
	Annexure IC	Application form for addition/modification in scope of accreditation for Accredited Consultant Organization (ACOs)	105
	Annexure ID	Application for Supplementary assessment	110
	Annexure IE	Format for information on Team Members	113
2.	Annexure II	Project sectors	115
3.	Annexure IIA	Sector wise requirement of Functional Areas	117
4.	Annexure III	Deleted	----
5.	Annexure IV	Resume Format	118
6.	Annexure IVA	EIA coordinator-Sectoral experience	122
7.	Annexure IVB	Functional Area Expert -Specific experience	125
8.	Annexure V	Declaration for empanelled experts	127
9.	Annexure VI A1	List of EIAs prepared/completed/ongoing during the period between IA & SA and SA & RA.	130
10.	Annexure VI A2	Status of association of approved experts as on date and their earlier approvals	131
11.	Annexure VI A3	Details of laboratories utilized for baseline data collection	132
12.	Annexure VI A4	EIA Coordinator – Experience since approval	133
13.	Annexure VI A5	Functional Area Expert – Experience since approval	135
14.	Annexure VII	Declaration of association in the EIA	137
15.	Annexure VIII	Self Assessment Checklists	139

## Abbreviations

AAQ	Ambient Air Quality
AC	Accreditation Committee
ACO	Accredited Consultant Organization
AO	Applicant Organization
AICTE	All India Council for Technical Education
ASSOCHAM	Associated Chambers of Commerce and Industry of India
B. Tech	Bachelor of Technology
CA	Co-Assessor
CAPA	Corrective Action & Preventive Action
CEO	Chief Executive Officer
CETP	Common Effluent Treatment Plant
CII	Confederation of Indian Industries
CO	Carbon Monoxide
CPCB	Central Pollution Control Board
CRZ	Coastal Regulation Zone
CREP	Corporate Responsibility for Environmental Protection
CSIR	Council of Scientific & Industrial Research
CV	Curriculum vitae
DPR	Detailed Project Report
EAC	Expert Appraisal Committee
EC	EIA Coordinator
EHS	Environment, Health and Safety
EIA	Environment Impact Assessment
EMP	Environmental Management Plan
Emp	Empanelled
ESP	Electrostatic Precipitators
FA	Functional Area
FAA	Functional Area Associate
FAE	Functional Area Expert
FICCI	Federation of Indian Chambers of Commerce and Industry
GIS	Geographical Information System
GLC	Ground Level Concentration
HC	Hydrocarbon
IA	Initial Accreditation
IH	In- house
IIRS	Indian Institute of Remote Sensing
IIFM	Indian Institute of Forest Management
IISWBM	Indian Institute of Social Welfare & Business Management
IIT	Indian Institute of Technology
ISO	International Organization for Standardization

ISRO	Indian Space Research Organization
KRA	Key Result Areas
Lab	Laboratory
LCA	Life Cycle Assessment
MBA	Master of Business Administration
MoEFCC	Ministry of Environment, Forests & Climate Change, Government of India
MOU	Memorandum of Understanding
MSc	Master of Science
MSME	Micro Small and Medium Enterprises
NABL	National Accreditation Board for Testing and Calibration Laboratories
NABET	National Accreditation Board for Education & Training
NGO	Non-Governmental Organization
NOC	No Objection Certificate
NOx	Nitrogen Oxides
NC	Non- conformance
NRSA	National Remote Sensing Agency
Obs.	Observations
PA	Principal Assessor
PC	Public Consultation
PFD	Process Flow Diagram
PM	Particulate Matter
QCI	Quality Council of India
QMS	Quality Management System
RA	Re-accreditation
RPM	Respirable ParticulateMatter
R & R	Resettlement and Rehabilitation
SA	Surveillance Assessment
SEAC	State Expert Appraisal Committee
SEIAA	State Environment Impact Assessment Authority
SIA	Strategic Impact Assessment
SO <sub>2</sub>	Sulphur Dioxide
SPCB	State Pollution Control Board
SPM	Suspended Particulate Matter
TC	Technical Committee
TDS	Tax Deduction at Source
TM	Team Member
TOR	Terms of Reference
TSDF	Treatment, Storage and Disposal Facility
UGC	University Grants Commission
VOCs	Volatile Organic Compounds
XLRI	Xavier Institute of Management



## 1.0 ENVIRONMENTAL CLEARANCE

### 1.1 Environment Impact Assessment

Most industrial and other developmental projects/activities/processes would invariably have impacts on the physical, natural and social (socio-economic) environment including the people. It is important that such probable effects of the activities both of the negative and positive kind are identified and assessed for facilitating decision making on the project from environment angle. Such assessments fall within the broad framework of environment impact assessment (EIA). These are essentially multi-disciplinary studies where inputs are required from specialists having domain knowledge of relevant industry/sector for which EIAs to be conducted. Such assessments would require expertise and knowledge in areas such as land use, air pollution control, air quality modelling, water pollution control, noise and vibration, ecology and bio-diversity, socio economic aspects, risks and hazard management. EIAs are, therefore, important planning/decisions support tools to harmonise development and environmental conservation. EIA procedures were originally introduced in the advanced countries and subsequently adopted in many developing countries, India included. Presently, EIA is adopted globally as a regulatory instrument.

### 1.2 Process of EIA in India

Environment assessments were initiated in India as a generic procedural requirement in response to the Environment (Protection) Act, 1986 (EP Act). Initially, large industrial and developmental projects with public funding required EIAs to be prepared for their approval. The issuance of the Notification on Environment Impact Assessment (EIA) of developmental projects on 27.1.1994 under the provisions of the EP Act, mandated EIAs for 29 categories of developmental projects and with one more sector was added to the list in January, 2000. Based on the experience and practice followed around the world, further process streamlining was undertaken and reengineered Notification was issued on Sep 14, 2006. Notification applies to process of prior environmental clearance of the following categories of project:

- a. All new projects listed in the Schedule II to EIA Notification, 2006
- b. Expansion and modernization of existing projects or activities listed in Schedule.
- c. Any change in product-mix in an existing manufacturing unit included in Schedule.

All projects, based on the potential to impact are categorized into 'A' and 'B'. Category 'B' is further divided into 'B1' and 'B2' depending upon the spatial extent of impacts, on natural and manmade resources and impacts on human health. Category 'A' projects are considered at the central level, while those in Category 'B' are considered at State level as per the provision in EIA Notification Sep 14, 2006 and subsequent amendments.

### 1.3 Accreditation of EIA consultants

EIAs being complex, site specific and multi-disciplinary studies, it is important that consultants aspiring to carry out such studies have the requisite expertise both in terms of human resource and facilities to be able to do justice to the task. There has been a long felt need for a system of screening of such consultants through a systematic process of evaluation so that the information on such consultants is available with the prospective project proponents and other stakeholders for their reference and engagement. Quality Council of India, the national accreditation body, took the initiative of evolving a process for accreditation of consultants and has come out with a well-defined scheme for accreditation EIA Consultant Organizations in the country.

## 2.0 ABOUT QCI and NABET

In pursuance of cabinet decision of Feb 1996, Quality Council of India (QCI) was set up jointly by the Government of India and the Indian Industry represented by the three apex industry associations i.e. Associated Chambers of Commerce and Industry of India (ASSOCHAM), Confederation of Indian Industry (CII) and Federation of Indian Chambers of Commerce and Industry (FICCI) to establish and operate national accreditation structure and promote quality through National Quality Campaign. QCI is registered as a non-profit society with its own Memorandum of Association. QCI is governed by a Council of 38 members with equal representations of Government, Industry and Consumers. Chairman of QCI is appointed by the honourable Prime Minister on the recommendation of the Industry to the Government. It functions through the Executive Boards in the specific areas i.e. Accreditation for (a) Conformity Assessment Bodies, (b) Healthcare Establishments (c) Education and Vocational training providers. In addition it has an exclusive Board for promotion of Quality.

Each Board works independently and is headed by a Chairman, identified from the prominent people related to industry in India. National Accreditation Board for Education and Training (NABET) is one of the Boards of QCI as per structure shown.

A schematic diagram depicting accreditation areas of NABET is given below -

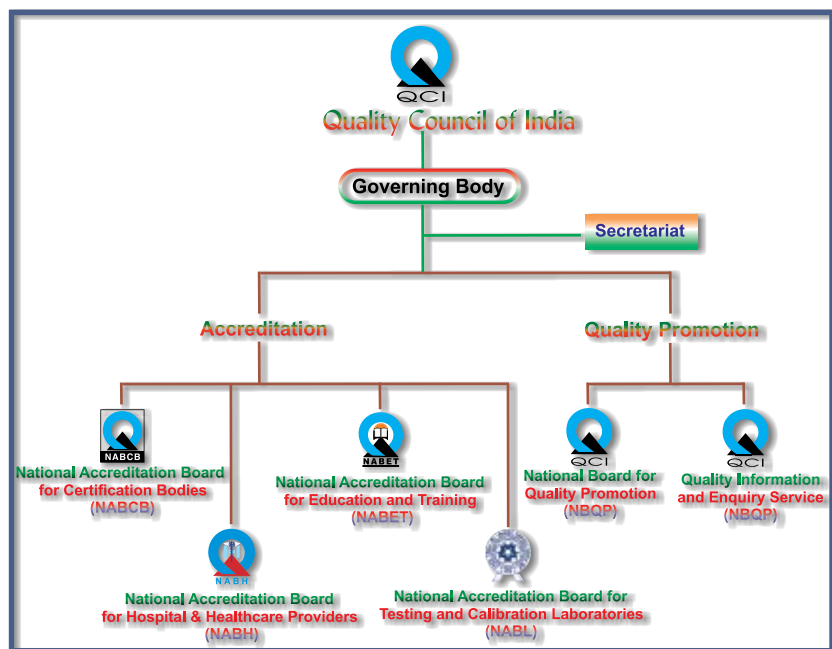


Figure 1: Structure of QCI

NABET is managed by seventeen honorary members including the Chairman with fair representation from the stakeholders ensuring that no particular interest predominates. The

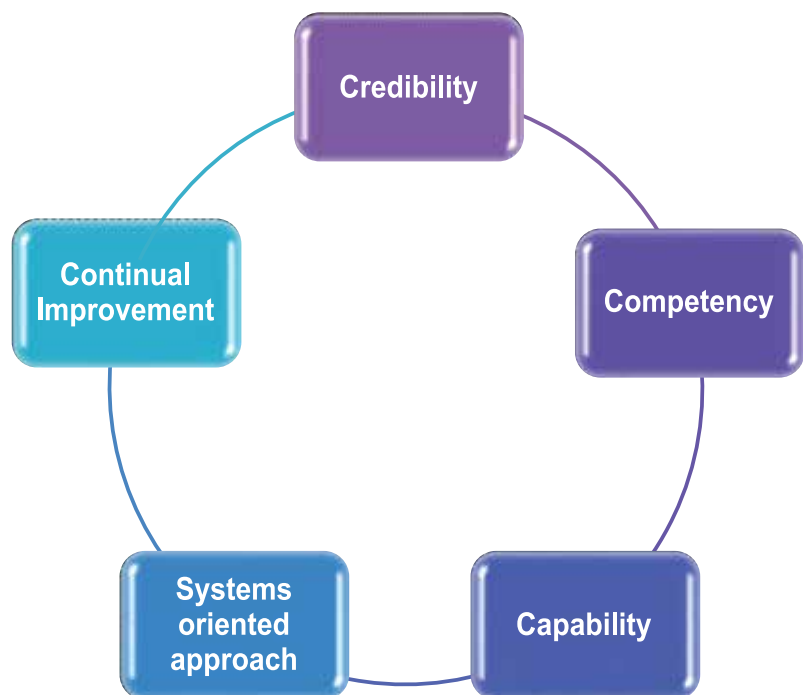
Chairman of the Board is an eminent person and an ex-officio member of the Quality Council of India. The Chairman of QCI nominates the Chairman of the Board from the proposed names received from the council members. The Board is supported by the NABET secretariat. The policies and procedures for Accreditation by the Board are non-discriminatory and are implemented uniformly to all applicants. A uniform and reasonable fee is charged from all applicants in lieu of the services offered.



**Figure 2: Areas covered by NABET**

### 3.0 ACCREDITATION

Accreditation is a process of verification of competency of an organization in delivering good quality service/product in the chosen field, in this case EIA Reports. Accreditation is awarded, after carrying out structured assessment of compliance to the accreditation guidelines. It helps organizations to adopt a holistic approach for preparing EIA reports and to build in system to achieve continual improvement through a transparent and credible mechanism.



**Figure 3: Benefits of Accreditation**

#### 3.1 Benefits of accreditation

- a. For EIA consultant organizations
  - i. Use of QCI- NABET logo - a mark of quality

- ii. Recognition of competence and capability
  - iii. Periodic assessment by NABET paving the way for continual improvement
  - iv. Publicity through QCI and MoEFCC websites and publications
  - v. Growth in business through reputational benefits.
  - vi. Competitive edge.
- b. For project proponents and other stakeholders
- i. Availability of a list of capability verified consultants for different sectors.
  - ii. Checks on performance of the consultants through NABET website.
  - iii. Reduced risks on investments by project proponents choosing capable EIA consultants.
  - iv. Enhanced acceptability of developmental projects by all stakeholders.

#### 4.0 SCHEME FOR ACCREDITATION EIA CONSULTANT ORGANIZATIONS

NABET, a constituent Board of the QCI, developed a voluntary Accreditation Scheme for EIA Consultant Organizations (hereinafter called ‘the Scheme’) with inputs from various stakeholders including experts in the field, regulatory agencies and consultants. The scheme was launched in August, 2007 as a voluntary scheme.

Some of the leading consultants in the field obtained accreditation under the scheme. The MoEFCC formally known as Ministry of Environment and Forest (MoEF), Govt of India reviewed the Scheme in September, 2009 and desired that the Scheme should incorporate the learning since its launch in 2007 and be updated. The same was done and the updated version (Version 1 or Revision 6) was posted on the QCI/NABET website (<http://nabet.qci.org.in/>) in January 2010.

The Scheme was made mandatory for EIA Consultant Organizations by the MoEFCC through an Office Memorandum dated December 2, 2009 [http://www.moef.nic.in/divisions/iass/env\\_Procedure\\_proposals.pdf](http://www.moef.nic.in/divisions/iass/env_Procedure_proposals.pdf). Updates of the MoEFCC office memorandum are published by the MoEFCC at their website <http://environmentclearance.nic.in/>

For the implementation of the Scheme, NABET is guided by a group of eminent professionals in the field of environmental management and allied subjects and Secretariat structured into five groups as follows:

- a. **Technical committee (TC)** – comprises 5-7 experienced professionals with proven track record. This committee guides NABET in developing the Scheme as well as the assessment process taking into consideration the feedback received from stakeholders/ Accreditation Committee/ Assessors *et al.*
- b. **Accreditation committee (AC)** – comprises 5-7 eminent persons with vast experience in the field. Apart from approving accreditation, this committee provides clarifications to some aspects of the Scheme as necessary from time to time. AC reserves the right to



take decisions with respect to moderations in recommendations made by Assessors and recording the rationale for the same.

- c. **NABET assessors** – they are a group of eminent professionals with long standing experience in relevant field for, carrying out technical assessment of the applications as well as for conducting office assessment/interaction with experts. Assessment reports made by the assessors help the Accreditation Committee to take appropriate decisions on accreditation.
- d. **NABET secretariat** – comprises a mix of senior professionals and young energetic technical staff which coordinates the entire process of assessment and accreditation
- e. **Specialists** – NABET sometimes requests guidance of specialists for certain aspects of assessment where it does not have expertise.

The Scheme is being operated by QCI/NABET. One complete cycle of accreditation covering 3 year period comprising Initial Accreditation, Surveillance Assessment and Re-accreditation processes has been completed since the launch of scheme. About 170 consultant organizations have been accredited under the scheme.

The current version (Version 3) of the Scheme incorporates –

- i. All the three processes - Initial Accreditation (IA), Surveillance Assessment (SA) and Re-accreditation (RA)
- ii. Clarifications issued on the Scheme since the last version (Version 2/Rev. 9, August 2011)
- iii. Rationalization of requirements of the functional area experts.

#### 4.1 Eligibility for accreditation

Only organizations meeting the eligibility criteria of this Scheme are considered for accreditation.

These consultant organizations can include government bodies, public sectors undertakings and private organizations which could be proprietorship firms, partnership firms or companies (Pvt. & Public Limited), bodies registered under Society Acts, under Section 25 of Companies Act, Research Institutes and the like. All requirements of the Scheme as mentioned in this document are to be complied with for an organization to get accredited. A sole proprietorship owned by an individual or in personal name can also apply in prescribed format as **Annexure I** provided it fulfills all other requirements of the Scheme.

Universities including IITs, CSIR labs, other labs and/or research based organizations conducting EIA studies can also apply for accreditation.

#### 4.2 Scope of the Scheme

The Scheme covers all projects in different Sectors listed in the Schedule attached to the MoEFCC Notification dated September 14, 2006 (<http://envfor.nic.in/legis/eia/so1533.pdf>) and its

subsequent Amendments. These Sectors, totaling 39, are listed in **Annexure II** of this Scheme. **Annexure II** also includes one additional Sector (No. 40) with 5 sub-sectors. These sub sectors are not a part of the Schedule of the EIA Notification but have been included for reasons other than obtaining environmental clearance.

The scope of the scheme specifically covers EIA-EMP reports required to be prepared for obtaining environmental clearance of all projects covered by the above Notification and its subsequent amendments.

### 4.3 Coverage of the Scheme

This comprehensive document describes the Scheme's requirements of human resource, quality management systems and procedures to be followed, integrity of primary data, the assessment process, the accreditation criteria and other relevant requirements of the Scheme.

Specific details related to this Scheme have been included in **Appendices (A to D)** and those related to Application form in **Annexure (I to VIII)**.

### 4.4 Updation of the 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 the QCI/NABET website (<http://nabet.qci.org.in/>) before applying for their accreditation/surveillance/re-accreditation/expansion or modification of scope.

## 5.0 REQUIREMENTS FOR ACCREDITATION

The accreditation requirements have been developed for EIA consultants with a view to have system based approach for improving quality of EIAs.

The scheme specifies the following six essential requirements for accreditation:

- i. Human resource
- ii. Field investigation and laboratory arrangement
- iii. Quality management system (QMS)
- iv. Quality of EIA reports
- v. Organizational commitment
- vi. Compliance to conditions of accreditation/ improvements achieved

### 5.1 Human resource

Preparation of an EIA report is essentially multi-disciplinary activity where inputs are required from specialists having knowledge of the industry/sector for which EIAs are to be carried out, as well as in various aspects of environment like land use, air pollution control, air quality modeling,

water pollution control, noise and vibration, ecology and bio-diversity, socio economic aspects, risks and hazard management etc.

The key persons in developing an EIA report are as follows:

### 5.1.1 EIA coordinator (EC)

An EC should have broad knowledge about the project, as well as the probable environmental, ecological and social impacts during its construction, operation and the closure phases. The role of the EC includes, but not be limited to, studying and understanding the project, setting-up the team, visiting the site with the team, drawing up the terms of reference (TOR), organizing various activities to meet the requirements of the TOR for EIA, evolving work schedule and ensuring that data are appropriately utilized for generating baseline, interpreting the data, assessment of probable impacts, preparation of mitigation and monitoring plan and maintenance of necessary records. Expected functions of an EC have been detailed in Section 1.3 of **Appendix A** of the Scheme.

The essential requisites for EC includes the following –

- Conceptual understanding of EIA requirements, process and outcome.
- Knowledge of the applicable Acts, Rules and Regulations governing environmental clearance of projects in Sector/s applied for.
- Domain knowledge of the industry/sectors for which EIAs are to be prepared
- Broad understanding of the possible impacts from the industry/sector on physical, ecological and social environments
- Leadership quality in planning, selecting and guiding the EIA team

Thus, for an EIA coordinator emphasis is given on experience and maturity.

#### a) Minimum educational qualification for an EC

Bachelor's (graduate) degree or equivalent in Technical subjects or Master's (post-graduate) degree in Science and other subjects **Appendix A**.

#### b) Minimum experience required for an EC

- i. EIA related - as defined in **Appendix A**
  - Experience for Category A EC – 7 years
  - Experience for Category B EC – 5 years'Category' of a project is defined in Section 7 below.
- ii. Sector specific (for each Sector applied)

The EC should also have adequate experience of the Sectors applied for in terms of the processes/ activities involved and its potential impacts on the environment. For details see **Appendix A**.

### 5.1.2 Associate EIA coordinator (AEC) for category A

An approved EC of category B may be proposed as associate EC category A for being groomed to graduate to category A in the same sector and one additional sector under guidance of approved EC for such sector/s. This provision is available for full time in-house employees of the organization and for two sectors. Details are given in **Appendix C**.

### 5.1.3 Functional area experts (FAEs)

FAEs are expected to identify and assess in their respective areas of expertise the potential impacts from the proposed development/industrial activity and provide their expert inputs to the EC. The EC oversees the broad findings of impacts and develops the overall framework for EIA and EMP preparation in association with his team.

FAEs should have -

- an in-depth knowledge in their respective areas of specialization
- understanding of the EIA process, legislations and rules/regulations with respect to the functional areas applied for
- the capability of identifying and assessing the potential impacts of the project, throughout its life-cycle, on the physical, biotic and social environment, as applicable
- the knowledge to suggest/vet mitigation measures

In view of the above expected specialized role, the educational background is given emphasis for the FAEs. Expected functions of a FAE are given in Section A.2.4 of **Appendix A**.

#### a. Areas of expertise

Different EIAs will require inputs from diverse functional areas (FAs) depending on the type and magnitude of the projects and the depth/extent of the anticipated environmental impacts. The following 12 areas of expertise have been identified which are required in various combinations in EIAs for different Sectors (**Annexure II A**).

- |  |     |
|--|-----|
| i. Land use  | LU  |
| ii. Air pollution monitoring, prevention and control   | AP  |
| iii. Meteorology, air quality modeling and prediction  | AQ  |
| iv. Water pollution monitoring, prevention and control | WP  |
| v. Ecology and biodiversity                            | EB  |
| vi. Noise and vibration <sup>#</sup>                   | NV  |
| vii. Socio- economics                                  | SE  |
| viii. Hydrology, ground water and water conservation   | HG  |
| ix. Geology  | GEO |
| x. Soil conservation                                   | SC  |
| xi. Risk assessment and hazards management             | RH  |

- xii. Solid and hazardous waste management#  
(comprising hazardous wastes (HW), industrial solid wastes (ISW) and municipal solid wastes (MSW))

#Candidates may also be proposed separately for noise and vibration and SHW components.

The above mentioned functional areas have been categorized into 'Core' and 'Significant' functional areas as per the requirement of a particular group of sector/s as explained in **Annexure II A**. For getting accreditation in a sector/group of sectors, the core functional areas must be covered by eligible in-house experts and significant functional areas by in-house/empanelled experts, as defined in Section 5.1.6 below.

#### **b. Minimum educational qualification for FAEs**

Bachelor's degree in specific Engineering/Technology subjects or Master's degrees in specific Science/arts subjects for different functional areas vide **Appendix A** for details.

#### **c. Minimum experience for FAEs**

- For category A FAEs (see Section 9 below) minimum 5 years overall experience in the functional area, of which at least 3 years should be EIA related#.
- For Category B FAEs minimum 3 years overall experience in the functional area of which at least 1 year should be EIA related#.

(Vide **Appendix A** for details).

#For some functional areas like LU, SE, EB, HG, RH and SC if the work carried out by the candidate is akin to that in an EIA, the same may be considered as 'EIA related' experience as assessed during office assessment by the assessors and put up to the AC for its consideration. However, in such cases the candidate must have adequate understanding of the EIA process and the relevant regulations applicable for it.

#### **d. Sector specific requirements of functional area experts**

Requirements of functional area experts for preparation of EIAs for various Sectors have been rationalized under 7 groups as core (to be covered by in-house experts) and significant (to be covered by in-house or empanelled experts) as mentioned in **Annexure II A**. See Section 5.1.7 for details on 'in-house' and 'empanelled' experts.

#### **NOTE:**

A candidate proposed as EIA coordinator/Functional area expert is granted approval on fulfillment of **5 steps in the order** as mentioned below:

- Qualification requirement as mentioned
- Overall EIA related experience
- Sectoral experience for ECs/EIA related experience in FAs applied for FAEs

- Recommendation by Assessors based on performance, submission of documentary evidence of experience claimed during interaction in Stage III
- Final Decision on the case by the Accreditation Committee

#### 5.1.4 Functional area associate (FAA)

To encourage entry of fresh graduates and post graduates in engineering/technology/relevant subject as applicable under the scheme, having good knowledge of the subject, young in-house candidates can be permitted to work as Functional Area Associates (FAAs) for category B projects under the guidance of an approved FAE or a Mentor in the respective functional area (vide **Appendix A** for details). The terminology used in version 2 (rev. 09) of the Scheme for FAA was 'Associate Functional Area Expert'.

FAAs can be permitted to be associated only with category B projects under the under guidance of an approved FAE/Mentor.

The objective is to encourage young and fresh candidates with no experience or up to 5 years of professional experience after acquiring minimum qualification as required in the Scheme.

A candidate is approved for maximum two functional areas as a FAA to give her/him adequate opportunity to learn and gain experience.

In order to ensure proper guidance and training to the FAA, an approved FAE/mentor is permitted to guide maximum 3 FAAs at a time. Again, for the same reason of proper guidance, an approved FAE/mentor can guide maximum two FAs.

#### 5.1.5 Team members (TM)

A provision of 'Team Member' has been introduced to:

- Encourage induction of new professionals in the field of impact assessment who are experienced in their respective functional areas but lack direct EIA related experience.
- Give opportunity to professionals in the field of EIA to build their competencies for handling different sectors and functional areas under the Scheme.

This provision is available for in-house employees only. One can opt for two sectors and/or two functional areas.

NABET must be informed about involving professional as team member **prior to actually engaging** her/him for the job. A prescribed methodology has to be adopted for this (vide **Appendix A** for details).

**NOTE:** Unlike ECs, FAEs and FAAs, no formal approval is accorded by NABET for Team Members.

#### 5.1.6 Mentors

A provision of 'Mentors' has also been introduced in the Scheme for involving the highly experienced professionals who are senior in age and may not be able to visit the sites as demanded by the

Scheme but their experience and expertise may be utilized to train the functional area associates see **Appendix A** for details.

NABET assessors interact with person proposed for mentor during office assessment and make their recommendation on which final decision is taken by the Accreditation Committee. No marks are, however, given to mentors and their assessment performance is not included in organizational score. Effectiveness of mentor is evaluated during the next assessment.

### 5.1.7 General conditions for experts

- a. Experts involved in preparing EIA reports, namely ECs and FAEs, can be both, in-house (full time employee) or empanelled as per requirement mentioned in **Annexure II A**.
- b. **In-house (IH) expert**- is a full time employee working on the pay rolls of the applicant organization (AO)/accredited consultant organization (ACO) on regular basis (not on 'time to time basis' or on 'as an when required' basis) and gets appropriately paid as per her/his qualification and experience. All payments to an in-house expert are to be made through bank and are subject to TDS, as applicable.
- c. An expert working full time (as per the above definition) in an organization and not working in any capacity, part time or full time, in any other organization, may opt for a designation as '**Consultant**'. Such a person may be considered as an 'in-house expert' after necessary due diligence by NABET assessors during office assessment.
- d. **Empanelled expert**—an AO/ACO may also have 'empanelled' experts. An empanelled expert may be a 'freelancer' (not a full time employee of any organization) or may be working with an NGO or Research organization/Academic institute. In the latter case, a No Objection Certificate (NOC) is to be obtained from the Registrar for a University, the Principal for a college and the head of organization for a NGO or a Research organization, as the case may be. The AO/ACO must have an MOU/written agreement with such experts. Details to be included in NOC and MOU/Agreement are mentioned in Section C 7.2 of **Appendix C**.
- e. A candidate meeting the requirements of this Scheme may apply for both, EC and FAE. However, to do justice to the role of an EC and a FAE as envisaged in the Scheme, a candidate (IH/Emp.) can apply and be approved for a maximum of 5 sectors as an EC and a maximum of 4 functional areas as a FAE. An AO seeking accreditation must have at least one in-house EC and two other in-house FAEs. The in-house EC is also eligible to be considered as a FAE in those functional areas for which he fulfills the requirements of qualification and experience.
- f. A person working in an organization other than a NGO/Research/Academic Institute cannot opt as an empanelled expert for an AO/ACO. A full time Director in a Private/ Public Limited company or a 'Partner' in a partnership firm is considered as a full time employee of the organization/firm and is not eligible to opt as an empanelled expert under the Scheme. However, if a person is an Independent Director in a company, s/he is eligible to be an empanelled expert with a maximum of five AO/ACO. In such cases,

relevant documentary evidence has to be furnished of his/her being an Independent Director in the company.

- g. An expert employed with an NGO or a Research/Academic institute may seek empanelment with a maximum 3 AO/ACO. Other eligible empanelled experts may be associated with a maximum of 5 AO/ACOs (subject to condition 5.1.7 i given below)
  - h. In case an individual wishes to modify her/his approval status for sector/functional areas conforming to her/his business requirements, the request for the same should be made to NABET from the concerned AOs/ACO/s.
  - i. All empanelled candidates/experts are required to furnish a Declaration of Association in the format given at **Annexure V** signed by the candidate/expert and countersigned by the authorized signatory of the AO/ACO. There should also be a MOU or Agreement between the empanelled candidate/expert stating the tenure and scope of association duly signed by both parties.
  - j. Empanelled experts may contribute to the EIAs as and when the work is assigned to them. However, their expected functions are same as those for IH experts as detailed in **Appendix A**.
  - k. In case an empanelled expert is associated with maximum of 5 organizations, the total number of sectors that s/he is approved is limited to 5. Similarly, an FAE associated with a maximum of 5 organizations, the total number of FAs that s/he is approved for is 4.
  - l. There is no limitation to the number of EIAs that an EC may be associated simultaneously. However, considering the deep involvement required of an EC in an EIA project as envisaged in the Scheme, if an EC (IH/ Emp.) is involved in more number of EIAs simultaneously during a year than given below, s/he is required to maintain a logbook of activities carried out in all EIA assignments. This is required for justification of her/his full contributions in the EIAs to reflect fulfillment of his roles and functions as mentioned in **Appendix A**. The same is assessed during the next assessment.
    - i. For category A projects - 6 EIAs\*
    - ii. For category B projects – 10 EIAs\*
    - iii. In combination of category A & B projects – 10 EIAs\*
- \*The above will not include reports prepared for B2 category projects required for obtaining environmental clearance for B2 category projects covered by MoEFCC Office Memorandum No J-13012/12/2013-IA-II (I) dated Dec 24, 2013. For these cases, the number is 30, beyond which maintenance of a log book with justification of time allotted for various EIA/EMP reports, is necessary
- m. ECs, AECs, FAEs, TMs and FAAs must maintain field log books of their visits to the site giving the observations, work done etc., for the stated EIA.
  - n. Submission of any false or misleading information in any of the above aspects, shall lead to the cancellation of approval of such experts and/or application/ accreditation of the organization.



## 5.2 Field investigation and laboratory arrangement

Collection of quality primary baseline data is of crucial importance for preparing EIA reports. Primary data are collected for

- Physical environment like air, water, soil, noise etc.,
- Biotic environment
- Socio-economic environment including issues of resettlement and rehabilitation (R&R)

A good understanding of the project based on visit to the project site by approved ECs/AECs and FAEs/FAAs is of utmost importance for developing the Terms of Reference (TOR), the scope of EIA study and for primary data collection.

### 5.2.1 Laboratory arrangement for monitoring physical environment baseline data

The AO/ACO may have an in-house laboratory or agreement/MOU/Work Order with one or more external laboratories for work related to collecting baseline environmental data. If it engages more than one laboratory to cover its requirements of EIAs being carried out in different parts of the country, it should have a clear internal guideline of assigning the work to a particular laboratory and maintaining the necessary record of the same.

Laboratories engaged in the baseline data collection must be NABL accredited, MoEFCC recognized and or GLP certified. The scope of accreditation/ recognition/certification should cover relevant parameters required for collecting baseline data of physical environment for conducting EIA studies for the following –

- Ambient air quality
- Stack emissions
- Water and waste water quality
- Soil characteristics
- Noise

In specific cases, in-house laboratories of a university/ research institute may also be considered, provided their work is akin to that for EIA studies and assessed by the assessors to be appropriate for consideration under the Scheme. Details are given in **Appendix C**.

Wherever such data generation includes collection of samples at the site by the AO/ACO followed by analysis of the same at the laboratory, a detailed written down procedure should be available with the AO/ACO in the QMS, including methodologies for collection, preservation and transportation of such samples to the laboratory (vide **Appendix B** for details). The procedure should specifically address as to who are to be involved in selecting sampling locations, parameters to be analyzed for, collection, preservation/transportation etc. of samples.

### 5.2.2 Field investigation for biotic environment and socio-economic data

Search from relevant and reliable secondary sources are conducted to collect the biotic and socio-economic background of the proposed site of the EIA. The EIA team must acquaint itself with the ground realities existing at the site through site visits with detailed work plan. Sampling locations, type of sampling, survey regime and protocol for ecological studies, questionnaire/interview/focused group discussions/other methodologies to be followed for collecting socio-economic data etc., must be specific to the site conditions (refer **Appendix B** for details to be included in the procedures)

### 5.3 Quality management system (QMS)

One of the long term objectives of this Scheme is to encourage the consultant organizations to adopt system oriented approach for EIA preparation. Ideally, all EIA consultant organizations should have their own EIA preparation manual as well which they may enrich from their learnings' over the years.

To facilitate the above, the applicant organization must maintain a Quality Management Systems (QMS) for the organization. The QMS should be based on the current version of ISO 9001 standards. Although it is not mandatory that the organization should be ISO 9001 certified, the QMS must address the requirements of ISO 9001 and the specific requirements of the Scheme. Details are given in **Appendix B**.

### 5.4 Quality of EIA reports

One of the important objectives of the Scheme is to assess the quality of EIAs prepared by EIA consultant organizations, give feedback to them on areas of improvement so that over a period of time EIA quality improves. The assessment criteria include accuracy of site description, quality of baseline data, analysis and interpretation of the data, identification of potential impacts and quality of mitigation measures. Details are given in **Appendix C**.

### 5.5 Organizational commitment

The objective of the Scheme is to identify credible EIA consultant organizations who should contribute towards improving the quality of EIAs in the country. This will be possible when there is a commitment from the accredited consultants towards continual improvement. This has been factored in the Scheme and for Re-accreditation assessment improvements achieved by the accredited consultant since receiving accreditation is also taken into account (see Section 6 below).

Details of assessment criteria for the above requirements are given in **Appendix C**.

## 6.0 ACCREDITATION CYCLE

Accreditation Cycle in this Scheme is for 3 years and comprises 3 types of assessments:

**Initial accreditation (IA):** In the IA, the potential of the applicant organization is assessed and based on that accreditation is granted. On successful completion of the initial assessment, an applicant organization is given accreditation for 3 years, subject to a surveillance assessment after 18 months. Details of IA are furnished in **Appendix C**.

**Surveillance assessment (SA):** This is to assess performance after IA. The basic objective is to judge to what extent the performance along with compliance to the conditions of accreditation has been met. SA falls due 18 months after IA. Details of SA are furnished in **Appendix C**.

**Re-accreditation (RA):** Following the principle of 'continual improvement', in RA the emphasis is laid on the improvement achieved by the ACO during the period of accreditation. Since, the ultimate objective of the Scheme is to improve the quality of EIA reports being prepared in our country, weightage accorded to it gradually increases from IA to SA to RA.

On completion of three years from initial accreditation, the organization is re-assessed broadly as per the process followed for Initial Assessment with emphasis on improvements achieved. Details of RA are furnished in **Appendix C**.

The weightages assigned for various aspects in IA, SA and RA are mentioned **Table 1** in Section 7.

## 7.0 ACCREDITATION PROCESS

The accreditation procedure for IA, SA and RA includes three processes:

- a. Application assessment process
- b. Office assessment process
- c. Decision making process

### 7.1 Application assessment process

There are separate application forms for IA, SA, RA, expansion of scope and supplementary assessment for replacing approved experts who may have left the organization. These can be downloaded from the NABET website [www.http://nabet.qci.org.in/](http://nabet.qci.org.in/).

Detailed information on documents required to be submitted with the application is provided in **Appendix C**.

Applicants are advised to go through the accreditation scheme carefully prior to preparing/submitting their application. They must complete the Self-assessment given at **Annexure VIII** to know if the applications are ready for submission and whether they are ready for NABET assessment. This would greatly reduce processing time benefiting both, the AO/ACO and NABET. Applications are to be submitted in soft format only. In case, NABET requires hard copy of a document, the same is intimated to the AO/ACO.

Application for SA must be submitted three months prior to when SA is due i.e. on completion of 15 months after date of office assessment for IA. Similarly, RA application should be submitted three months prior to expiry of accreditation period i.e., on completion of 33 months after date of office assessment for IA.

NABET is making efforts to introduce the application process on-line. Whenever the same is implemented, procedure to be adopted for applying on-line will be posted on the QCI/NABET website.

Assessment of the applications is carried out in 3 stages -

### **Stage I – Checking completeness of the application by NABET secretariat**

Applications submitted by an AO/ACO must be complete in all respects and is inclusive of all supporting documents mentioned in the checklist of Application Form (for IA, SA, RA) of this Scheme.

NABET secretariat checks if the

- (a) application is complete in all respects,
- (b) information submitted is in relevant formats and
- (c) application is accompanied by the requisite fee.

In case an application is grossly incomplete in respect of candidates/experts, laboratory arrangement etc., NABET secretariat informs the AO/ACO of the inadequacies. Such applications are processed further once the inadequacies are addressed. For other applications, the NABET secretariat forwards the application to the principal assessor (see below) with its observations for technical scrutiny. The AO/ACO is advised to carefully study the requirements mentioned in **Appendix C**, before filling in the application.

### **Stage II - Technical review of documents**

Assessors with vast experience in the relevant fields conduct technical review of documents of the applications submitted to NABET. For each application two assessors are assigned. The Principal Assessor (PA) carries out the Stage II assessment supported by the NABET staff. The PA is joined by a Co-Assessor (CA) for the office assessment (see below). In case the numbers of sectors applied for by the AO/ACO and/or the number of experts involved is large, NABET may assign more CAs to expedite the process. After Stage II assessment the PA may raise Non-Conformances (NCs) and/or Observations (Obs.) pointing out the areas where the application does not meet the requirements of the Scheme. After the NCs and Obs. are successfully closed by the AO/ACO, further processing of the application i.e. the office assessment is taken up.

### **Stage III - Office assessment**

It involves assessment of an application in the following six aspects:

- a. Quality and performance of personnel

- b. Quality management system
- c. Field investigations and laboratory systems to ensure data integrity
- d. Quality of EIA reports
- e. Organizational evaluation/commitment
- f. Compliance to conditions of accreditation/ improvements achieved (for SA and RA)

Marks allocated for the above aspects in the Office Assessment are mentioned in Table 1:

**Table 1: Weightage of marks**

S. No.	Aspects	Marks Allotted			Focus in assessment
		IA	SA	RA	
1	Quality and performance of personnel • EIA coordinators • FAEs	20	15	10	IA – Potential of the AO  SA – Compliance and performance of the ACO  RA – Performance and improvement of the ACO.
		20	10	10	
2	Quality management system	15	15	15	
3	Field investigations and laboratory systems to ensure data integrity	25	25	20	
4	Quality of EIAs	10	20	30	
5	Organizational evaluation/commitment	10	10	5	
6	Compliance to conditions of accreditation/ improvements achieved	-	5	10	
<b>Total</b>		<b>100</b>	<b>100</b>	<b>100</b>	

Although the FAAS are assessed, the marks scored by them are not included in the overall assessment of the ACOs. AEC, TMs and mentors are met by NABET assessors but no marks are given for them.

The assessment process is primarily evidence based and objective in nature. Issues to be assessed for various aspects in office assessment are detailed in **Appendix C**. After obtaining accreditation, an ACO is expected to strictly abide by the conditions of accreditation and make efforts to improve its performance. Efforts towards capacity building and commitment to quality work are given due weightage in SA and RA.

Normally, 10 days prior notice is given to the AO/ACO for office assessment. However, NABET reserves the right to visit the office/site un-announced, if it is deemed necessary.

## 7.2 Decision making process

On completion of office assessment process, a joint report is prepared by the PA and CA (or CAs) and sent to the NABET secretariat for further processing. The PA is responsible for the final

report. NABET secretariat after checking the completeness of the report, obtains clarifications/ additional information, if required, from the AO/ACO/assessors. The case is then put before the accreditation committee by the NABET secretariat for its consideration, review and decision on accreditation. The final outcome is thereafter uploaded on QCI/NABET website <http://nabet.qci.org.in/> accreditation becomes effective from the last date of the office assessment.

### 7.3 Time frame for application and accreditation processes

Completion of application, assessment and accreditation processes depends on the following:

- a. Receipt of complete information at NABET for Stage I and II assessments along with necessary documents and closure action of NCs/Obs., as applicable, for IA, SA and RA applications.
- b. Timely submissions of such information by AO/ACO within the time frame stipulated by NABET vide section 10 for SA and RA. For initial accreditation AOs are requested to submit the required details as early as possible.
- c. Timely raising of queries by NABET within 15 days for Stage I and one month for Stage II.

Subject to the above, all efforts are made by NABET to complete the process of granting accreditation within 3 months of submission of complete information by AO/ACO.

### 7.4 Accreditation process outcome

The salient outcomes from accreditation process are as follows:

- a. **Accredited** – in case the applicant clears the assessment and accreditation processes successfully, the result is posted on the QCI/NABET website and the AO/ACO is also informed separately, refer **Appendix C** for details.
- b. **Not approved** – if the AO/ACO fails to obtain 40% marks in the office assessment or does not fulfill any other requirements of the Scheme, the application is not approved and accreditation is not granted, refer **Appendix C** for details.
- c. **Cancellation** - in case an ACO does not fulfill conditions of accreditation or does not submit complete application for SA or RA in time, a reminder is given to do the same in the next 15 days. If complete application is not submitted even after 15 days, a final notice is served for responding giving another 15 days' time.

In the event of non-compliance after the final notice as well, the accreditation granted to the ACO is cancelled and its' name is removed from the list of accredited consultants. In case it wishes to get considered again under the Scheme, it is required to submit a fresh application with requisite fee. Fresh assessment is then carried out as per IA norms

- d. **Incomplete applications** – If an AO submits an incomplete application in which requisite details are not provided or it does not meet the requirements of the Scheme in respect of eligible candidates for EC and FAEs, QMS, Laboratory details etc., the same is put

in the ‘incomplete applications’ list. NABET intimates the AO of the deficiencies in the application. If it is an application for IA, the same is processed further once all requirements are fulfilled.

- e. **Cancelled/ Debarred/Suspended applications** – see Section 9.3 below.

## 7.5 Category of accredited consultants

EIA consultant organizations are granted accreditation in categories ‘A’ or ‘B’. Experts are also approved in categories A or B under this Scheme. Specific conditions applicable for categorization of organization and experts in IA, SA and RA are detailed in **Appendix C**.

EIA consultant organizations accredited as category A can carry out EIAs for both, category A and category B projects as defined in the EIA Notification of the MoEFCC dated September 14, 2006 and its subsequent amendments. This accreditation would apply for sectors of which the consultant organizations have an approved category A EIA coordinator. If a category A consultant has only a category B EIA coordinator in a sector, it can take only category B projects in that Sector till the time it has an approved category A EC for the Sector. An ACO approved as Cat. B organization can only take up projects in Cat. B only. Taking up EIAs in sectors and/or category for which the consultant organization has not been accredited will attract a non-conformance. Repeat NC on the same issue may invite strict action including cancellation of accreditation/ approval against the ACO as well as the expert concerned.

Experience for EIAs carried out for sectors not accredited contravenes the requirements of the Scheme and is not given any weightage. In fact, an NC is issued to the ACO for such cases. EIAs in unaccredited sector/s initiated prior to receiving accreditation are not covered for raising NCs.

If an approved category A expert scores less than 50% marks in SA, s/he is issued an alert and her/his approval status may be changed to Cat. B. A category B expert is upgraded to category A if -

- a. S/he meets the experience requirements stated in the Scheme/has addressed the shortfalls of earlier assessment in the re-application
- b. Scores 60% or more in SA/RA/Supplementary assessment and
- c. Recommended for up-gradation by the assessors on fulfillment of point a, b above and final decision of Accreditation Committee.

## 8.0 ACCREDITATION FEES

QCI/NABET does not get any financial assistance from any agency for operation of this Scheme. Hence, to offset the costs involved in the implementation of the Scheme by NABET, fees are charged for organizing the assessment and accreditation processes and annual fees for updating and maintaining the Scheme. Details are given in **Appendix D**.

Timely payment of dues to NABET by the AO/ACO is crucial to the Scheme. Processes of IA, SA and RA can proceed to the next stage only if all pending bills to NABET are cleared by the AO/ACO. All invoices raised by NABET are to be paid within one month of date of dispatch/ mailing of the invoices.

**In case of delay in payment of applicable fees at any stage beyond one month from the date of issuance of NABET’s invoice, penalty @1.5% per month of delay is applicable.**

Failure to pay the applicable dues by the deadline given in invoices may result in removal of sectors against the ACOs’ name. This may be followed by cancellation of accreditation if the dues remain unpaid.

## 9.0 GRANT OF ACCREDITATION

Results of the accreditation committee meeting are uploaded on the QCI/NABET website within a month of the AC meeting in which the relevant case is discussed. A formal letter from NABET is sent within one month from the date of approval by the accreditation committee mentioning the approved sectors with category, experts approved with category, detailed conditions of accreditation and NCs and Obs., if any. NABET’s certificate of accreditation is issued on successful closure of all NCs and Obs.

### 9.1 Maintaining accreditation

Accreditation of an EIA consultant organization is subject to compliance to the requirements of the QCI – NABET Scheme. These include, but are not limited to:

- a. Implementation of systems/procedures documented in the QMS manual of the ACO including the corrective and preventive actions for the NCs and Obs. of IA, SA, RA, as applicable.
- b. ACOs are encouraged to prepare their own ‘EIA preparation manual’ detailing the procedures followed right from the time of placing quotes for the work to completion of the project.
- c. Timely replacement of experts - in case any approved EC or FAE leaves the ACO, s/he needs to be replaced with in a specific time mentioned in Section 9.2.1.
- d. Intimation of changes – in case of any change in the organization related to systems, procedures, laboratory and other facilities, the same is to be intimated to NABET in the within one month.
- e. Payment of fees, as applicable, to NABET as per the terms of accreditation and detailed in **Appendix D**.
- f. At the beginning of the EIA reports prepared by the ACO a declaration is to be given by the ACO in the prescribed format as given in **Annexure VII** mentioning the names of the EC and FAEs involved. This form must be duly signed by them and countersigned by the CEO of the organization.
- g. EIA reports prepared by accredited consultants must mention the total cost of the EIA and the cost of monitoring for baseline data in the beginning of the report in Chapter 1.
- h. Familiarity with the site conditions is a fundamental requirement for preparing an EIA. The concerned EC and relevant FAEs are expected to visit the site for appropriate



duration prior to commencing the work as well as during the period of primary data collection and for ground validation of secondary data.

- i. All ECs, AECs, FAEs, FAAs and team members involved in an EIA project should maintain a field logbook with notings done at the site. NABET's assessors may verify these during the office assessment. It is worthwhile to maintain other documentations on the expert's site visits viz., expert's report, authorization of tours, travel documents etc.
- j. In case, during SA or RA, it is found that an EC and relevant FAEs have prepared/ contributed to the EIA without visiting site, their approval status is liable to be cancelled.
- k. Experts (EC/FAE) approved for Cat. A should be utilized only for Cat. A projects.
- l. The ACO is to strictly avoid practices/actions mentioned in Section 9.3 to ensure that accreditation granted to it is not cancelled.
- m. The ACO is to maintain the following records (in soft or hard format)
  - i. A register of attendance of employees involved in EIA assignments.
  - ii. Names of the experts (both in-house and empanelled) involved in various EIA projects handled by the consultant organization.
  - iii. Details of involvement of empanelled experts, in terms of time devoted to various EIA projects.
  - iv. Updated declaration of empanelled experts indicating the number of organizations they are associated with.
  - v. All documents related to laboratory work and implementation of QMS

## 9.2 Changes after accreditation

The changes after accreditation can be in two respects as follows:

- a. Change in experts and /or in their scope
- b. Scope of accreditation

### 9.2.1 Change in experts and/or in their scope

Since accreditation of a consultant organization is based on the experts approved for specific sectors and functional areas, an ACO must inform NABET if an approved expert leaves the organization and propose a replacement in accordance of the Scheme's requirements within one month. NABET would arrange assessment of such candidate/s either during the next assessment due or earlier. Failing to propose a replacement on time is a non-conformance, viewed seriously and may also result in cancellation of approval of concerned sector for the organization.

If a replacement candidate proposed for an EIA coordinator does not clear NABET's assessment and happens to be the only EIA coordinator for the concerned sector; such sector will stand cancelled from the scope of accreditation of the ACO.

A new candidate may be proposed as an EC or a FAE for assessment at any time. However, for a person already assessed and not approved may be proposed only after a gap of 3 months enabling her/him to address the shortfall.

Applications (as per **Annexure IE**) proposing replacement or new candidates should accompany requisite application fee as per **Appendix D**.

### 9.2.2 Change in scope of accreditation:

Requests for modification/expansion in scope of accreditation may be included with the applications of SA or RA. No additional fee is to be paid for the purpose apart from the applicable application fee for SA or RA as mentioned in **Appendix D**.

Separate applications may also be made at any point of time accompanied with the requisite fees as detailed in **Appendix D**.

Assessment fees for expansion/modification in the scope, if made in a separate application, are as per the initial assessment process. All necessary documents, as required for initial assessment, are to be submitted along with the application for change in scope.

## 9.3 Suspension/cancellation/debarment of accreditation

NABET may suspend or cancel an accreditation or even debar an organization 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's requirements and conditions of accreditation and deviation from facts as stated in application and enclosures
- b. In case an approved expert leaves the organization, the ACO is required to inform NABET of the same within one month and get a replacement approved within the next two months, if s/he was the only expert in that sector or functional area. In case of EC, if the replacement expert fails to get approved, accreditation to specific sector/sectors is cancelled.
- c. Submission of false or misleading information in the application or in subsequent submissions
- d. Improper use of NABET's accreditation mark, letter of accreditation from NABET or the QCI/NABET logo
- e. Carrying out changes in EIA coordinators/experts for accredited sectors without NABET's approval
- f. Failure to report any major legal (mandatory compliance) changes and evident conflict of interest
- g. Using fraudulent practices by the ACO in respect of its submission/interaction with NABET which include, but not limited to, deliberate concealment and/or submission of false or misleading information, suppression of information, falsification of records or

data, unauthorized use of accreditation, and non-reporting of completed EIAs to NABET. The fraudulent practices covering the above aspects would also include the consultant organization's interaction with the project proponent and the EIA reports prepared by them.

- h. Non- payment of applicable fees.
- i. Violation of the Code of Conduct for the consultant organizations (see Section 12.0)
- j. Any other condition deemed appropriate by NABET.

The decision for the suspension/cancellation/debarment is taken by the NABET accreditation committee.

In case of concealment of facts or misrepresenting facts in EIA reports by an ACO that has been confirmed by statutory bodies, courts, National Green Tribunal (NGT) and other such authorities, appropriate action is taken against the ACO by accreditation committee. Same applies if any feedback/complaint is received by a stakeholder about work related to an EIA project carried out by an ACO is brought to the notice of NABET. A clarification may be sought and put up to the accreditation committee for final decision on the matter.

#### **9.4 Actions for misconduct/fraudulent activities**

Submission of false or misleading information or use of fraudulent practices, an AO/ACO may be disqualified for up to one year, to be decided by the accreditation committee depending on the seriousness of the action. Such AO/ACO will be able to re-apply only after expiry of the disqualification period. The application is to be accompanied with an undertaking from the CEO of the organization that, if such practices are repeated, it will render the organization ineligible to participate in the NABET accreditation scheme any further. The same approach is applicable for individual experts (ECs and FAEs) as well.

#### **9.5 Confidentiality**

All information, documents and reports submitted by an AO/ACO to NABET are utilized by the NABET, assessors, members of accreditation and technical committees for the purpose of assessment and accreditation. These may also be used for research purpose or shared with MoEFCC, Govt. of India and other members of the International Personnel Certification Association. However, the identity of the accredited EIA consultant organizations would be masked for sensitive information related to business whenever it is called for/appropriate. In case an AO/ACO 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 appropriate decision in this regard. NABET also reserves the right of taking appropriate action against an ACO for deliberate breach of confidentiality.

The ACO is required to have adequate arrangements consistent with applicable laws to safeguard confidentiality of all information provided by its clients. These arrangements are extended to include organizations or individuals acting on its behalf and as its representatives.

## 10.0 CHANGEOVER FROM VERSION 2 (REV. 09) TO VERSION 3 OF THE SCHEME

One of the main features of Version 3 is rationalization of the requirement of FAs as per sectors. This is expected to reduce the load of experts, both in-house and empanelled for most of the ACOs/AOs without compromising the availability of relevant experts for conducting an EIA study. However, for getting the benefits of Version 3, it is essential that all AOs and ACOs are assessed as per the Version 3 of the Scheme as early as possible.

***Version 3 of the Scheme will become effective from Sep 1, 2015. The following process will be applicable:***

### 10.1 For fresh applicant organizations (AOs):

**10.1.1** Applications received after implementation of Version 3 on Sep 1, 2015 will be assessed as per Version 3. Same approach is applicable for applications received after uploading of the Version 3 of the Scheme on QCI/NABET website. If the application does not meet any requirements of Version 3, the AO is informed of the shortcomings. The application is taken up for further processing once the AO addresses the shortcomings at the earliest but not later than 3 months' time from the date of NABET informing the AO of the shortcoming.

**10.1.2** Applications received until the end of June, 2015 will be assessed as per Version 2 (Rev 9). Such AOs are needed to meet the requirements of FAs and QMS as per Version 3 by Dec 31, 2015. In case an AO falls short of requirements of FA as per **Annexure II A**, suitable candidates meeting the qualification and experience requirements of the Scheme may be proposed. QCI/NABET organizes assessments in its office every month to consider such proposals.

Some aspects of QMS have been marginally modified in Version 3 to meet the requirements of the Scheme e.g. laboratory work. AOs are required to modify the QMS and send the same to QCI/NABET by the above deadline. The revised QMS including its implementation are assessed during the scheduled next assessment.

### 10.2 For accredited consultant organizations (ACOs):

**10.2.1** ACOs for whom RA has been carried out, thereby completing first accreditation cycle as per Version 2 (Rev. 9) of the Scheme, their next accreditation cycle as per Version 3 starts from the date of office assessment of RA. Such organizations must submit their application for next assessment i.e., surveillance assessment SA as per Version 3 within 15 months from the date of commencement of fresh accreditation cycle and get the

accreditation continued prior to expiry of 18 months from date of RA assessment. **It is to be noted that under Version 3, as per the standard principle of accreditation, onus of submitting timely application and getting the same processed till accreditation within the timeframe lies with the ACOs, failing which QCI-NABET shall be constrained to remove their name from the list of accredited consultant organizations.**

**10.2.2** In case, their next assessment (SA/RA) falls due prior to Dec 31, 2015, a complete application meeting the requirements of Version 3 is to be submitted to NABET. However, for the ACOs where the next assessment falls due after Dec 31, 2015, they are required to meet the minimum requirements of Version 3 in the following aspects at the earliest but not later than Dec 31, 2015:

- a. Coverage of core and significant FAs as per **Annexure II A**. In case of any shortfall, suitable candidates meeting the qualification and experience requirements of the Scheme may be proposed. QCI/NABET organizes assessments in its office every month to consider such proposals.
- b. QMS meeting the requirements of Version 3. The ACOs are required to modify the QMS and send the same to QCI/NABET by the above deadline. The revised QMS including its implementation will be assessed during the scheduled next assessment.

For such ACOs the next assessment will be as per SA of Version 3.

**10.2.3** For ACOs whose first accreditation cycle is yet to be completed and the next assessment (SA/RA) is likely to fall prior to Sep 1, 2015 the following are applicable -

- a. ACOs whose RA is due – for such ACOs RA is carried out as per Version 2 (Rev. 9). However, they must comply with the requirements of Version 3 (point i and ii) latest by Dec 31, 2015. Their fresh accreditation cycle as per Version 3 starts from the date of RA assessment.
- b. ACOs whose SA is due - for such ACOs SA are carried out as per Version 2 (Rev. 9). However, they must comply with the requirements of Version 3 (point i and ii) latest by Dec 31, 2015. Their fresh accreditation cycle as per Version 3 starts from the date of SA/ RA (as applicable) assessment which is within 36 months of their IA.

**Note:** In case of ACO's as defined in 10.2.3 above, wish to get assessed as per Version 3, NABET informs the ACO about the shortfalls to meet the requirements of Version 3.

**10.2.3** ACOs, whose first accreditation cycle is yet to be completed and the next assessment falls due after Sep 1, 2015, must submit the complete application meeting the requirements of Version 3. The fresh accreditation cycle as per Version 3 for such ACOs starts from the date of RA assessment as per note given below.

**Note:** For some ACOs, the assessments have been greatly delayed due to non-submission of complete application. Such ACOs shall be assessed as per Version 2 prior to Sep. 01, 2015. The subsequent assessment for these ACOs must be as per Version 3 and not later than 6 months of the last assessment to complete their first accreditation cycle, failing which QCI-NABET shall be constrained to remove their name from the list of accredited consultant organizations.

## 11.0 GRIEVANCE REDRESSAL MECHANISM

There are two methodologies available under the Scheme for addressing the grievances of AOs and ACOs–

- a. Review of Decisions
- b. Appeal

### 11.1 Review of decisions

In case an AO/ACO wishes for review/reconsideration of any decision taken by NABET, they may send a request for same to NABET.

The following procedure is applicable:

- a. Request received from AO/ACO by NABET is recorded in the same serial as date of receipt
- b. Request must mention specific complaints (not generic in nature) and supported by documentary evidence.
- c. Anonymous/ pseudonymous requests are not be entertained.
- d. Each request must be accompanied with an ECS/ Demand Draft of Rs. 25,000/ plus Services Tax and other relevant cess as applicable, payable in favor of “Quality Council of India” to partially offset the cost of hearing of such requests.
- e. Only substantial errors/mistakes on procedural matters are taken up for consideration. Re-assessment of any aspect of assessment or request for deviation from the Scheme cannot be considered.
- f. Such ‘Reviews’ are taken up for consideration in a meeting of the relevant accreditation committee as early as possible.
- g. Agenda of such meetings is intimated to the AO/ACO.
- h. AOs/ACOs making the request may present their case in person to the AC, if they so desire.
- i. Decision of the AC is intimated to the concerned organizations as well as posted on QCI website.

## 11.2 Appeal

An AO/ ACO may apply for Appeal in case it is not satisfied with the ‘Review’ decision.

An ‘Appeal’ must include the specific issues on which the appellant is filing the appeal accompanied by supporting documents and fees for appeal. The following information is to be provided while submitting the appeal -

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

The following procedure is applicable:

- i. Formation of 3-member Appeals committee by NABET, chaired by a member of NABET Board and comprising one more member from NABET Board and one subject specialist.
- ii. The Appeals committee proposed is approved by the Chairman, NABET Board.
- iii. The documents received from the appellant are submitted to the members of the Appeals committee by NABET secretariat.
- iv. Process of hearing by the committee - the committee fixes a date for the hearing which is intimated to the appellant by NABET secretariat. A reasonable notice period is given for the appellant to appear in the hearing. The committee gives due opportunity to the appellant and the NABET secretariat to present their cases. The committee gives its decision after hearing both the sides and based on deliberation within it.
- v. The decision of the Appeals committee is intimated to the appellant by NABET secretariat.

Each request for appeal must be accompanied with an ECS/ Demand Draft of Rs. 25,000/ plus Services Tax and other relevant cess as applicable, payable in favor of “Quality Council of India” to partially offset the cost of hearing of such appeals vide **Appendix D**.

## 12.0 CODE OF CONDUCT

All ACOs are obliged to improve the standing of the consultancy profession by rigorously observing the Code of Conduct. Failure to do so may result in the suspension or cancellation of accreditation.

### 12.1 Use of QCI and NABET logo

- a. The QCI and NABET logo and NABET accreditation mark are the property of NABET and their use is controlled. Compliance to the guidelines and conditions is required for using these

- i. Whenever an EIA consultant organization is accredited, NABET informs the relevant entity about the conditions of the use of logo and accreditation mark.
- ii. Accreditation mark can be used by NABET accredited EIA consultant organizations only.
- b. Guidelines and conditions of use of accreditation mark
  - i. Accreditation mark as appears on NABET accreditation certificates can be printed as colored image or black and white
  - ii. Accreditation mark shall not be used to suggest any approval or sponsorship of NABET other than the organization accredited.
  - iii. Accreditation mark shall not be used in any way that misleads the reader about the accreditation status of the consultant organization
  - iv. Accreditation mark is not transferable and is to be used only by the accredited consultant organization as described in its application.
  - v. Accredited consultant organization upon suspension or withdrawal or expiry of its accreditation (however determined), shall discontinue the use of NABET accreditation mark on all media of communications by the organization including promotional material, letter head, newsletters, brochures, annual reports, business cards , websites and advertisements etc.
  - vi. NABET reserves the right to change the conditions as and when considered necessary and the same shall be communicated to consultant organization.
  - vii. Use of accreditation mark is applicable for consultant organizations only and not for individual expert/s.
- c. Verification
  - i. NABET may, at its discretion, carry out verification of proper use of the accreditation mark.
  - ii. If any misuse of the accreditation mark is noticed, NABET initiates actions as per procedure for suspension and/or cancellation of its accreditation.

## 12.2 Undertaking by consultant organization

The consultant organization undertakes to:

- a. Act professionally, accurately and in an unbiased manner.
- b. Be truthful, accurate and fair to the assigned work, without any fear or favor.
- c. Judiciously use the information provided by or acquired from the client in carrying out the EIA and to maintain the confidentiality of information received or acquired in connection with the assignment.



- d. Use the expertise of only approved experts of relevant category in the preparation of EIA reports.
- e. Avoid and/or declare any conflict of interest that may affect the work to be carried out.
- f. Not accept any favour from the clients, or their representatives.

Not act in a manner detrimental to the reputation of any of the stakeholders including NABET and the client.

- g. Co-operate fully in any formal enquiry procedure of NABET.

Prior to accreditation, the AO signs the “Code of Conduct for EIA consultant organizations” and sends it to the NABET secretariat

## LIST OF APPENDICES

- Appendix A** : Qualifications, Experience and Functions of Experts
- Appendix B** : Quality Management System
- Appendix C** : Accreditation Process
- Appendix D** : Fees Structure

Appendix A  
**QUALIFICATION, EXPERIENCE AND  
FUNCTIONS OF EXPERTS**

## Appendix A

### QUALIFICATION, EXPERIENCE AND FUNCTIONS OF EXPERTS

Experts involved in the EIA preparation comprise EIA coordinators (EC) and functional area experts (FAE). They may be helped by associate EC, functional area associates and team members. The qualification and experience requirements of the experts and their expected functions are detailed below-

#### A 1. EIA coordinators

##### A 1.1 Minimum educational qualifications

Bachelor's (Graduate) degree or equivalent in technical subjects such as Engineering, Technology, Architecture, Environmental Planning, Town Planning and the like from a UGC /AICTE recognized university/ institution.

or

Master's (Post-graduate) degree in Science/Arts and other subjects - Physical Sciences, Earth Sciences, Environmental Sciences, Life Sciences, Social Sciences, Economics, and Management from a UGC/AICTE recognized university/ institution.

or

Diplomas/Certificates conferred by institutions like the Institution of Engineers (India), Indian Chemical Society, Indian Institute of Metals, Indian Institute of Chemical Engineers and Indian Institute of Social Welfare and Business Management (IISWBM) which are recognized as equivalent to the above degrees in respective fields by the Central or State Governments will also be accepted.

In exceptional cases, the accreditation committee may waive off the minimum educational qualification for an EC based on the report and recommendation of the assessors recording the rationale for the same.

##### A 1.2 Minimum experience

An EC should have an overall knowledge of the concerned sector/s and a clear understanding of environmental, biotic and socio-economic aspects related to those sectors. Minimum requirements of experience for an EIA coordinator are given as under:

###### A 1.2.1 EIA related experience

Work experience after acquiring eligible qualification of minimum 7 years for an EC for category A projects and 5 years for an EC for category B projects as -

- an EIA coordinator
- a Functional area expert assisting the EIA team
- a team member supporting the EIA coordinator
- a professional in the EHS or the concerned department of the project proponent getting EIAs conducted by external consultants
- person in the role of appraisal of EIA reports as a regulator/appraiser/ academician.

EIA related experience during teaching and/or EIA related work during Ph.D./M Tech (dissertation) may be considered, if found relevant by accreditation committee.

### **A 1.2.2 Sector specific experience (for each sector applied for)**

EC must have sector specific experience as follows:

- 3 completed EIAs\* in the applied sector, or
- 3 Environmental assignments\*\* (monitoring, auditing, performance evaluation etc.) in the sector, which should involve spending a total of at least one month's time in an industry in the sector concerned. Environmental monitoring carried out for an EIA study cannot be separately shown as an 'assignment' over and above the concerned EIA, or
- A total of three in combination of (i) and (ii). or
- 2 years' industry experience in the Sector applied as an employee in their EHS/ operations/ maintenance/ projects departments

\*'Completed' EIAs mean those approved by the concerned regulatory agency or submitted to the regulatory agency for approval or those which have been put up for public hearing but the same is not complete for reasons not attributable to the EIA consultant. In case, the project has been shelved/withdrawn by the project proponent (PP) or is held up for other reasons, then the 'Draft final report' submitted to the PP by the AO/ACO is also considered as a completed EIA.

\*\*Environmental assignments are further clarified as under:

### **Environmental monitoring**

- Must include monitoring of physical environmental parameters (ambient air/ stack/ water/ soil/ noise) in an existing industry and not in green field site for a proposed industry.
- must have spent at least one month at the site and should have been involved in designing of monitoring network, collection, of samples and related procedure. Documentary evidence to be provided for having spent a total of minimum one month at site

## Auditing/ performance evaluation

- i. Should have conducted environmental auditing of the industry or performance evaluation of the process plants/pollution control facilities.
- ii. Should have spent cumulatively minimum one month at the site for such assignment/s (preferably supported by documentary evidence)

For being eligible as EIA coordinator for category A projects (as defined in MoEFCC Notification dated Sep 14, 2006) in a sector, s/he should have been involved as EC or team member with an EC with prior information to NABET as required by the Scheme (see Section 2.2 below) in at least one EIA for a project of category A, in that sector.

Although, experience is only considered after obtaining minimum eligible qualification, for persons who are involved in EIA preparation before the implementation of the Scheme and have acquired minimum qualification in due course, prior experience may be considered, if relevant. The accreditation committee takes the final decision on such cases, provided all documents related to experience claimed are submitted by the AO/ACO and it corroborates with specific recommendation of assessors.

### A 1.3 Expected functions of EIA coordinators

The EIA coordinator should be thoroughly aware of national and global environmental concerns and be familiar with all relevant environmental regulations, the EIA Notification and its Amendments, the CRZ Notification and the public hearing / consultation procedures. S/he must have a clear concept of EIAs and thorough knowledge of the environmental clearance process in the country. S/he should also be knowledgeable on issues like carrying capacity, life cycle assessment, strategic impact assessments, multi-lateral environmental agreements, relevant national/international standards, global environmental issues and must be updated with relevant literature, international protocols etc. S/he should share this information with other EIA team members.

The expected functions of ECs through the project cycle must include all of the following;

#### A 1.3.1 Prior to the receipt of the work order for tender preparation

- a) Complete understanding about the project specification
- b) Having an understanding of the environmental settings in respect of topography, hydrology streams, habitations, vegetation, land use etc., based on spatial data
- c) Visiting the site with one or more FAEs,
- d) Develop broad scoping of the EIA project taking into consideration site specific requirements
- e) Framing the methodology to be followed for preparing the EIA report on award of job.

### A 1.3.2 On receipt of the work order:

- a. Meeting the project proponent, preferably with key FAEs, for an in-depth understanding of the activities during construction, operation and phasing out/ closure phases (if applicable).
- b. Obtaining information like the Pre-Feasibility/Feasibility report that provides the essential project related information for the EIA purpose.
- c. Explaining to the client the local environmental issues (physical, ecological, socio-economic, cultural, historical, and aesthetic).
- d. Selecting the team to be involved in the EIA.
- e. Compiling Form I/IA of the EIA Notification, 2006 based on personal understanding and from inputs from project proponents/FAEs.
- f. Developing the 'Terms of Reference' (TOR) and Form I as required by the MoEFCC Notification dated Sept 14, 2006 and its subsequent Amendments in consultation with the Project Proponent and attending the TOR presentation along with the client.
- g. Coordinating the presentation to be made before the EAC/SEAC
- h. Allocating specific TORs to each FAE and informing the accredited laboratory about baseline data collection for the project on receipt of the TOR from the MoEFCC/SEACs.
- i. Interacting with EIA team members explaining the responsibility of each individual for the common objective of carrying out the EIA and preparing the EIA report including highlighting specific issues
- j. Visiting the site for appropriate duration for the selection of sampling locations and deciding the type of samples in consultation with the FAEs.
- k. Ensuring the quality of baseline data through FAEs by following standard procedures
- l. Collating and reviewing the reports of the FAEs which must include analysis and interpretation of data, and identification of potential impacts and assessment of their significance.
- m. Guiding the FAEs on the development of the Environment Management Plan (EMP) including its implementation the monitoring plan.
- n. Reviewing the process write-up and mitigation costs in DPR for adaptation in the EIA.
- o. Developing the draft EIA report and circulating the same amongst EIA team members for final feedback and ensuring coverage of the respective functional areas FA in report.
- p. Developing the Executive Summary in English and the vernacular language.
- q. Sending the draft EIA report to the project proponent for comments.
- r. Providing necessary help to project proponents during the public hearing and briefing them on specific site and project related issues, if any.
- s. Incorporating the outcome of Public Hearing (PH) in the final EIA report.
- t. Presenting the EIA report to the EAC/SEAC along with project proponent for clearance.

## A 2.0 Functional area experts

### A 2.1 Minimum educational qualifications

Bachelor's (graduate) degree or equivalent in technical subjects such as Engineering, Technology, Architecture, Environmental Planning, Town Planning and the like from a UGC /AICTE recognized University/ Institution in specific disciplines as mentioned against each functional area vide Section 2.3

or

Master's (post-graduate) degree in Science and other subjects - Physical Sciences, Earth Sciences, Environmental Sciences, Life Sciences, Social Sciences, Economics and Management from a UGC/ AICTE recognized University/ Institution in specific disciplines as mentioned against specific functional areas vide Section 2.3

or

Diplomas/Certificates conferred by institutions like the Institution of Engineers (India), Indian Chemical Society, Indian Institute of Metals, Indian Institute of Chemical Engineers and IISWBM and which are recognized as equivalent to the above in respective fields by the Central or State Governments, are also accepted.

In exceptional cases the accreditation committee may waive off the minimum educational qualification for a FAE based on the report and recommendation of assessors recording the rationale for the same.

### A 2.2 Minimum experience (general)

Different EIAs require inputs on diverse functional areas depending on the type, location and the magnitude of the projects and the depth/extent of anticipated environmental impacts on e.g. air and water quality, ecology and biodiversity, socio-economic aspects and other areas.

Ph.D/M Tech (Dissertation) experience, if relevant, may be considered by accreditation committee on recommendation by assessors.

#### A 2.2.1 FAE category A

FAEs for category A projects need to have a total experience of minimum 5 years in the relevant area/s after acquiring minimum qualification for eligibility as specified A.2.1 Out of the 5 years' experience, 3 years should be in EIA related in the functional area/s.

#### A 2.2.2 FAE category B

FAEs for category B projects need to have a total experience of minimum 3 years in the relevant area/s after acquiring minimum qualification for eligibility as specified A.2.1 Out of the 3 years' experience, 1 year should be in EIA related in the functional area/s.



Experience in the relevant functional area for category A and B acquired during teaching and/or Ph.D. related to EIA, may be considered by the assessors, if found relevant and mention the same in their report. All FAEs should have in-depth knowledge and understanding of the relevant Acts and Rules pertaining to their areas of expertise.

‘EIA related experience in the functional area’ cover experience in the functional area for an EIA project or work akin to EIA, as assessed and recommended by the assessors.

## **A 2.3 Specific educational qualification and experience for each functional area**

### **A 2.3.1 Land use**

#### **a. Educational qualifications specific to functional area**

i. Technical subjects - Civil Engineering / Physical Planning / Architecture / Town Planning/ Environmental Planning/ Environmental Engineering

**or**

ii. Science subjects - Geo Informatics or Remote Sensing or Geographic Information System / Environment Management / Geo-Engineering / Geography / Geophysics / Geology/Applied Geology

**or**

iii. Other than those stated above, Post graduate degree in science subjects, or a Bachelor’s degree in technical subjects followed by specialized training in GIS/ Remote Sensing/ Cartography (not less than 2 months duration) from an University/ recognized institutions like NRSA, ISRO, IIRS, IIFM and the like

#### **b. Experience specific to functional area must include**

- i. Understanding of policies, guidelines and the legislation related to land use
- ii. Generation and analysis of data related to land use pattern
- iii. Developing land use map of urban, semi-urban, rural and mixed areas using GIS
- iv. GIS based land use analysis and development
- v. Integration of land use related data/ information for assessing environmental impacts of developmental projects
- vi. Adequate knowledge of EIA legislation process in India
- vii. Contribution to EIA documentation

#### **c. Training (preferable)**

Specialized training in site description, preparation of land use map, cartography and spatial planning (GIS and other computer application, remote sensing, etc)

### A 2.3.2 Air pollution monitoring, prevention and control

#### a. Educational qualifications specific to functional area

i. Engineering–Environmental/Chemical/Mechanical/Civil/Mining/Chemical technology,

or

ii. Master’s (post graduate) degree in Science subjects/Environmental Sciences/ Environment Management/Environmental Studies/ Industrial Pollution Control/ Chemical Technology/Physics / Chemistry and the like.

#### b. Experience specific to functional area

i. Air pollution monitoring

- Meteorology - measurement of wind speed, wind direction, relative humidity, wet and dry bulb temperature, rainfall etc.
- Air quality monitoring – selecting locations of sampling stations, monitoring/ supervision of monitoring of suspended and respirable particulate matter (PM 2.5 and PM 10), SO<sub>2</sub>, NO<sub>x</sub>, CO, hydrocarbons and other relevant parameters as per NAAQ standards, including handling of relevant equipment, collection and preservation of the samples
- Stack monitoring - particulate matter, SO<sub>2</sub>, NO<sub>x</sub>, and other relevant parameters
- Inventorization of greenhouse gas emissions

ii. Air pollution prevention and control

- Reduction in process emissions at source
- Reduction in fugitive emissions
- Identifying and assessing quantum of emissions
- Identification of probable impacts of the different air emissions from the plants/facilities proposed
- Identifying the most suitable control device e.g. condensers, chillers, spray systems, scrubbers, cyclones, ESPs, bag filters etc.
- Knowledge/experience on design consideration of air pollution control systems and their efficiencies
- Interlocking control systems with production plants, where possible
- Adequate knowledge of EIA Legislation process in India
- Contribution to EIA documentation
- Understanding of policies, guidelines and the legislation related to air pollution
- Knowledge of international treaties related to emissions and preparing cost estimates for control systems will be an added advantage.

**c. Training (preferable)**

Specialized course/training in air pollution measurement, prevention, monitoring, air pollution or control equipment.

**A 2.3.3 Meteorology, air quality modeling and prediction**

**a. Educational qualifications specific to functional area**

i. Engineering - Environmental/ Civil/ Chemical,

**or**

ii. Master's (post graduate) degree in Meteorology/Environmental Sciences/ Environment Management/ Environmental Studies/ Industrial Pollution Control/ Physics/ Chemistry/ Mathematics/ Statistics/ Atmospheric Sciences and the like.

**b. Experience specific to functional area must include :**

- i. Developing micro meteorological data for use in modeling
- ii. Collecting and using secondary data on meteorology like cloud cover, inversion related data, mixing heights etc., for modeling
- iii. Application of relevant air quality models in prediction of dispersion of pollutants, plotting of isopleths of GLCs representing incremental pollution levels, worst case scenarios on suitable maps showing both, the sources of pollution as well as the environmentally sensitive receptors.

The models used should be able to address source to receptor scenarios for point sources, area sources and line sources. The models should also conform to the requirements of CPCB.

The following are the additional expectation from the expert:

- Adequate knowledge of EIA Legislation process in India
- Contribution to EIA documentation
- Understanding of policies, guidelines and the legislation specifically related to air pollution

**c. Training (preferable)**

Specialized course/training on air quality modeling, air pollution meteorology, atmospheric sciences and impact prediction.

**A 2.3.4. Water pollution monitoring, prevention and control**

**a. Educational qualifications specific to functional area**

i. Engineering - Environmental/ Chemical/ Civil/ Mechanical,

**or**

- ii. Science Subjects - Public Health/ Environmental Sciences/ Environment Management/ Environmental Studies/ Natural Resource Management/ Industrial Pollution Control/ Chemistry/ Biochemistry/ Biotechnology/ Toxicology/ Microbiology/ Hydrology/ Geo-hydrology and the like.

**b. Experience specific to functional area must include**

- i. Water and waste water monitoring
  - Designing sampling network for water and waste water
  - Techniques and requirements of sampling of water and waste water for EIAs including type of samples and parameters to be monitored.
  - Supervision/monitoring of water and waste water parameters required for EIA studies including preservation of samples
- ii. Water conservation and prevention and control of pollution
  - Water use auditing, water balance, water budgeting, water conservation, and developing schemes for cascading use (recycle, reuse) of water
  - Identification, characterization and segregation of effluent streams
  - Knowledge/experience on design consideration of various types of treatment systems to achieve 'zero liquid discharge' from different types of industries.
  - Performance evaluation of water and waste water effluent treatment systems including physico-chemical and biotic treatment.
  - Identification of probable impacts of effluent/waste water discharges in to the receiving environment/water bodies.
  - Water quality modeling for prediction of impacts of effluent discharge into receiving water bodies
  - Adequate knowledge of EIA Legislation process in India
  - Contribution to EIA documentation
  - Understanding of policies, guidelines and legislations related to Water Pollution

**c. Training (preferable)**

Specialized course/ training on water pollution and control technologies.

**A 2.3.5. Ecology and biodiversity**

**a. Educational qualifications specific to functional area**

- i. Master's (post graduate) degree in life-sciences like Zoology/ Botany/ Forestry/ Environmental Science/ Ecology/ Natural Resource Management/ Ecology & Environment/ Ecology & Biodiversity/ Geography and the like.

**b. Experience specific to functional area must include**

- i. Basic knowledge of the application of taxonomy in resource inventory (flora and fauna) of the project area
- ii. Conducting ecological/wildlife surveys and preparation of status reports for rare, endangered and threatened species of animals and plants and also species protected under national laws
- iii. Experience of providing guidance and support for conservation of species and their habitats
- iv. Adequate knowledge of EIA legislation process in India
- v. Understanding of policies, guidelines and legislations related to ecology biodiversity conservation
- vi. Specialized training in the field of impact assessment and ecological monitoring will be an added advantage
- vii. Contribution to EIA documentation

**c. Training (preferable)**

Training on Ecosystem analysis and evaluation, landscape ecology, assessment of impacts on ecological and biodiversity impact assessment on ecology/ biodiversity from development projects in all sectors.

**A 2.3.6. Noise and vibration**

**a. Educational qualifications specific to functional area**

- i. Engineering - Mining/ Mechanical/ Electrical/ Instrumentation/ Civil/ Environmental /Aeronautical

or

- ii. Master's (post graduate) degree in Acoustics/Environmental Sciences/ Environment Management/ Environmental Studies/ Physics/ Geophysics/ Statistics or in any other subject covering noise/ vibration measurement, prediction and control

**b. Experience specific to functional area must include**

- i. Monitoring of noise/vibration levels using specific instruments, processing and analysis of data
- ii. Prediction of noise/vibration isopleths using relevant models in residential, sensitive (hospitals, educational institutions, religious places etc.), commercial and industrial areas from traffic on urban roads, highways and railways; aviation and noise due to commercial, industrial and community activities,
- iii. Probable impacts of noise on communities and of vibration on buildings, structures, archeological monuments etc

- iv. Impacts of noise and vibration on fauna from projects in ecologically sensitive areas
- v. Control of noise emanating from mining operations, vehicles, airport, industries, machines, community activities, highways, railways etc. along with knowledge on design and optimization of noise/vibration attenuation devices.

It is also expected that the expert has the following knowledge/experience:

- Adequate knowledge of EIA legislation process in India
- Contribution to EIA documentation
- Understanding of policies, guidelines and the legislation related to noise pollution

**c. Training (preferable)**

**Noise** - Specialized training on measurement of noise levels, impacts on human health and behaviour, noise modeling and prediction, protection devices against high noise levels, design and review of noise reduction/control systems.

**Vibration** – Measurement, analysis and prediction of vibrations from mining operations, vibration studies in industrial operations, protection measures etc.

**A 2.3.7. Socio-economics**

**a. Educational qualifications specific to functional area**

Master's (post graduate) degree in

- i. Social Welfare / Sociology/ Political Science/ Psychology/ Geography/ Anthropology/ Economics/Environmental Economics/Urban Planning/Regional Planning/ Environmental Planning, Developmental Sciences

**or**

Rural Development and Management – rural economics/ Economic Sociology/ Demographic Studies

**or**

- ii. MBA (Rural Management)

**or**

- iii. Any other social science related subject

**or**

- iv. 2 years Post Graduate Diploma in Sociology from recognized institution like Tata Institute of Social Sciences, Xavier Institute of Social Sciences, Ranchi/Xavier Institute of Management, Bhubaneswar/XLRI, Jamshedpur and other reputed institutes.

**b. Experience specific to functional area must include**

- i. Conducting baseline socio-economic surveys through interviews/ questionnaire/

focused group discussions/participatory rural appraisal (PRA)/rapid rural appraisal (RRA)

- ii. Methodologies on extrapolation of census data to project an up-to-date status including selected ground validation of the same
- iii. Conduct social needs assessment studies
- iv. Evaluation of socio-economic status of both tribal and non-tribal areas
- v. Demonstrated capacity to interact and develop rapport at community level will be an added advantage
- vi. Conduct Rehabilitation and Resettlement (R & R ) studies for people displaced due to developmental projects and development for R & R plan
- vii. Assessment of social changes arising out of development projects

The following are the additional expectation from the expert:

- Adequate knowledge of EIA legislation process in India.
- Contribution to EIA documentation.
- Understanding of policies, guidelines and the legislation related to R & R issues

**c. Training (preferable)**

Training on Social Impact Assessment of development projects in Rural/ Urban areas.

**A 2.3.8 Hydrology, ground water and water conservation**

**a. Educational qualifications specific to functional area**

- i. Engineering - Civil/Mining/Mechanical/Hydraulic

or

- ii. Master's (post graduate) degree in Geology/Applied geology/ Geophysics / Hydrology / Surface hydrology / Hydrogeology / Water resources management.

**b. Experience specific to functional area must include**

- i. Analysis of surface hydrological data pertaining to flow fluctuation, estimation of flows at 10, 50 and 90 percentile levels; setting up and interpretation of gauging station readings, designing of ground water table measurement and monitoring network, computation of ground water recharge, flow rate and direction.
- ii. Plotting of ground water contours.
- iii. Analysis and description of aquifer characteristics e.g. permeability, transmissivity, storage coefficient etc., estimation of groundwater potential and recharge phenomenon, determination of impact of withdrawal of groundwater.
- iv. Preparation of water budget for an area.
- v. It is also expected that the expert has the following knowledge /experience:
  - Adequate knowledge of EIA legislation process in India.

- Contribution to EIA documentation.
- Understanding of policies, guidelines and the legislation related to ground water

**c. Training (preferable)**

Specialized training/course on impacts on hydrology and ground water from/by developmental projects.

**A 2.3.9 Geology**

**a. Educational qualifications specific to functional area**

- i. Engineering – Mining/ Earth Resource Engineering

**or**

- ii. Master’s (post graduate) degree in Geology/Applied Geology/ Geophysics/ Earth Sciences

**b. Experience specific to functional area**

- Geology and Geo morphological analysis/description.
- Stratigraphy/Lithology.
- Vibration analysis in relation to mining operations.
- Developing geological maps.
- Development of Mining plan incorporating environmental aspects like top soil preservation, waste dump management, reclamation/rehabilitation of mined out areas, run off management etc.
- Environmental impacts of 3 phases of mining – exploration, exploitation and post mining stages
- It is also expected that the expert has the following knowledge/experience:
  - Adequate knowledge of EIA legislation process in India
  - Contribution to EIA documentation
  - Understanding of policies, guidelines and the legislation related to Mining.

**A 2.3.10 Soil conservation**

**a. Educational qualifications specific to functional area**

- i. Engineering – Agricultural/Civil Engineering

**or**

- ii. Master’s (post graduate) degree in Agricultural Sciences/Soil Sciences/ Earth Sciences/Forestry/Chemistry/Botany/Natural Resource Management and the like



**b. Experience specific to functional area must include**

- i. Sampling, analysis and characterization of soil
- ii. Assessment of fertility/productivity of soil, nutrient availability
- iii. Assessment of impact of gaseous, liquid and solid pollutants on soil
- iv. Management of soil salinity
- v. Remediation of soil pollution/contaminated soils
- vi. Controlling degradation of soil/soil conservation
- vii. It is also expected that the expert has the following knowledge/experience:
  - Adequate knowledge of EIA legislation process in India
  - Contribution to EIA documentation
  - Understanding of policies, guidelines and the legislation related to the subject area

**c. Training (preferable)**

Assessment of soil contamination and remediation techniques

**A 2.3.11 Risk assessment and hazard management**

**a. Educational qualifications specific to functional area**

- i. Engineering- Chemical/ Mechanical /Fire Engineering/Chemical Technology, Mining (for Mining EIAs only)

**or**

- ii. Master's (post graduate) degree in Toxicology/ Chemical Technology/ Industrial Safety/ Chemistry or in subjects dealing with identification, assessment and management of risk and hazards, Seismology(for River valley projects only), Dam Break Analysis (for River valley projects only)

**or**

- iii. Post graduate diploma (1 year or above) in Industrial Safety from a University/ recognized Institute after graduation in engineering/technical subjects or post-graduation in a science subject

**b. Experience specific to functional area must include**

- i. Identification of hazards and hazardous substances
- ii. Risks and consequences analysis using latest software such as Phast Micro, SAFETI, ALOHA or other relevant software.
- iii. Preparation of impact diagrams
- iv. Vulnerability assessment
- v. Preparation of on-site Emergency Preparedness Plan

- vi. Preparation of off-site Disaster Management Plan
- vii. It is also expected that the expert has the following knowledge/experience:
  - Adequate knowledge of EIA legislation process in India
  - Contribution to EIA documentation
  - Understanding of policies, guidelines and the legislation related to emergency response, off-site and on-site emergency plans, safety and occupational health etc

### **A 2.3.12 Solid and hazardous waste management**

#### **a. Educational qualifications specific to functional area**

- i. Engineering - Chemical/ Civil/ Environmental, Mining (for Mining EIAs only)

**or**

- ii. Master's (post graduate) degree in Chemical Technology/Chemistry/ Toxicology/ Environmental Sciences/Natural Resource Management/ Natural Science

This functional area comprises three parts

- Municipal Solid Wastes (MSW)
- Non-hazardous industrial Solid Wastes (ISW)
- Hazardous Wastes including biomedical waste (HW)

#### **b. Experience specific to functional area must include**

- i. Handling municipal solid wastes
- ii. Methodologies for segregation and collection of MSW
- iii. Methodologies of gainful utilization of MSW
- iv. Designing of landfill sites for safe disposal of MSW
- v. Familiarity with MSW Rules
- vi. Handling non-hazardous industrial solid wastes
- vii. Recycling and reuse of solid wastes
- viii. Handling and disposal methodologies of high volume non-hazardous solid wastes
- ix. Handling hazardous wastes
- x. Knowledge of Hazardous Wastes (Management, handling and trans boundary movement) Rules, Basal Convention and other relevant legislations
- xi. Identification of hazardous wastes
- xii. Incineration, neutralization, stabilization, treatment, storage and disposal of hazardous wastes

- xiii. Knowledge/experience in designing of Treatment Storage and Disposal Facility (TSDF) for hazardous solid wastes
- xiv. It is also expected that the expert has the following knowledge/experience:
- Adequate knowledge of EIA legislation process in India
  - Contribution to EIA documentation
  - Understanding of policies, guidelines and the legislation related to Municipal, Industrial solid and Hazardous waste management

Experts having experience on all the three above will be considered for FAE – SHW (solid and hazardous wastes). Those having experience in a specific area out of above, will be considered for the respective field e.g: FAE (HW), FAE (MSW) etc.

**c. Training (preferable)**

Training on identification, inventorization, collection, handling, storage, treatment and disposal of Hazardous wastes/ Solid wastes/ Municipal Solid wastes

**General note –**

- a. 'And the like' – this expression has figured with reference to qualification requirement of the Scheme. The following explains the justification for use of this phrase
- b. 'If a particular qualification addresses the requirements of a functional area as mentioned in this Scheme but is not included in the list, the Accreditation Committee would take a view of such course curriculum and supporting documents for confirming to its equivalence to B. Tech/ M. Sc.
- c. Degrees from Foreign Universities may be considered if found equivalent to Degrees given in respective domains by Indian universities based on a detailed study of the respective curriculum by the assessors. Such cases are then put up to the accreditation committee for its consideration.
- d. Training should be relevant to the sector/s for ECs and area/s of expertise for FAEs. The duration of the training should be minimum 3 days and conducted/organized by Universities, Research Institutes, Professional Bodies, Industry Associations or other recognized organizations.

## **A 2.4 Expected functions of functional area experts (FAEs)**

The FAEs should keep updated with the latest technological information and relevant publications in the concerned area of expertise. S/he should also have broad concept of life cycle assessment (LCA), strategic impact assessment (SIA), carrying capacity, ecological/ carbon footprint, energy analysis, corporate sustainability reporting (CSR).

The expected functions of FAEs to include:

#### **A 2.4.1 Prior to the receipt of work order**

- a. Understanding of the overall project configuration with special reference to her/his concerned functional area/s
- b. Visiting the site with the EC.

#### **A 2.4.2 On receipt of the work order**

- a. Review and understanding the project from Pre-feasibility report (PFR)/ Feasibility report (FR).
- b. Interacting with the EC and other FAEs to get a holistic view of the EIA.
- c. Focused efforts on her/his specific functional area to identify the gaps and subsequently work towards addressing with other team members.
- d. Visiting sites and assisting the EC/s in the selection of sampling locations and deciding the type of samples by FAEs involved in bio-physical aspects such as air, water, soil, bio-diversity, HG, Geo etc.
- e. Visiting the site and the laboratory periodically to ensure the quality and validity of baseline data (for FAEs dealing with bio-physical aspects, this includes assessing the quality of sampling, preservation, transportation and analysis of samples).
- f. Direct involvement of FAEs specially of the functional areas such as EB and SE - in the development of methodologies/formats to be adopted for the collection of baseline data or validation of secondary data.
- g. Analyzing and interpreting the baseline data collected; identifying and assessing potential impacts arising due to various project activities, products and services during different stages of the project.
- h. Ensuring that all potential impacts including those under abnormal/accidental conditions for various stages of the project are addressed with quantification, where applicable.
- i. Interacting with other FAEs to make sure that potential impacts on the other functional areas
- j. Developing the EMP and post project monitoring plan and their associated costs in consultation with the EC.
- k. Ensuring compliance to all TOR issued by MoEFCC/SEIAA pertaining to her/his area of expertise.
- l. Discussing, developing and submitting the functional area report with supporting tables, figures and photographs to the EC.
- m. Addressing the issues raised during the public hearing in the specific functional area report.
- n. Suggesting alternatives of location and designs for the project, if required.

- o. Attending the review meeting to finalize the draft EIA report pertaining to her/his area of expertise

### **A 2.5 Functional area associate (FAAs) –**

The Scheme provides opportunity for encouraging fresh and young persons as functional area associates (FAAs) provided, they meet the following requirements.

- i. In-house employees of an AO/ACO,
- ii. Persons who meet the requirements of educational qualification and not the experience criteria for an FAE in a specific functional area,
- iii. Persons who have not completed 5 years after their qualifying examination and overall professional experience of not more than 5 years

Candidates proposed as FAA should have reasonable knowledge in respective fields and score at least 40% marks during interaction with the assessors. Such FAAs may be permitted to work as FAEs in EIAs for category B projects under the guidance of an approved FAE (as the senior expert) or a mentor in the concerned functional area/s. The senior expert/mentor (see below) should draw a plan for guiding the FAAs and should verify his/her understanding before her/his performance is evaluated in a formal assessment by NABET assessor in every assessment.

In order to ensure that a FAA gets proper induction into the profession, s/he is considered for maximum two functional areas.

The ACO should clearly define the specific function to be assigned to the FAAs during various stages of his development and training. The FAAs should preferably be exposed to all aspects of the concerned functional area/s including site visits, sampling mechanisms, testing and analyses and interpretation of data and identification and quantification of impacts. There should be continuous assessment of the FAAs to ensure development in his level of knowledge and expertise in the FA/s.

### **A 3. Mentor**

EIA consultant organizations may also have highly experienced in-house or empanelled persons but are unable to undertake frequent site visits. Such persons may be assigned the role of a 'Mentor' for guiding FAAs. Mentors must have minimum 20 years' experience in the relevant field and meet the qualification requirements of the FAE. Mentors will be required to keep updated in their knowledge of the subject and EIA for effectively guiding the FAAs/EIA team. NABET assessors will interact with such mentors during the assessment of the organization to assess their suitability for the role but they will not be evaluated and given marks. However, mentors will not be replacement for FAEs. If empanelled, s/he can be associated with maximum 3 ACOs. A mentor can guide maximum 2 FAAs in each ACOs.

## A 4. Team Member (TM)

A provision of 'Team Member' has been included in the Scheme to provide opportunity to

- a. experienced professionals in their own fields but lacking in EIA related experience to enter the EIA profession
- b. existing experts to expand the field of association
- c. persons who have completed 5 years after obtaining eligibility qualification but do not meet the experience requirements of FAE or EC
- d. this provision is available only for in-house experts

### A 4.1 Procedure to be followed to work as TM

- a. As the concept of TM has been introduced to enable experts to gain necessary experience in the EIA process, NABET **should be informed prior to engaging the team member in each of the EIA projects** for his/her experience to be counted as EIA experience.
- b. The person to be proposed as a TM should meet the educational requirements of the Scheme for EC or FAE, as applicable.
- c. The TM has to get involved in the various functions of the EC and or FAE for obtaining the relevant experience.
- d. TM may be attached with an EC and/or a FAE for an EIA. The name of the TM(s) must appear in the list of experts associated in the EIA in the beginning of the EIA report.
- e. Information for associating a TM is to be submitted to NABET in a prescribed Format vide **Annexure I E** with following details :
  - i. Declaration by the CEO/ authorized signatory of the AO/ ACO confirming the involvement of the team member in the project giving name of the EIA, name of approved EC/ FAE with whom s/he is attached and the duration of involvement
  - ii. Specific nature of work in which the TM will be involved with the EC or FAE.
- f. List of the persons being used as TM must accompany the application giving the name of the EC/FAE with whom the TM is attached, the sectors/FAs concerned and the EIAs involved in.

### A 4.2 Expected functions of team member

The team member is expected to be involved both in field work as well as in the discussions amongst the EC and the FAEs during the entire course of the EIA preparation. Since s/he is expected to be knowledgeable in area of expertise, emphasis should be given to acquaint her/him on aspects like environmental, social and ecological features of the site, rationale for selection of sampling locations, interpretation of baseline data, identification and quantification of possible impacts, developing the management plans and finally in report writing for her/his part of association in the study.

## A 5.0 Requirements of accreditation for the Nuclear sector –

EIA consultant organizations taking up EIAs for nuclear power plants and processing of nuclear fuel should have an EIA coordinator knowledgeable about the industry with a broad knowledge and understanding of EIAs and regulatory requirements of the same. The consultants should also have specialized functional area experts in the nuclear field having experience in nuclear safety, risks involved and monitoring of radiation parameters in the fields of human health related to radiation risks, radiation impacts on biodiversity, radioactive waste management, nuclear catastrophic risk management, radiation related monitoring and analysis and dispersion modeling.

The qualification and experience requirements for these experts would be as follows:

Expert	Qualification	Experience
<b>EIA Coordinator (EC)</b>	Bachelor's degree in Engineering in Nuclear, Mechanical, Civil, Chemical, Electronics and Instrumentation, Mining and Environment Master's degrees in Physics, Chemistry, Biology	Experience of nuclear industries of not less than 5 years and familiarity with EIA process and practices.
<b>Functional Area Experts (FAE)</b>		
<b>Radiation risk - human health (RRHH)</b>	Bachelor's degree in Engineering in Nuclear, Mechanical, Civil, Chemical, Mining, Environment or MBBS/degree in human physiology. Master's degrees in Physics, Chemistry, Biology Training- radiation biology	Minimum 5 years' experience in: <ul style="list-style-type: none"> <li>• In radiation biology issues/effects of radiation on human health.</li> <li>• Exposure pathways and food chain.</li> <li>• Internal and external dosimetry</li> <li>• Epidemiology</li> <li>• Knowledge of state of the art and also relevant AERB codes, guides, standards, manuals and national statutes.</li> </ul>
<b>Radiation risk – biodiversity (RRBD)</b>	Bachelor's degree in Engineering in Nuclear, Mechanical, Civil, Chemical, Mining or Environment. Master's degrees in Physics, Chemistry, Biology Training- radiation ecology	Minimum 5 years' experience in: <ul style="list-style-type: none"> <li>• In radiation biology issues/effects of radiation on biodiversity.</li> <li>• Exposure pathways and food chain.</li> <li>• Dose assessment</li> <li>• Knowledge of relevant national and international stipulations.</li> </ul>
<b>Radioactive waste management (RWM)</b>	Bachelor's degree in Engineering in Nuclear, Mechanical, Civil, Chemical, Mining or Environment. Master's degrees in Physics, Chemistry Training- radio-active waste management	Minimum 5 years' experience in: <ul style="list-style-type: none"> <li>• In radiation biology issues/effects of radiation on biodiversity.</li> <li>• Exposure pathways and food chain.</li> <li>• Dose assessment</li> <li>• Knowledge of relevant national and international stipulations.</li> </ul>
<b>Radioactive waste management (RWM)</b>	Bachelor's degree in Engineering in Nuclear, Mechanical, Civil, Chemical, Mining or Environment. Master's degrees in Physics, Chemistry	Minimum 5 years' experience in: <ul style="list-style-type: none"> <li>• Characterization of radioactive wastes.</li> <li>• Treatment processes and methodologies for disposal.</li> </ul>

Expert	Qualification	Experience
	Training- radio-active waste management	<ul style="list-style-type: none"> <li>• Management of radioactive hazardous wastes.</li> <li>• Knowledge of state of the art and also relevant AERB codes, guides, standards manuals and national statutes.</li> </ul>
<b>Nuclear catastrophic risk management (NCRM)</b>	Bachelor's degree in Nuclear Engineering Or Master's degrees in: Physics, Chemistry/ Bachelor's degree in Engineering in Mechanical, Civil, Chemical, Mining or Environment. Additional requirement: Should have undergone a special course/ training programme on nuclear Engineering of minimum one year duration Training- catastrophic nuclear risk management	Minimum 5 years' experience in: <ul style="list-style-type: none"> <li>• Accident analysis of NPP</li> <li>• Design / operation of NPP</li> <li>• Dispersion modelling- atmospheric, water (marine, surface and ground water) and soil.</li> <li>• Safety analysis and risk assessment.</li> <li>• Emergency management</li> <li>• Knowledge of state of the art and also relevant AERB codes, guides, standards manuals and national statutes.</li> </ul>
<b>Radiation related monitoring and analysis (RRMA)</b>	Bachelor's degree in Engineering in Nuclear, Mechanical, Civil, Chemical, Electronics and instrumentation, Mining or Environment Master's degrees in Physics, Chemistry Training- development of radiation monitoring systems and analysis of radiation monitoring data.	Minimum 5 years' experience in: <ul style="list-style-type: none"> <li>• In development of radiation monitoring systems and analysis of radiation monitoring data.</li> <li>• Radio- active releases from NPP and their characteristics.</li> <li>• Knowledge of state of the art and also relevant AERB codes, guides, standards manuals and national statutes.</li> </ul>
<b>Dispersion modelling for discharges into air, soil, surface water and ground water (DM)</b>	Bachelor's degree in Engineering in Nuclear, Mechanical, Civil, Chemical, Mining or Environment Master's degrees in Physics, Chemistry, Meteorology Training- dispersion modelling.	Minimum 5 years' experience in : <ul style="list-style-type: none"> <li>• Characterization of the radioactive releases with knowledge of various sources and modes of radioactive releases in NPP</li> <li>• Dispersion modelling for air, marine, surface and ground water.</li> <li>• Knowledge of state of the art and also relevant AERB codes, guides, standards manuals and national statutes.</li> </ul>

**Note:**

- The above experts may be in-house or empanelled.
- An expert may be the EC and can cover maximum 4 FAs mentioned above
- An FAE can cover 4 FAs mentioned above

Apart from the above specialized functional areas in the nuclear field, the consultants should also have approved experts for conventional functional areas of LU, EB and SE.



Appendix B  
**QUALITY MANAGEMENT SYSTEM**

## Appendix B

### QUALITY MANAGEMENT SYSTEM

EIA Consultants are advised to establish and maintain a Quality Management System (QMS) for their organization as the same offers the following benefits;

- Creates a culture of doing things right, the very first time.
- Inculcates the culture of “saying, what we do and doing, what we say”
- Increases system orientation and reduces person specific dependence.
- Encourages uniform knowledge sharing and develops skilled work force.
- Helps develop team spirit
- Reduces duplicate work and minimizes wastages.
- Improves quality of work and brand image.

QMS should be based on ISO 9001 while addressing specific requirements of NABET Scheme. Please note that if an organization is already ISO 9001 certified, guidelines B1 to B4 and B10 are normally addressed (which may please be checked). It is then required to develop procedures for the NABET specific items i.e., B4 to B9 and integrate them with the system meaning that these should also come under the ambit of auditing, document control, management review etc.

If an organization has not been initiated into the system oriented approach of working which is documented, audited and reviewed, it needs to acquaint itself of ISO 9001 requirements. Such organizations may initially take the help of a consultant but **MUST NOT OUTSOURCE THE WORK OF ESTABLISHING THE QMS** to him to meet the requirements of the NABET Scheme. Such an approach will be counterproductive as the system so developed is less likely to be owned by the working team and would remain a standalone document. **THE BEST WAY IS TO GET THE GUIDANCE OF A CONSULTANT BUT LET THE WORKING TEAM ESTABLISH THE SYSTEM.**

A QMS is supported by a 3 tier documentation system

- The Quality Management System manual
- Procedures
- Work instructions/forms/formats/checklists to implement the procedures

Some organizations have included ‘Reference materials’ to their documentation system. Further explanation is given in B 2 below.

**Guidelines for developing the QMS -**

## **B1. Quality policy-should:**

- a. Be appropriate to the Organization's business
- b. Show commitment for continual improvement
- c. Provide a framework for setting objectives and a review mechanism
- d. Be communicated and understood within the organization
- e. Focus on customer satisfaction

## **B2. Control of documents including records-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. Ensuring quick availability of relevant revision of the document
- e. Storage, protection and retrieval of documents and handling of outdated/superseded documents

## **B3. Performance measurement and review-should give procedures for:**

- a. Fixing Key Performance Indicators (KPI) of experts involved in EIA, which should include quality of the EIAs they are associated with and annual appraisal of the same
- b. Assessing / ensuring the quality of EIA reports prepared
- c. Improving skill level of experts through training
- d. Periodic and systematic audit, both internal and external and follow up action for closure of Non conformances NCs/ observations.
- e. Management review giving periodicity and issues to be taken up including feedback from project proponent/public hearing/environment appraisal committee/state environment appraisal committee on quality of EIA reports prepared and necessary follow up action.

## **B4. Actions taken to address Non-conformances- should give procedures for:**

- a. Analyzing the NCs/ Obs. of internal audits as well as external audits including NABET to identify the causes and the actions (corrective and preventive) to be taken,
- b. Identifying resources and other inputs required for such actions,
- c. Fixing the time frame and the responsibility for the actions,
- d. Ensuring the completion of the actions to be taken,
- e. Ensuring amendments in the procedure for the prevention of the recurrence of such NCs.

## **B5. Identification, retention and assessment of performance of empanelled experts-should give procedures for:**

- a. Specifying qualifications and experience requirements of the experts,
- b. Assessing the work done by the prospective experts prior to their retention
- c. Framing the “terms of reference” for retention of the expert, including preparation of the report for her/his portion of the work,
- d. Assessing performance of the work done by the experts for the organization,
- e. Ensuring updation of the knowledge level of the expert (a suitable procedure should also be included for updating the knowledge level of in-house experts).

## **B6. Collection and measurement of primary data-should give procedures for:**

‘Primary’ data cover all forms of data collected through the field work, for assessing the impacts on physical, biotic and the socio-economic. The procedures for collecting primary data should include:

- a. Site visits by the EIA team to familiarize about site conditions to plan for the EIA, selecting the number and location of monitoring stations, the type of sampling and parameters to be monitored
- b. Interpretation of data including statistical analysis to arrive at meaningful information
- c. Specifying the type of biotic environment data to be collected as appropriate for the scope of EIA, methodologies to be followed and interpretation of the data.
- d. Specifying the type of socio-economic environment data to be collected as appropriate for the scope of EIA, methodologies to be followed and interpretation of the same.

## **B7. Collation, synthesis and interpretation of secondary data-should give procedures for:**

Authenticity, credibility, appropriateness and relevance of the secondary data are the cornerstones of a good EIA. Minimum secondary data should be used to supplement the primary data and under no circumstances this should be used as a replacement of primary data. This procedures should include information on:

- a. When secondary data would be resorted to
- b. Relevant secondary data to be collected as appropriate for EIA requirements
- c. Sources of secondary data ensuring their reliability and age
- d. Validation of important secondary data by cross verification at the site or from other sources

- e. Ensuring the brevity of the data (eliminating irrelevant information)

It is a good practice to give reference to the source when secondary data is used.

### **B8. Work outsourced-should give procedures for:**

Sometimes it may be necessary to outsource some specific studies for an EIA like a biodiversity study or a socio-economic study or R& R study. The manual should mention procedures for:

- a. Defining the conditions when outsourcing would be resorted to
- b. Assessing the capability of the agency to take up the work to be outsourced
- c. Drawing up the terms of reference for the outsourced work
- d. Identifying steps to be taken to ensure the quality of the outsourced work
- e. Extracting the relevant portions of the outsourced work for inclusion in the EIA report

### **B9. Laboratory work for baseline data-should give procedures for:**

- a. Assessing a laboratory for its capability to analyze the parameters required for collection of baseline physical environment data for EIA studies
- b. Identifying the scope of work to be assigned to the lab and those to be done by the EIA consultant organization
- c. Collection, preservation and transportation of samples from site to the laboratory
- d. Quality assurance by the EIA team of the primary data collection work including supervision at site
- e. Type of records to be maintained by the laboratory and the EIA team on the baseline data collection work

### **B10. Complaints and appeals-should give procedures for:**

- a. Informing the clients about the provision of complaints and appeals
- b. Accepting complaints/ appeals
- c. Handling and disposal (including authority and responsibility) of the same within reasonable time
- d. Maintaining records of complaints/ appeals

Ensuring implementation of preventive/ corrective actions



## Appendix C

### **PROCESSES FOR INITIAL ACCREDITATION (IA), SURVEILLANCE ASSESSMENT (SA) AND RE-ACCREDITATION (RA)**

## Appendix C

### Process for Initial Accreditation, Surveillance Assessment and Re-Accreditation

#### C1.0 Accreditation cycle

In a 3 years cycle of accreditation 3 types of assessments are carried out. These are:

**Initial Accreditation (IA):** In the IA, the potential of the applicant organization is assessed and based on that accreditation is granted. On successful completion of the initial assessment, an applicant organization is given accreditation for 3 years, subject to a surveillance assessment after 18 months. Details of IA are furnished below.

**Surveillance Assessment (SA):** SA is to assess performance after IA for continuation of accreditation. The objective is to judge to what extent the potential has been fulfilled i.e. its performance along with compliance to the conditions of accreditation. SA falls due 18 months after IA. Details of SA are furnished below.

**Re-accreditation (RA):** Following the principle of ‘continual improvement’, in RA the stress is on improvement achieved by the ACO during the period of accreditation. Since, the ultimate objective of the Scheme is to improve the quality of EIA reports being prepared in our country, RA accords progressively higher weightage to the same. RA comes 18 months after SA i.e., on completion of 3 years after IA. Details of RA are furnished below.

#### C2.0 Assessment process

All the 3 types of accreditation mentioned above have the following 3 stages;

- i. Stage I assessment: scrutiny for completeness of applications and supporting documents by NABET secretariat
- ii. Stage II assessment: technical review of the documents is done by NABET assessor called the principal assessor (PA).
- iii. Stage III assessment: the office assessment is jointly conducted by PA and a co-assessor (CA) at the premises of the applicant.

These are explained in detail in following sections:

#### C2.1. Stage I Assessment: Scrutiny for completeness of applications and support documents by NABET secretariat

Applications submitted by an AO must be complete in all respects including the support documents as mentioned in the checklist in **Annexure I** of the Scheme. The main points to be kept in mind by the AO/ACOs are -



- a. Ensure that proposed candidates meet the requirements of the Scheme both in respect of qualification and experience for all ECs, FAEs, AECs, Mentors, FAAs and TMs. An EC can be proposed for a maximum of 5 Sectors, AEC for maximum 2 sectors, FAE for a maximum of 4 functional areas and a FAA for a maximum of 2 functional areas.
- b. An expert may be proposed both as an EC and FAE, provided s/he meets this Scheme's requirements.
- c. The application must have at least three eligible in-house experts - one EIA coordinator and two other FAEs.
- d. CVs of experts must be submitted in Formats given in **Annexure IV, IV A, IV B**, as applicable. AOs/ACO are advised to provide specific experience separately for each sector and functional area. An incomplete CV can delay the processing of the application or may also result in non-approval of candidate.
- e. Empanelled candidates must submit MoU, Declaration (**Annexure V**), and NOC, where applicable, as per requirements of the Scheme
- f. Application must include proposal for eligible candidates to cover core and significant functional areas as per requirements of the Scheme. Requirement of functional areas to be covered for different Sectors is explained in **Annexure II A**.
- g. The QMS should address the procedures mentioned in **Appendix B** of this Scheme. The application must be accompanied by the QMS Manual of the organization.
- h. The consultant organization must have an arrangement with a NABL accredited and/or MOEF recognized laboratory to be used for environmental base line data generation. It can be an in-house or external laboratory. For NABL accredited laboratories, the certificate and scope of accreditation and for MOEF recognized laboratories copy of the application must be submitted.
- i. In case of applications from Universities and Research Institutes, their in-house laboratory may be considered provided it carries out work akin to EIA. Such laboratories should be equipped with necessary equipment and instruments to carry out analyses of parameters required for EIA studies and have proper systems and staff for the same. These are visited by NABET assessors and based on their report a decision is taken by the accreditation committee.
- j. For external laboratory, a copy of the MoU between the AO/ACO and the laboratory must be submitted with the application for accreditation indicating clearly the duration and scope along with other relevant details (see section C 7.0).
- k. Candidates seeking approval as EC, FAE and FAA based on her/his experience must submit relevant documents in support as specified in Scheme. The AO/ACO needs to submit similar documents for persons being proposed as AEC and TM.
- l. Check lists of documents to be submitted with the application are given in **Annexure I, IA and IB** for IA, SA and RA respectively.

## C2.2. Stage II – Technical review of documents by NABET assessor

Once the application is checked for its completeness by the NABET secretariat, the technical contents of the documents are assessed by the principal assessor for conformity with the Scheme. After the evaluation, NABET informs the AO of the non-conformances (NC) and/or observations, if any, in the specific format. The closure actions submitted by the AO/ACO are assessed for completeness by the principal assessor. Candidates not fulfilling the requirements of Scheme in Stage II in terms of qualification and experience are not eligible for Stage III assessment.

For NABET to proceed further to stage III assessment, the following must necessarily be available in the application:

- a. Eligible in-house and empanelled EIA coordinator for applied sector/s.
- b. Proposed FAEs must meet the qualification and experience requirements for core and significant functional areas for the sectors applied for as given in **Annexure II A** of the Scheme.
- c. Experience details of all proposed candidates as per prescribed formats.
- d. Completed QMS manual and laboratory details as per requirements of Scheme

**Note:** An assessment fee is charged for the documentation review, as per details in **Appendix D**. In case the verification of the closure action proposed/submitted needs assessment of more than two proposed FAEs or one proposed EC, additional fee is applicable.

## C2.3. Stage III – Office assessment by NABET assessors

- a. After the successful closure of NCs and observations as mentioned above by the AO, NABET undertakes at least one full office assessment by a team of two or more Assessors. This includes interactions with the experts, verification of compliance to systems and procedures submitted with the application, field investigation practices, records, laboratory and office/support structure and the reports prepared by the AO
- b. Members of AC, TC, new assessors and NABET secretariat may also visit AO/ACO premises as observers, at NABET's cost, in case need arises.
- c. During the Stage III assessment all in-house and empanelled EIA coordinators, associate EIA coordinators, functional area experts, functional area associates, team members and mentors proposed and fulfilling the requirements of the Scheme, interact with NABET assessors. Interaction may also become necessary with laboratory staff and personnel associated with QMS.
- d. NABET informs the AO/ACO, at least 10 days in advance, the date of the office assessment. Sometimes, office assessment may have to be conducted with a notice of less than 10 days, if it is feasible for AO/ACO.

- e. To keep the schedule of assessments, it is not possible to accept any postponement of assessment dates unless it clashes with public hearing, EAC/SEAC meetings or some extra-ordinary situation at the applicants' end which cannot be avoided.
- f. If any candidate proposed for EC and/or FAE is not available during the office assessment without formal intimation to NABET, the sectors and functional areas proposed with his/her name respectively are not considered for approval. If leave of absence is sought from NABET in advance, such candidates may appear for interaction at a later date to be communicated by NABET.
- g. During the interaction with experts, relevant documentary evidences of educational qualifications and experience are examined by the assessors. Hence, such documents should be kept readily available. The work experience may not be considered, if the candidates are unable to produce documentary evidence in support of their claim of experience.
- h. In case the organization has offices at multiple locations, it must be clearly mentioned in the application giving address, location, services, staff etc. A partial assessment of a few selected locations may be conducted by NABET. The choice of locations is at the discretion of the NABET assessment team.
- i. NABET assessors may inspect the laboratory or an on-going base line data collection work, if required.
- j. During the office assessment many documentary evidences are put up by the applicant in original. Also, certain clarifications/additional information are sought by the assessors from the applicant. All such documents in soft format (scanned copies, if applicable) must be submitted to NABET by the applicant within one week of the stage III assessment.
- k. Non-conformance and observations may be raised by the assessors after the assessment or later, which are communicated to the AO/ACO by NABET. Closure actions on such NCs/Obs. must be sent to NABET by the AO within two weeks of the communication.

On receipt of closure of NCs/Obs. from the AO and clarifications/additional information from the assessors, if any, the case is put up to the accreditation committee for its review and decision.

### **C3.0 Assessment process - Initial Accreditation (IA)**

This is the first step of approval in the accreditation cycle. There are five key requirements for accreditation. The assessment criteria for these are elaborated in section C 3.1 to 3.5.

#### **C3.1. Human resource**

The candidates meeting the qualification and experience requirements specified in the Scheme are assessed by the principal and co-assessors broadly on following aspects -

- a. **EIA coordinators**– must have
  - i. knowledge of the sector/s and its probable impacts on the physical, ecological and social environments and their mitigation measures
  - ii. clarity on concept of EIAs, role of an EC and knowledge of relevant legislations, policies, practices and guidelines
  - iii. ability to plan for EIAs and coordinate the EIA team to achieve the best results
- b. **Functional area experts** – must have :
  - i. knowledge of the functional area/s applicable in EIA context
  - ii. ability to identify and quantify impacts, where applicable
  - iii. ability to suggest/vet mitigation measures and clarity of role as FAE.
- c. **Functional area associates**
  - i. Knowledge of the functional area
- d. **Associate EC, team member, mentor**

They are met by the assessors during office assessment to assess their suitability for the role proposed, but not given any marks.

**Note:** Documentary evidences in support of work experience claimed would help assessment process.

### C3.2 Field investigations and laboratory systems

To ensure data integrity, this section covers assessment of the following:

- a. Collection, quality assurance and interpretation of primary data for physical, ecological and social environment, and
- b. Collation, synthesis and interpretation of secondary data for ecological and social environment.

#### C3.2.1 Field investigation for primary data

Assessment for this section covers the following for quality assurance:

- i. verification of the scope of accreditation/recognition of the lab which should include AAQ, stack emission, water and waste water, soil and noise monitoring required for EIA study.
- ii. methodology for collection of primary data of physical environment including involvement of ECs and FAEs in selection of sampling locations, type of samples, parameters to be tested quality assurance of data collected, preservation and transportation of samples and interpretation of the data for use in EIA

- iii. methodology for collection of primary data of ecological environment including methodology followed, field equipment used, maintenance of field log book, quality assurance of data for seasonality, timing and duration of investigation identification of species; laboratory testing of field samples where applicable; interpretation of data in respect of impact on biological receptors (rare/ threatened/ endangered/ endemic species, and their habitat).
- iv. methodology for collection of primary data on socio economic aspects including the type of data to be collected; involvement of concerned FAEs; planning the scope for field based socio economic surveys, design of questionnaire for interviews and maintenance field log book.

### **C3.2.2 Collation, synthesis and interpretation of secondary data**

For secondary data on ecological and socio-economic environment assessment covers the following;

- i. methodology for identification of sources,
- ii. ground validation and
- iii. interpretation of data

### **C3.3 Quality management system (QMS)**

Since the use of QMS in developing EIAs is a comparatively recent approach, the emphasis is on the content and coverage of the systems and procedures developed and understanding of the same in the organization.

Assessment includes verifying whether all the requirements of **Appendix B** of the Scheme have been covered by documented procedures backed by forms/formats/check lists for implementation of the same; the quality of the content of the procedures developed; understanding of the system including organizational awareness of the QMS and action plan/status of implementation.

### **C3.4 Quality of EIAs –**

In IA the EIAs are examined for assessment of the quality of EIAs prepared by an applicant organization prior to getting accredited as a baseline reference. The assessment, inter alia, covers following parameters –

- i. Site and project description with photographs, layout maps, process flow diagrams of the manufacturing processes, material balance, environmentally sensitive receptors like water bodies; wetlands and estuaries, forests, wild life sanctuaries, national parks, biosphere reserves; human habitations, school and hospitals; archaeological and historic monuments; croplands industries and the like.
- ii. Consideration of alternative of sites, technology and processes.

- iii. Methodology for collection of -
  - a. Primary baseline data for physical environment (sampling location, preservation, analysis)
  - b. Secondary data (reference, relevance, authenticity, period, ground validation).
- iv. Interpretation of data for identification of environmental impacts and quantification, where applicable.
- v. Interpretation of ecological and social baseline conditions and assessment of potential impact and mitigation measures.
- vi. Risks assessment and consequence analysis including emergency plan
- vii. Environmental management plan and its monitoring
- viii. Duly signed declaration of experts' involvement in EIA preparation.
- ix. Compliance to TOR and public hearing

For a fresh applicant organization which has not carried out any EIA, this section is not applicable.

### **C3.5 Organizational commitment –**

The following requirements aim to ensure the commitment from the accredited consultants towards continual improvement

- a. Capacity building
  - i. System of assessing performance of experts,
  - ii. Identification of training needs and
  - iii. Providing necessary training for enhancement of skill and competence to deliver quality EIA.
- b. Commitments towards quality of EIAs
  - i. Preparation of clear activity chart (with milestones) from start to completion for the EIA projects;
  - ii. Meeting/s with project proponent and feasibility report/detailed project report (FR/ DPR) consultants to ensure better coordination for the EIA project and recording the same;
  - iii. System of learning from the comments of the EAC/SEAC meetings and public hearing to improve the quality of EIAs
- c. Facilities –
  - i. Use of appropriate tools and software for impact assessment
  - ii. Provision of computing and internet and video conferencing facilities,
  - iii. Library, documentation center

### C3.6 Weightage of marks

The weightage of marks for various aspects of assessment are given below:

S. No	Aspects	Marks allotted	Focus in assessment in IA
1	Quality and performance of personnel EIA coordinators FAEs	20 20	Potential of the AO
2	Quality management system	15	
3	Field investigations and laboratory systems to ensure data integrity	25	
4	Quality of EIA	10	
5	Organizational commitment	10	
	<b>Total</b>	<b>100</b>	

#### NOTE:

- An AO must score a minimum of 40% in each aspect of assessment (S. No 1 to 5 of the table) for being considered for accreditation.
- For a candidate to get approved as an EC, s/he must score minimum of 40% in knowledge about the sector and its EIA related issues as also overall. Similarly, for a candidate to get approved as FAE, s/he has to score minimum 40% or more in knowledge of the functional area/s applicable in the EIA as also overall.
- For approval of FAA, a minimum score of 40% must be obtained during interaction. Approval will be granted to FAA only for Cat B EIA projects.

### C3.7 Category of accreditation for organization and approval of experts

Accreditation for organizations and approval of experts is granted under the following two categories of the Scheme:

EIA consultant organization, EIA coordinators and functional area experts	
<b>Category A</b> Those scoring 60% or above overall in stage III assessment	<b>Category B</b> Those scoring 40% & above but less than 60% overall in stage III assessment

### C3.8 Conditions to be fulfilled for initial accreditation

- If the shortfall relates to the quality of EIA, the AO is informed of the shortcoming but accreditation is not withheld up as the EIA was prepared by the AO prior to getting accredited. However, in case of complaints about any specific EIA prepared by an AO prior to applying for accreditation, NABET reserves the right to seek clarification on the same from the AO.
- In case the short fall concerns the QMS (item No 2) the AO is given 15 days' time to improve the QMS to meet the requirements of the Scheme

- c. NABET conducts one a day assessment at the premises of the AO within 3 months to find out level of understanding of the QMS in the organization and the action plan for implementation.

### C3.9 Submission of complete application

An AO is required to submit a complete application meeting requirements of the Scheme. In case the application is incomplete, the AO is informed by NABET of the aspects in which the same is incomplete. The AO is required to submit all details to make the application complete as early as possible for further processing of application. If the application remains incomplete even after six month from the date of initial application, it is treated as closed and the AO needs to submit a fresh application with requisite fees, should it wishes to be considered for accreditation under the Scheme.

### C3.10 Self-assessment checklist

It is important that the application submitted by an applicant organization is complete in all respects, which would facilitate quick processing of the same. Also, it helps the organization in facing office assessment by NABET assessors if it is well prepared for the same. To help the consultant organizations on the above, self-assessment formats have been developed both for completeness of application and for preparedness for assessment by NABET for IA, SA and RA and are given in **Annexure VIII**.

### C4.0 Assessment process - Surveillance Assessment (SA)

Surveillance assessment (SA) falls due after 18 months of initial accreditation (which is effective from the date of office assessment for initial accreditation). Application for SA in prescribed format, accessible from QCI/NABET website, is required to be submitted to NABET at least 3 months before the due date i.e. 15 months after IA. The application must be complete with all relevant documents which include a list of EIAs carried out after IA, list of experts involved in the EIAs, copy of the QMS manual, details about laboratory arrangements, etc. A checklist of the documents to be submitted is given at **Annexure I A**.

SA cannot proceed in the following cases

- i. Non-submission of satisfactory response to NC/ Obs. of initial accreditation
- ii. MoEFCC recognized or NABL accredited labs have not been used after IA (provisions of section 2.1 i are applicable for universities and research institutes)
- iii. Non-compliance to conditions of accreditation and non-payment of pending dues
- iv. Non-fulfillment of requirements of core and significant functional areas
- v. Non-fulfillment of requirements of 3 in-house experts (one EC plus two other FAEs)



**Note:**

- i. In the event, an approved expert has left the ACO three months prior to the date of application for SA, an ACO can put up a proposal for approval of an alternative eligible In-house/emp. candidates for the applicable core and significant FAs.
- ii. In event of resignation of any of the approved EC/FAE, earlier than 3 months prior to the date of application of SA, replacement to be proposed by the ACO within defined timeline.

There are five key requirements in SA for continuation of accreditation. These are detailed in C 4.1 to C 4.5.

### **C4.1. Performance of approved experts**

The ECs and FAEs experts approved in the SA are assessed by the principal and co-assessors on the following aspects -

**a. EIA coordinators must have**

- i. Site familiarity through visit to the site to plan for EIAs
- ii. Completeness of impact assessment covering all aspects in respect of physical, ecological, social and risk related issues.
- iii. Completeness of EMP addressing all impacts along with budgetary projections and monitoring plan

**b. Functional area experts must have**

- i. Visited the site for familiarization and involvement in selection of sampling locations, collection and supervision of sampling for primary data
- ii. Identified and quantified impacts, where applicable
- iii. Made contribution to EIA report in its functional area and EMP.

**Note:**

- a. For the experts seeking up-gradation in category of approval, in addition to the performance, the efforts made by them to improve/excel in approved sectors/ functional areas are also reviewed carefully.
- b. Documentary evidences in support of work carried out during period under SA must be available for ECs/FAEs
- c. In case an approved expert was not involved in any EIA for the period after IA and up to SA, s/he may be allowed to 'continue by default' for the concerned sector or functional area as per recommendation of Assessors.

## C 4.2 Field investigations and laboratory systems

Implementation of the methodologies developed in the initial accreditation process is assessed in respect of the following:

**a. Physical environment –**

- i. involvement of ECs and FAEs in sampling protocols,
- ii. quality assurance of data in collection, preservation and transportation of samples
- iii. interpretation of the data for use in EIA.
- iv. information relevant to the baseline data including name, address of laboratory, analysts, type of sample; duration/dates of analysis, method of analysis; no of samples analyzed.
- v. the analysis report must be signed by the analyst and the head of the lab.

**b. Ecological environment –**

- i. involvement of concerned FAE in field investigation; field equipment used; observations recorded in field log book for collection of primary data as well as validation of secondary data,
- ii. quality assurance of data for seasonality; timing and duration; and identification of species;
- iii. laboratory testing of field samples, as applicable; interpretation of data in respect of impact on biological receptors (rare/ threatened/endangered/endemic species, and their habitat).

**c. Socio-economic environment –**

- i. methodology for collection of primary data on socio economic aspects including the type of data to be collected;
- ii. involvement of concerned FAEs in planning the scope for field based socio economic surveys, design of questionnaire for interviews, and maintenance field log book.
- iii. quality assurance- including customization of the methodology, sample selection etc

**Note:** Documentary evidences in support of above would help the assessment process.

## C4.3 Quality management system

This includes compliance to the various procedures developed during the initial accreditation process in the Quality manual of the ACO.

Address various elements of QMS as required under the NABET Scheme **Appendix B**.

The ACO is also expected to demonstrate corrective action and preventive action taken for deficiencies pointed out in QMS during initial accreditation with relevant documents, if applicable.

#### C4.4 Quality of EIAs prepared by the ACO –

Assessment criteria for this are similar to that in IA. In addition, the efforts made by the ACO to improve quality of EIA will also be assessed.

#### C4.5 Organizational commitment

Assessment criteria for this are similar to that in IA namely capacity building for ECs/FAEs/FAAs/AECs/TMs, commitments towards quality of EIAs and facilities provided, with stress on implementation since being accredited.

#### C4.6 Compliance to conditions of accreditation

Assessment to cover the conditions of accreditation mentioned in the NABET's letter of IA. It broadly includes timely information and replacement by the ACO of approved experts leaving the organization; utilizing only approved experts of appropriate category for preparing EIAs; providing statement countersigned by ECs and FAEs involved in preparation of EIA in prescribed Format at the beginning of the EIA report and after timely payment of all dues to NABET.

S. No.	Aspects	Marks allotted	Focus in assessment in SA
1	Performance of EIA Coordinators FAEs	15 10	Compliance and performance of the ACO
2	Quality management system	15	
3	Field investigations and laboratory systems to ensure data integrity	25	
4	Quality of EIAs	20	
5	Organizational commitment	10	
6	Compliance to conditions of accreditation	5	
	<b>Total</b>	<b>100</b>	

#### Note:

- An ACO must score minimum 50% in each of the 6 aspects as mentioned above for continuation of the accreditation/approval status (for experts) in the same category.
- If the score is 40% to less than 50% in any of the aspects, accreditation is continued with an alert to the effect that the ACO must improve its performance in the concerned aspect/s.
- If an ACO scores less than 40% marks in any of the above aspect/s, the accreditation cannot be continued.
- In case of shortfall in marks i.e. below 40%, the following provisions apply–
  - considering that QMS is a new concept in the EIA profession, if the ACO scores less than 40% in QMS, it is given 15 days' time to address the shortfalls and submit the revised QMS to NABET meeting the requirements of the Scheme. Awareness of

the revised QMS and implementation status is assessed by NABET assessors at the premises of the ACO. The ACO needs to score 40% or more in this assessment to retain the accreditation granted to it.

- if the ACO scores less than 40% marks in any aspect other than QMS, it may be given an opportunity of personal hearing by the AC to explain its case before the final decision on the case.

#### C4.7 Conditions to be fulfilled for continuation of accreditation -

- In case a major non-compliance/discrepancy/mis-representation of facts is observed in EIA reports prepared by ACO during period under surveillance, the accreditation may not be continued. However, the ACO may be given an opportunity of personal hearing before final decision is taken by accreditation committee
- The ACO is informed of the scores of Stage III assessment for the organization as well as individuals with comments on areas of improvements, if any. In case an ACO is not approved and wishes to re-apply or upgrade from category B to category A, it may do so after a gap of 3 months and on ensuring that the shortcomings mentioned have been adequately addressed. The organization is subsequently assessed as per SA norms. Fees as per SA are applicable.

#### C4.8 Category of accreditation of organization and approval of experts

Accreditation for organizations and approval of experts is granted in following two categories under the Scheme:

EIA consultant organization, EIA coordinators and Functional area experts	
<p><b>Category A</b> Those having category A in initial accreditation and scoring 50% or above overall, in stage III assessment Those having category B in initial accreditation and scoring 60% or above overall in stage III assessment</p>	<p><b>Category B</b> Those having category B in Initial accreditation and scoring 50% and above but less than 60% overall in stage III assessment</p>

#### C4.9 Scoring requirements for experts/candidates -

- If a candidate/expert assessed for an EC or FAE scores less than 40% in stage III assessment, s/he will not be approved under the Scheme.
- If an approved expert assessed in SA scores 40% and above but less than 50%, s/he will be issued an 'Alert'. If s/he was approved for category A in IA, her/his approval category may be revised to category B, depending on the seriousness in shortfall in performance.
- If an approved expert assessed in SA gets 50% or more, her/his approval gets continued in the same category as in IA. If s/he scores 60% or more and was earlier approved as cat B, s/he is up-graded to cat A, provided s/he fulfils the requirements of scheme.
- An expert approved in category B seeking up-gradation to category A may be proposed by the ACO for the same either in the next assessment (RA) or after a gap of 3 months

from the date of last assessment provided s/he meets the qualifications and experience requirements for cat. A for an EC/FAE or has addressed the shortfalls of earlier assessment, as applicable

- v. To upgrade from category B to A, the expert may work as team member under an approved expert of category A. Necessary documents on additional experience for up-gradation since last assessment are to be submitted along with the application. Such an expert needs to score 60% or above in assessment to be upgraded from category B to A.

#### C4.10 Submission of application for SA

- An ACO is required to submit its application for surveillance assessment three months in advance from the date on which SA falls due. In case the application is not received till the date when SA falls due, the ACO is given a 15 days' notice followed by a reminder notice of another 15 days. In case the application is not received even after the reminder notice, sectors approved for the ACO are removed from the list of accredited consultants.
- If the ACO does not submit the complete application for SA even on expiry of 3 months after the SA falls due, the case is treated as closed and the name of the organization removed from the ACO list. The ACO needs to apply afresh with requisite application fees if it wishes to be considered for accreditation under the Scheme and is assessed as per IA norms.
- In case an ACO submits the application in time but the same is incomplete in terms of details to be submitted, the ACO is given a 15 days' notice followed by a 2nd notice of 15 days. In case the application is not complete even after the 2nd notice, same procedure as in a) and b) above applies.
- In case recruitment of expert/s is needed for completeness of the requirement of the Scheme, the ACO is given 3 months' time for recruitment of new expert. If the application remains incomplete after 3 months, same procedure as in a) and b) above applies.
- For an ACO falling under a), b) and c) above, irrespective of when the complete SA application is submitted the next assessment namely re-accreditation falls due as scheduled i.e. 36 months after IA.

#### C4.11 Self-assessment checklist

Self-assessment checklist for completeness of application and for preparedness of the ACO for assessment by NABET for SA is given at **Annexure VIII**.

#### C5.0 Assessment process: Re- accreditation

Accreditation cycle under the Scheme is 3 years and re-accreditation (RA) falls due after 3 years of initial accreditation. Application for RA in prescribed format, posted on QCI/NABET website, is required to be submitted to NABET three months before the due date i.e. 18+15=33 months after IA. The application must be complete with all relevant documents which include a list of EIAs carried out since SA, list of experts involved in the EIAs, copy of the QMS manual, details about

laboratory arrangements, etc. A checklist of the documents to be submitted is given at **Annexure I B**.

For becoming eligible for RA, an ACO must meet the following requirements –

- i. All NCs/Obs. issued in SA have been closed satisfactorily
- ii. Only MoEFCC recognized or NABL accredited labs have been used after SA (provisions of section C2.1 i are applicable for universities and research institutes)
- iii. The ACO has at least one in-house EC and two other in-house FAEs
- iv. All core and significant functional areas, as applicable as per **Annexure IIA**, are covered as per requirements of the scheme
- v. The ACO has made all the payments due to NABET

#### **Note**

- i. Considering a situation that an approved expert may have left the ACO in recent past (3 months prior to the date of application) and it did not have enough time to get an alternate candidate approved, if an ACO puts up in its application eligible in-house/emp. candidates for the applicable core and significant FAs, it may be accepted.

- ii. In event of resignation of any of the approved EC/ FAE more than 3 months prior to the date of application, replacement is to be proposed by the ACO within defined timelines  
Re-assessment broadly follows the criteria of initial assessment with emphasis in improvements achieved. This includes performance of approved experts, implementation of QMS, integrity of field investigation and laboratory work, quality of EIAs completed since accreditation and organizational commitment towards developing quality EIAs.

There are six key requirements in RA assessment for re-accreditation. These are detailed in C5.1 to C5.6.

### **C5.1 Performance of approved experts**

#### **a. EIA coordinators –**

- i. Updation in knowledge about sector, regulations & development in EIA field
- ii. Site familiarity to plan for EIAs
- iii. Completeness of impact assessment (including for ecological, social, risk related) and quantification, where applicable
- iv. Completeness of EMP addressing all impacts with budget & monitoring plan

#### **b. Functional area experts –**

- i. Updation about regulations & on latest developments in the concerned FA

- ii. Site familiarity and role in collection/ supervision of primary data
- iii. Identification of all impacts and quantification, where applicable
- iv. EMP addressing all impacts and monitoring plan.

**Note:**

- Documentary evidences in support of work carried out during period under RA must be available for ECs/FAEs.
- Fresh EC/FAE proposed during RA for approved EC/FAE seeking change in scopewill be assessed as per IA norms.

### **C5.2 Quality management system**

This includes implementation and compliance to the updated QMS including NC/Obs. issued in SA, if any. The stress is on assessing improvements in implementation of QMS across the organization and whether all requirements of **Appendix B** of the Scheme are addressed.

### **C5.3 Field investigations and laboratory systems to ensure data integrity**

Issues to be covered are similar to that in SA which is described below with stress of improvements achieved since SA.

#### **a. Physical Environment**

- i. involvement of ECs & FAEs in sampling protocols,
- ii. quality assurance of data in collection, preservation and transportation of samples
- iii. interpretation of the data for use in EIA.
- iv. information trail (for identified EIA project) is checked for the baseline data including name & address of laboratory, analysts, type of sample, duration/dates of analysis, method of analysis, no of samples analyzed, whether the analysis report signed by the analyst and the head of the lab.

#### **b. Ecological Environment –**

- i. involvement of concerned FAE in field investigation, field equipment used, field log book maintained,
- ii. quality assurance of data for seasonality, timing, correctness in identification of species;
- iii. laboratory testing of field samples, as applicable;
- iv. Interpretation of data in respect of stress on habitat, species, and endangered/ endemic including conservation/preservation.

### c. Socio-economic Environment –

- i. involvement in collection of primary data of socio economic environment including identifying the type of data to be collected;
- ii. field questionnaires used, maintaining field log book etc;
- iii. quality assurance- including customization of the methodology, sample selection etc.

### C5.4 Quality of EIAs prepared by the ACO

Assessment criteria for this are similar to that in IA with a stress on efforts made by the ACO to improve quality of EIA since IA.

### C5.5 Organizational commitment –

Assessment criteria are similar to that for SA. Stress is on how effective is the implementation of the systems adopted and improvements achieved since SA.

### C5.6 Improvements achieved –

Assessment would include improvements made since IA in the areas of

- i. Performance of approved experts
- ii. Quality of baseline data
- iii. Enabling factors including facilities provided
- iv. Quality of EIA

### C5.7 Compliance to conditions of SA

During stage II and stage III assessments, compliance to the conditions given after SA for continuation of SA is seen for the ACO to be eligible for RA but no marks are given.

### C5.8 Weightage of marks

S. No.	Aspects	Marks allotted	Focus in assessment in RA
1	Quality & performance of personnel EIA coordinators FAEs	10 10	Performance and improvement of the ACO
2	Quality management system	15	
3	Field investigations and laboratory systems to ensure data integrity	20	
4	Quality of EIAs	30	
5	Organizational evaluation/commitment	5	
6	Improvements achieved	10	
7	Compliance to conditions of accreditation	-	
	<b>Total</b>	<b>100</b>	



### C5.9 Conditions to be fulfilled for re-accreditation

- i. An ACO needs to score 40% or more in each aspect of assessment as mentioned above for being considered for re-accreditation.
- ii. In case the ACO scores less than 40% marks in any aspect it may be given an opportunity of personal hearing by the AC to explain its case.
- iii. Requirements for laboratory arrangement, minimum IH employees and experts to cover the functional areas shall be same as those mentioned for IA and SA above.
- iv. In case a major non-compliance/discrepancy/mis-representation of facts is observed in EIA reports prepared by ACO during period under assessment, renewal of the accreditation may not be considered. However, the ACO may be given an opportunity of personal hearing before final decision is taken by Accreditation Committee
- v. Above conditions are in addition to requirements of initial accreditation, which are also applicable.

### C5.10 Category of accreditation/approval -

Accreditation for organizations and approval for experts are given in two categories as in IA and mentioned in Section 3.7 above.

### C5.11 Additional points for re-accreditation

Additional points for EIA coordinators and functional area experts: category A and B-

- a. If a candidate/expert assessed for an EC or FAE scores less than 40% in stage III assessment, s/he is not approved under the Scheme.
- b. Up-gradation of ECs and FAEs from cat. B to cat. A – an expert approved in category B and seeking to be upgraded to category A may be considered with the SA or RA application provided s/he meets the qualifications and experience requirements for Cat. A EC/ FAE, as applicable. Such an expert needs to score 60% or above overall in Stage III to be upgraded from category B to A. To meet the requirements of a cat. A expert or to upgrade from B to A, a candidate may work as team member under an approved expert as per TM provision of the Scheme. Necessary documents on additional experience since last assessment are to be submitted along with the application.
- c. The AO/ACO is informed of the scores of stage III assessment for the organization as well as individuals with comments on areas of improvements, if any. In case an AO/ACO is not approved and wishes to re-apply, it may do the same after a gap of 3 months ensuring the shortcomings mentioned have been adequately addressed. The same applies for individuals as well. A similar approach is followed if a consultant organization accredited in category B wishes to upgrade itself to category A. Assessment is carried out as per RA/ SA/IA norms, as applicable.

### C5.12 Timely submission of application

Similar approach as in SA is followed in case the application from an ACO for RA is not received 3 months prior to the date when the RA falls due.

### C5.13 Self-assessment checklist

Self-assessment checklist for completeness of application and for preparedness of the ACO for assessment by NABET for RA is given at **Annexure VIII**.

## C6.0 Assessment of candidates for different organizations

Organizations are accredited mainly on the basis of quality of their personnel, apart from other facilities/ capabilities available. An individual's contribution in the EIA process is assessed in the context of overall capability and resources of the organization. The conditions for approval of individual in-house and empanelled experts are explained below:

- a. **For in-house experts** –Approval of in-house experts (EC or FAE) would be 'co-terminus' with her /his leaving the parent consultant organization, where the expert is assessed i.e. approval status of any 'approved' expert leaving the parent organization ceases. However, such an expert may be proposed as a fresh candidate by a new AO/ ACO and would undergo assessment as per the Scheme
- b. **For empanelled experts** –The number of AO/ACOs that an empanelled expert may be associated with is explained at section 5.1.7 of Scheme above. In case an empanelled expert applies on behalf of a fresh AO/ACO, s/he would undergo assessment as per the Scheme once again for the sector/FA applied for. The new AO/ACO proposing her/his candidature need to enclose the current empanelment status of the expert and also prior history of empanelment, if any, duly signed by both, the expert concerned and the CEO/ authorized signatory of the AO/ ACO.

Assessment of a candidate for an organization is carried out in context of the sectors applied for, the documentary evidence submitted in support of the experience, performance/ quality of work carried out for other AO/ACOs with whom the expert is/ was associated, and how s/he fares in the interaction with the NABET assessors during stage III assessment. It is, therefore, not guaranteed that if one is approved for certain sectors and/or functional areas with an ACO, automatically gets approved for such sectors/functional areas for another AO/ACO.

The candidates (in-house or empanelled) who were approved earlier and have shifted organization, can be utilized in EIA preparation process by the new organization wherein they have joined, only after following the defined approval process.

## C7.0 MOU/Agreement /NOC

### C7.1 Between AO/ACO and external laboratory

In case an AO/ACO utilizes an external NABL accredited or MoEFCC recognized laboratory, there must be an MOU/ Agreement between them addressing the following –

- a. Name of the ACO & Labs
- b. Scope of services covered by NABL accreditation/ MoEFCC recognition
- c. Name of parameters covered by the agreement
- d. Duration of association
- e. Name of project/s (preferably)
- f. Financial terms including rates for specific items of work (all payments to the laboratory for services rendered to be made through Bank)
- g. Signature of CEO/ Head of ACO & authorized signatory of lab

### C7.2 Between AO/ACO and empanelled expert –

In case an AO/ACO utilizes an empanelled expert, there must be an MOU/Agreement between them addressing the following to be submitted with the application–

- a. Name of the expert & AO/ ACO
- b. Name of sectors/ functional areas for which services are provided
- c. Scope of services covered
- d. Duration of association
- e. Specific roles & responsibilities of empanelled expert
- f. Signature of empanelled expert & CEO/ Head of ACO
- g. All payments to the empanelled experts for services rendered to be made through Bank.

### C7.3 Contents of NOC

All empanelled experts associated with an NGO or a Research/Academic institute need to furnish a No Objection Certificate (NOC) from the Registrar of the university, Principal of the college or the Head of the NGO/Research/Academic institute, respectively. The NOCs must address -

- a. Name of the expert
- b. Name of the Scheme and EIA project/s for which the NOC is granted
- c. Validity of the NOC
- d. Name of sector and/ or functional area for which services are offered

## C8.0 Further classification of consultants

It may be noted that initially the EIA consultant organizations are being accredited under two categories. – A & B. However, going forward, it is proposed to further classify the consultants in more detail to afford the project proponents to select the right consultant with right degree of expertise, experience, systems and facilities. The accredited consultants are, therefore, advised to keep the QCI – NABET informed of EIA projects carried out by them, the number of EIAs approved by the Govt., improvements in their organization and other relevant information, on yearly basis.

Clients wishing to get EIAs carried out for reasons not covered by the MoEFCC Notification dated September 14, 2006 and its' subsequent amendments, are welcome to use the identification of capable consultants on a scientific basis by NABET and posted on QCI website.

## C9.0 Cases of re-application/up-gradation from Cat B to Cat A

- i. **For consultant organization/s** – the consultants who fail to get category A classification or any category of accreditation, are informed by NABET of the areas in which they need to improve to get desired accreditation. Such consultant organizations may re-apply to QCI/NABET with the requisite application fee after a gap of at least 3 months from last assessment for accreditation or up-gradation, once they feel confident of having fulfilled the necessary requirements. The assessment is carried out on IA/SA/RA norms, as applicable.
- ii. **For individuals** – the cases of individual candidates who fail to get approved in category A or in any category, may be applied by the ACO after 3 months of earlier results being put up on QCI-NABET website, making sure that the shortcomings of the assessment have been addressed. Details of experts as per requirements of IA/SA/RA norms are to be submitted by the ACO, as applicable and they undergo assessment accordingly, either at ACOs premises or at NABET office. Requisite fees are applicable.

Appendix D  
**ACCREDITATION FEES**

## Appendix D

### Accreditation fees structure

S. No.	Aspect	Fees
1	Application Fee	Not exceeding 10 proposed candidates <sup>1</sup> –Rs. 30,000/ Not exceeding 15 proposed candidates – Rs. 40,000/ Not exceeding 25 proposed candidates – Rs. 50,000/ More than 25 proposed candidates – Rs. 60,000
2	Stage II (technical review of documents) by assessors	Up to 15 candidates <sup>2</sup> – 2 person days 16 to 30 candidates – 3 person days 31 to 45 candidates – 4 person days 45 and above candidates – 5 person days
3	Stage III (office assessment)	IA Up to 15 candidates <sup>3</sup> – 2x2 person days 16 to 30 candidates – 2x3 person days 31 to 45 above – 2x4 person days 46 and above – As appropriate SA & RA would have 1x2 additional person days to check compliance to conditions of accreditation & QMS
4	Analysis of office assessment and preparation of the final assessment report by assessors	Up to 30 candidates <sup>3</sup> – 1x1.5 person days More than 30 candidates – 2x1.5 person days
5	Annual fee including accreditation cost	
	a. Annual fee – -operation and administrative costs.	Rs. 8,000/ sector
	b. Accreditation costs incl. organizing AC meeting/s	As per slabs mentioned in 1 above (for application fee). Only approved experts are considered for billing
6	Supplementary assessment for FAEs and expansion of scope	<b>At QCI/NABET – (up to 6 candidates)</b> <ul style="list-style-type: none"> <li>*Document assessment – ½ person day up to 6 candidates</li> <li>• Interaction and report making – 2 x ½ person days up to 6 candidates</li> </ul> <b>At AO/ACO's premises – (7 -12 candidates)</b> <ul style="list-style-type: none"> <li>*Doc assessment :7 – 12 candidates – 1 person day 13 - 25 candidates – 2 person days</li> <li>• Interaction and report making – 2 x 1 person days for 7 to 12 candidates</li> </ul> * applicable for cases of expansion of scope If, more than 12 candidates, appropriate fees are applicable

S. No.	Aspect	Fees
7	QMS implementation assessment	2 x ½ person days
8	Request for review of decision/ appeal by AO/ACO to NABET	25,000/-
<b>Travel and stay of assessors – at actual</b>		

**Note:**

- a. Applicable service tax (14% at present) payable by the AO/ACO
- b. ‘Person days’ charges are Rs. 18,000/ at the present. Numbers of days for assessment are estimated based on the number of candidates to be interviewed, size of the organization, documents/laboratory to be seen etc. QCI/NABET reserves the right to revise the person day rate, if deemed necessary.
- c. ‘Accreditation costs’ in 5b above cover the costs of compiling the assessment reports, organizing Accreditation Committee meetings, presentation of the cases to the AC etc.
- d. Fees charged towards accreditation for sectors (5a above) partially cover the costs of operating the Scheme.
- e. ‘Candidates’ mean personnel proposed/assessed as EIA coordinator, FAEs and FAAs
  - Candidate<sup>1</sup> – refers to all candidates proposed as ECs, FAEs and FAAs in application
  - Candidate<sup>2</sup>- refers to all candidates as a part of application in Stage I & II
  - Candidate<sup>3</sup> – refers to all candidates assessed during office assessment
- f. If a candidate has been proposed as EC and FAE both, it is counted as 2.
- g. ‘Experts ’in 5b above mean candidates approved as EIA coordinators, FAEs and FAA.
- h. Economy class air fare/organization’s guest house or Hotel (boarding and lodging, equivalent to 3 star facility), local travel by AC car/ taxis are paid at actuals by the applicant to NABET. The consultant organization may also make the ticketing & other arrangements as per the requirements, if requested by NABET.
- i. The fee is to be paid by a demand draft payable at Delhi or a local cheque of Delhi in favour of “Quality Council of India”.
- j. Only the application fee is to be sent along with the application. Applications not accompanied by the application fee are not considered.
- k. The annual fee for the first year is to be sent only after the receipt of confirmation from NABET of the applicant having been approved for accreditation. Certificate is sent after receipt of full fees and expenses at NABET.





## LIST OF ANNEXURE

<b>Application Forms</b>		
1	Annexure I	Application form for IA
2	Annexure IA	Application form for SA
3	Annexure IB	Application form for RA
4	Annexure IC	Application for expansion of scope
5	Annexure ID	Application for supplementary assessment
6	Annexure IE	Format for team member
<b>Sectors Details</b>		
7	Annexure II	Project sectors
8	Annexure IIA	Grouping of sectors with functional areas requirements
<b>Annexure III- Deleted</b>		
<b>Proposed Candidates</b>		
9	Annexure IV	Resume format
10	Annexure IVA	Sectoral experience of ECs
11	Annexure IVB	Specific experience of FAEs
12	Annexure V	Declaration for empanelled experts
<b>Organizational Experience</b>		
13	Annexure VI A1	List of EIAs prepared during the period between IA and SA or between SA & RA
14	Annexure VI A2	Status of association of approved experts as on date and their earlier approval
15	Annexure VI A3	Details about laboratories utilized
<b>Approved Candidate</b>		
16	Annexure VI A4	EIA coordinators – experience since approval
17	Annexure VI A5	Functional area experts – experience since approval
<b>Others</b>		
18	Annexure VII	Format for signed declaration of experts involved in the EIA
19	Annexure VIII	Self-assessment checklist

## Annexure – I

### Application Form for Initial Accreditation

(Kindly attach separate sheets if necessary for more information)

1) Name and address of the consultant organization

a. Head Office

\_\_\_\_\_

b. Branch Office/s

\_\_\_\_\_

Affix passport size  
photograph of the  
contact person

2) Name of the head of the consultant 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 (✓) 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)

--	--

--	--

--	--	--	--

6) Year of establishment

--	--	--

7) Services provided by the organization

.....

8) EIA related activities initiated from

Month.....Year.....

- 9) Number of Employees
  - Total number of employees .....
  - Employees engaged in EIA / environmental activities .....
- 10) Annual income of the organization in Indian Rupees (attach balance sheet and IT returns for the last 3 years)
  - Total income
  - EIA 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 EIA work may be detailed out (**attach organization chart and other details**).
- 12) Indicate the project sectors and their numbers for which accreditation is sought.

S. No.	Name of Sector	Sector No as per Annexure II.

- 13) Candidates proposed –

Qualifications and professional experience of candidates proposed as in-house or empanelled experts to be given as in table below. Attach CVs as per **Annexure IV, IV A and IV B**. in support of experts’ qualification, experience and exposure. Also, in case of empanelled experts, attach declarations of their involvement as EIA coordinators/unctional area expert in applicant organization and others, in the format given in **Annexure V**

S. No.	Name	IH/Emp	Annexure		
			IV (Y/N)	IVA (Y/N)	IVB (Y/N)
<b>EIA coordinators</b>					

S. No.	Name	IH/Emp	Annexure		
			IV (Y/N)	IVA (Y/N)	IVB (Y/N)
<b>Associate EIA coordinators (IH only)</b>					
		IH			
		IH			
		IH			
		IH			
<b>Functional area experts</b>					
				NA	
				NA	
				NA	
				NA	
<b>Functional area associates (IH only)</b>					
		IH		NA	
		IH		NA	
		IH		NA	
		IH		NA	

*Documentary evidence in support of the stated experience, exposure and training of the proposed EIA coordinators and functional area experts to be provided to NABET assessors during office assessment.*

#### Abbreviation for the functional areas

S. No.	Functional area	Abbr	SI	Functional area	Abbr
1	Land Use	LU	7	Socio economics	SE
2	Air pollution monitoring, prevention and control	AP	8	Hydrology, ground water and water conservation	HG
3	Meteorology, air quality modelling, and prediction	AQ	9	Geology	GEO
4	Water pollution monitoring, prevention and control	WP	10	Soil conservation	SC
5	Ecology and bio-diversity	EB	11	Risk assessment and hazard management	RH
6	Noise and vibration	NV	12	Solid and hazardous wastes	SHW*
*SHW comprises Municipal Solid Wastes (MSW), Industrial Solid Wastes (ISW) and Hazardous Wastes (HW)					

- 14) Please confirm if the proposed In-house/empanelled candidates for ECs and FAEs meet the Scheme's requirements for the sectors applied for as per **Annexure II A**.

Fill in the information below:

S. No	If applied for sectors falling in group (Y/N)		If in-house/empanelled candidates proposed for the relevant functional areas as per Annexure II A												
			In-house (Y/N)				In-house or empanelled (Y/N)								
1	Gr1		AP	AQ	WP	-	LU	N	EB	SE	HG	HW, ISW	RH		
2	Gr 2		AP	AQ	-	-	LU	WP	EB	SE	N	ISW	RH		
3	Gr3		WP	SE	EB	-	LU	AP	AQ	NV	Geo	HG	SC	HW, ISW	RH
4	Gr4		AP	WP	ISW	-	LU	AQ	Geo	SE	RH	HW	EB		
5	Gr5		WP	EB	SE	-	LU	AP	AQ	NV	SC	SHW	HG	RH	
6	Gr 6		SHW	WP	-	-	LU	AP	AQ	EB	SE	Geo	HG	RH	
7	Gr 7		WP	MSW	-	-	LU	AP	N	EB	SE	HG	SC		

15) Field monitoring for collection of baseline physical environmental data done by:

In-house laboratory

External laboratory

- Whether the laboratory is NABL accredited or MoEFCC recognized –
- If the laboratory is NABL accredited – whether it covers the scope (water & waste water, ambient air quality, stack emission, soil, noise)

Also, attach the NABL Certificate with scope of accreditation

- If the laboratory is MoEFCC recognized, please attach the relevant Gazette Notification.
- For all external laboratories, please submit the copy of the agreement/MoU as per section C 7.1 of **Appendix C** with the laboratory mentioning the scope of work to be handled by them.

16) Furnish details of prediction model/software available in respect of

- Air environment \_\_\_\_\_
- Water environment \_\_\_\_\_
- Noise environment \_\_\_\_\_
- Any other \_\_\_\_\_

17. Organization's experience in EIA Studies;

**No of EIAs in last 3 years -** (provide details below)

Sector no. of EIAs as per Annexure II	Name of the project (name maximum 5)	Category A/B	Clearance status	Cost of project and cost of EIA

18. Enclose soft copy of one EIA report prepared by the organization in the preceding two years from the date of application. In case an AO has not yet prepared any EIA under its banner, it may send a soft copy of an EIA prepared earlier by one of the candidates proposed as EIA coordinator.

19. Enclose a copy of Quality Management System manual

20. The application must be submitted along with the fee as applicable (see **Appendix D**) of the Scheme. The details (Demand Draft/Cheque should be provided as under,

a. Amount paid.....

b. Mode of payment and number.....(DD/cheque)

e. Date of issue.....

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

21. **Declaration**

We have carefully read all requirements of NABET's scheme for accreditation of EIA consultant organizations. 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 IPC members 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 \_\_\_\_\_

### Checklist of Enclosures – for IA Application

Ensure that the following are enclosed with the application:-

Documents to be enclosed		Yes/ No
1.	Filled in Application form with the photograph of the contact person ( <b>Annexure I</b> )	
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 EIA as well as in other activities	
6.	<b>Annexure IV</b> and <b>Annexure IV A</b> - signed resume of EIA coordinator/s and associate EIA coordinator with photographs	
7.	<b>Annexure IV</b> and <b>Annexure IV B</b> - signed resume of Functional area experts and Functional area associates with photographs	
8.	<b>Annexure V</b> - Declaration of empanelled EIA coordinator/s and Functional Area Expert/s of their association with applicant organization AO or other organizations, if applicable. Also, an NOC, as applicable.	
9.	Copy of the certificate, scope of accreditation for NABL accredited laboratories and MoU/ Agreement	
10.	Gazette Notification and the copy of application for MoEFCC recognized laboratories	
11.	QMS Manual meeting the requirements of <b>Appendix B</b> of the Scheme	
12.	Names of models/ software being used for generation/interpretation of data and impact assessment	
13.	List of EIAs prepared in last 3 years	
14.	Soft copy of one EIA report prepared in preceding two years.	
15.	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 – IA

### Application Form for Surveillance Assessment

(Attach separate sheets if necessary for more information)

1) Name and Address of EIA Consultant Organization

a. Head Office

\_\_\_\_\_

b. Branch Office/s

\_\_\_\_\_

Affix passport size  
photograph of the  
contact person

2) Name of the head of the consultant organization with designation

\_\_\_\_\_

3) Contact details with the name of the contact person

Name : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel No. \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Alternate Email \_\_\_\_\_

Website: \_\_\_\_\_

4) Status of sectors and functional areas

a. Sectors:

i. Approved in initial assessment and prior to application for Surveillance assessment (SA):

ii. Additional proposed with SA application:

b. Functional areas:

i. Approved in initial assessment and prior to SA application

ii. Proposed with SA application

5) Services provided by organization

a. Before accreditation

b. After accreditation (new field ventured in)



6) Date of accreditation

Date..... Month..... Year..... .

7) Annual income of the organization in Indian Rupees (attach balance sheet for last financial year)

a. Total income (INR)

b. EIA related income (INR)

c. Income from Other environmental services (INR):

8) Compliance to following conditions of accreditation

S. No.	Description	Yes/ No	If yes, attach reference letter/ email/ document
1	Timely information of changes in approved experts and their timely		
2	Inclusion of names of EC & FAEs involved in EIA reports in the prescribed format		
3	Timely payments to NABET		

9) Status of employees/experts

a. Overall strength of organization (No. of employees) .....

b. Experts approved in initial assessment

Status	EIA coordinators		Functional area experts		Total
	In-house	Empanelled	In-house	Empanelled	
Number					
Number of approved experts retained after initial accreditation					
Number of approved experts inducted after initial assessment					

**Note:** Submit **Annexure V** to specify the period of engagement of all empanelled experts, (clearly specifying the period).

c. New candidates proposed

S. No.	Name	In-house/ emp.	Sector/s or functional area/s as per Scheme
New experts			
<b>EIA coordinator/s</b>			
1			
2			

Functional area expert/s			
1			
2			

**Note:** For all experts mentioned above, provide details as per **Annexure IV, IVA, IVB** and **Annexure V**, as applicable

d. List of approved experts (as per point 9b above)

S. No.	Name	IH /Emp.	Current status (with organization)	Sectors/ functional areas applied in IA	Sectors/ areas approved in IA	Sectors/ Areas dropped now	New sectors/ areas proposed in SA
<b>Approved experts</b>							
<b>EIA coordinator/s</b>							
<b>Functional area expert/s</b>							

**Note:** Organization must provide details of approved experts seeking addition/change in the sectors/functional areas as per **Annexure IV, IV A, IV B** and **Annexure V**, if applicable.

e. Functional area associates (FAA) proposed

S. No.	Name of proposed FAA	FA applied for	Name of senior approved expert	Reference MoM
1				
2				
3				
4				

10) Please confirm if the proposed in-house/empanelled candidates for ECs and FAEs meet the Scheme's requirements for the sectors applied for as per **Annexure II A**.

**Fill in the information below:**

S. No.	If applied for sectors falling in group (Y/N)	If in-house/empanelled candidates proposed for the relevant functional areas as per Annexure II A													
		In-house (Y/N)				In-house or empanelled (Y/N)									
1	Gr1	AP	AQ	WP	-	LU	N	EB	SE	HG	HW, ISW	RH			
2	Gr 2	AP	AQ	-	-	LU	WP	EB	SE	N	ISW	RH			

S. No.	If applied for sectors falling in group (Y/N)	If in-house/empanelled candidates proposed for the relevant functional areas as per Annexure II A												
		In-house (Y/N)				In-house or empanelled (Y/N)								
3	Gr3	WP	SE	EB	-	LU	AP	AQ	NV	Geo	HG	SC	HW, ISW	RH
4	Gr4	AP	WP	ISW	-	LU	AQ	Geo	SE	RH	HW	EB		
5	Gr5	WP	EB	SE	-	LU	AP	AQ	NV	SC	SHW	HG	RH	
6	Gr 6	SHW	WP	-	-	LU	AP	AQ	EB	SE	Geo	HG	RH	
7	Gr 7	WP	MSW	-	-	LU	AP	N	EB	SE	HG	SC		

11) Arrangement with laboratories

a. Laboratories being used since IA

S No	Name of the laboratory*	NABL accredited/ MoEFCC recognized / Not approved	Copy of MoU with laboratory/ agreement, defining scope of work (Y/N)
1			
2			

\*the Following details are to be provided for each laboratory being used:

**For NABL accredited laboratories**

- a. Copy of accreditation certificate
- b. Scope of accreditation

**For MoEFCC recognized laboratories**

- a. Copy of Gazette Notification and application form
- b. For external laboratory provide quality assurance procedures followed by applicant organization to ensure quality check QC and integrity of data generated by the external laboratory.
- c. Provide details of all laboratories utilized during the year as per **Annexure VI A3**.

12) Enclose a copy of current Quality Management System manual.

13) Enclose a List of :

- a. EIAs carried out/completed (as per clause 1.2.2 of **Appendix A1**) during the period between IA & SA as per **Annexure VI A1**

b. Ongoing EIAs as per **Annexure VI A1**.

- 14) To provide status of association of approved experts (in-house/ empanelled) with the organization as on date and their earlier approval/s as per **Annexure VI A2**
- 15) In case the organization or any expert proposed by it did not get approved in an earlier assessment, indicate the corrective measures taken to address the shortcomings.
- 16) The application must be submitted along with the fee as applicable (see **Appendix D**). The details (Demand Draft / Cheque, payable in New Delhi only) should be provided as under,
  - a. Amount paid.....
  - b. Mode of payment and number.....(DD/cheque)
  - c. Date of issue.....

DD/cheque to be drawn in in favour of **Quality Council of India**, payable at New Delhi.

- 17) Application of Surveillance Assessment is to be submitted in Soft Copy only– through email followed by 1 CD.
- 18) **Declaration**

We have carefully read all requirements of NABET's scheme for accreditation of EIA consultant organizations. 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 IPC members 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 \_\_\_\_\_

### Checklist of Enclosures – Surveillance Assessment

Ensure that the following are enclosed with the application:-

Documents to be enclosed		Yes/ No
1.	List of prepared/ongoing EIA Reports during the period between IA and SA giving requisite details as mentioned as <b>Annexure VI A1</b>	
2.	Updated Quality Management System manual	
3.	<b>Annexure IV, IVA and IV B</b> of all proposed experts and candidates as applicable	
4.	Declaration of empanelled EIA coordinator/s and functional area expert/s of their association with applicant organization or other organizations, if applicable, as per <b>Annexure V</b> . NOC from university/college/NGO where associated with, as applicable.	
5.	Details of laboratories used along with the scope and work orders as per <b>Annexure VI A3</b>	
6.	Soft copy of 2 EIA Reports (as identified by NABET*) including declaration with names and signatures of experts involved (in the EIA/s)	
7.	Copies of the minutes of EAC/SEAC meetings for the EIA identified by NABET	
8.	Status of experts as per <b>Annexure VI A2</b>	
9.	Soft copy of the complete application document	

**Note:**

10. Refer checklist of enclosures for IA application for inclusion with SA application
11. \*NABET selects two EIAs for detailed assessment by assessors from the list of EIAs submitted by the ACO

## Annexure – IB

### Application Form for Re-accreditation

(Attach separate sheets if necessary for more information)

1) Name and address of EIA consultant organization

a. Head Office

\_\_\_\_\_

b. Branch Office/s

\_\_\_\_\_

Affix passport size  
photograph of the  
contact person

2) Name of the head of the organization with designation

\_\_\_\_\_

3) Contact details with name of the contact person

Name : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel No. \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Alternate Email \_\_\_\_\_

Website: \_\_\_\_\_

4) Legal Status of the organization (please mark (✓) the appropriate status)

a. Public/Private/Government

b. Company/Partnership/Proprietorship/Registered Society

c. Research/Academic Institute

d. Industry association

e. Others(specify and attach necessary evidence)

Has it changed since initial accreditation, if so, please give details

5) Date of Registration/Incorporation

(Attach copy of certificate of incorporation/registration) (DD/MM/YYYY)

6) Status of sectors and functional areas

S. No.	Sectors				Functional Areas			
	Approved in IA, SA or prior to RA			Presently applied	Approved in IA, SA or prior to RA			Presently applied
	Sector	Category	Ref. AC MoM		FA	Category	Ref. AC MoM	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

7) Services provided by organization

- a. Before SA
- b. After SA (new field ventured in)

8) Date of initial assessment (DD/MM/YYYY) : \_\_\_\_\_

9) Date of surveillance assessment (DD/MM/YYYY) : \_\_\_\_\_

10) EIA activities started from (Month/Year) : \_\_\_\_\_

11) Number of Employees

a. Total no of employees : \_\_\_\_\_

b. No of employees engaged in EIA  
/ Environmental activities : \_\_\_\_\_

12) Annual income of the organization in Indian Rupees (attach balance sheet and IT returns for last 3 years from the date of this application)

Income	FY	FY	FY
Total Income (INR)			
EIA related Income (INR)			
Income from Other environmental services (INR)			

13) Organization structure

- a. Overall organization set up and detailed organizational structure for the wing/ division involved in EIA preparation including deployment of personnel
- b. For multi-location organizations, role and functions of the various units with their organizational strength and addresses

- 14) Indicate the Sl. Nos. and the sectors (as per **Annexure II**) for which Re-accreditation is sought.

S.No.	S. No. as per NABET Scheme	Name of sector
1		
2		
3		

- 15) Compliance to the following conditions of accreditation

S. No.	Description	Whether action taken Yes/No	If yes, attach reference letter/email/document
1	Submission of closure actions for Major NCs/ NC/ Obs./ Alerts issued in Surveillance Assessment as per NABET format		
2	Timely information of changes in approved experts and their timely replacement to NABET		
4	Inclusion of names and signatures of EC, FAEs and the CEO of the organization in the EIAs completed after IA/SA (as applicable)		
5	Timely payments to NABET		

- 16) Experts/ candidates that are included in this application;

- a. Experts approved in IA, SA or subsequent assessments

S. No.	Name	IH/Emp	Sectors/ FA approved	Category	AC MOM Ref.	Sectors/ FAs presently applied for, if changed *	Sectors/ FAs presently applied for, if changed*			
							Annexure			
							IV	IV A	IV B	V
<b>Approved experts</b>										
<b>EIA coordinator/(s)</b>										
<b>Functional area expert/(s)</b>										

\*Maximum 5 sectors and 4 functional areas for one expert



b. New candidates presently proposed

Sl. No.	Name	IH/emp.	Sector/(s) or Functional Area/(s) as per scheme	Whether relevant Annexures attached, as applicable (Yes/ No)			
				Annexure			
				IV	IV A	IV B	V
New experts							
EIA coordinator/(s)							
1							
2							
Functional area expert/(s)							
1							
2							

c. Functional Area Associates (FAA) proposed

Sl. No.	Name of proposed FAA	FA applied for	Name of senior approved expert	Reference MoM
1				
2				
3				
4				

**Note** – use abbreviation for the functional areas

Sl. No.	Functional Area	Abbrev.
1	Land use	LU
2	Air pollution control	AP
3	Air quality modeling	AQ
4	Water pollution control	WP
5	Ecology and biodiversity	EB
6	Noise/ vibration	NV
7	Socio economics	SE
8	Hydrology and ground Water	HG
9	Geology	GEO
10	Soil conservation	SC
11	Risks and hazards	RH
12	Solid and haz. waste (MSW/ISW/HW)	SHW

**Note** - Please refer to scheme document (section 3.2) for the scope of each of the above functional areas

- 17) Please confirm if the proposed in-house/empanelled candidates for ECs and FAEs meet the Scheme's requirements for the sectors applied for as per **Annexure II A**.

**Fill in the information below:**

SI No	If applied for sectors falling in group (Y/N)	If in-house/empanelled candidates proposed for the relevant functional areas as per Annexure II A													
		In-house (Y/N)				In-house or empanelled (Y/N)									
1	Gr1	AP	AQ	WP	-	LU	N	EB	SE	HG	HW, ISW	RH			
2	Gr 2	AP	AQ	-	-	LU	WP	EB	SE	N	ISW	RH			
3	Gr3	WP	SE	EB	-	LU	AP	AQ	NV	Geo	HG	SC	HW, ISW		RH
4	Gr4	AP	WP	ISW	-	LU	AQ	Geo	SE	RH	HW	EB			
5	Gr5	WP	EB	SE	-	LU	AP	AQ	NV	SC	SHW	HG	RH		
6	Gr 6	SHW	WP	-	-	LU	AP	AQ	EB	SE	Geo	HG	RH		
7	Gr 7	WP	MSW	-	-	LU	AP	N	EB	SE	HG	SC			

18) Arrangement with laboratories

- Whether laboratories utilized after surveillance assessment for field monitoring to collect baseline data on physical environment are NABL Accredited/ MoEFCC recognized – Yes/ No.
- If no, please mention the EIA project or parameters for which baseline data was collected by laboratory/(s) that were not NABL accredited/ MoEFCC recognized.
- Details of laboratories utilized after SA

SI	Name of laboratory with address	IH/ external	MoEFCC recognized/ NABL accredited	Whether relevant documents attached* (Yes/ No)		
				Certificate of accreditation/Gazette Notification.	Scope of accreditation	Copy of MoU with Lab with scope of work
1						
2						
3						
4						
5						

- i. For MoEFCC recognized laboratories(s), confirm if the scope of analysis includes all 5 parameters namely water, waste water, ambient air, stack emission, noise and soil characteristics.
  - ii. Also, for external NABL accredited/MoEFCC recognized laboratory(s), mention if scope of work includes collection of all samples as well.
  - iii. Complete details of all laboratories(s) utilized during the year (from SA till date) to be provided as per **Annexure VI A3**.
- 19) Enclose a copy of current Quality Management System manual fulfilling the requirements of **Appendix B** of Scheme. Also confirm if NC/Obs. issued during SA on QMS have been addressed including closure action on each of these.
- 20) Enclose a list of :
  - a. EIAs carried out/completed (as per clause 1.2.2 of **Appendix A**) since SA till date of application for re-accreditation as per **Annexure VI A1**
  - b. Ongoing EIAs as per **Annexure VI A1**
- 21) To provide status of association of approved experts (in-house/ empanelled) with the organization as on date and their earlier approval/s as per **Annexure VI A2**
- 22) In case an organization or any expert proposed by it did not get approved in an earlier assessment, mention the corrective measures taken to address the shortcomings.
- 23) The application must be submitted along with the fee as applicable (**see Appendix D**) of the Scheme. The details (Demand Draft/Cheque) should be provided as under,
  - a. Amount paid.....
  - b. Mode of payment and number.....(DD/cheque)
  - c. Date of issue.....

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

- 24) Application is to be submitted in soft copy only – through email followed by 1 CD
- 25) **Declaration**

We have carefully read all requirements of NABET's scheme for accreditation of EIA consultant organizations. 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 IPC members 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 \_\_\_\_\_

### Checklist of Enclosures – Re-accreditation

Ensure that the following are enclosed with the application:-

Documents to be enclosed		Yes/ No
1.	List of EIA Reports prepared/completed during the period between SA and RA giving requisite details as mentioned <b>Annexure VI A1</b>	
2.	To provide status of approved experts as per <b>Annexure VI A2</b>	
3.	Updated Quality Management System manual	
4.	<b>Annexure IV, IV A, IV B</b> of all proposed candidates, as applicable	
5.	Declaration of empanelled EIA coordinator/ s and Functional Area Expert/s of their association/ Agreement/ NOCs with ACO and declaration of their association with other organizations, as applicable. <b>Annexure V</b>	
6.	Details of laboratories(s) used along with the scope and work orders as per <b>Annexure VI A3</b>	
7.	Soft copy of 2 EIA Reports (as identified by NABET) having declaration with names and signatures of experts involved (in the EIA/s)	
8.	Copies of the minutes of EAC/SEAC meetings for the EIA identified by NABET	
9.	Soft copy of the complete application document	

**Note:** Refer checklist of enclosures for IA application for inclusion with RA application

## Annexure – IC

### Application for Addition/ Modification in Scope of Accreditation for Accredited Consultant Organization(ACOs)

1) Name and address of the consultant organization:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Affix passport size  
photograph of the  
contact person

2) Name of the head of the organization:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) Contact details with name of the contact person

Name : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel No. \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Alternate Email \_\_\_\_\_

Website: \_\_\_\_\_

4) Technical expertise already available with ACOs (i.e. approved experts):

**EIA coordinator/s (EC)**

S. No.	Name	Status (In- house/ Empanelled)	Sector/(s) approved	Category approved	Reference AC MoM

### Functional area expert/s (FAE)

S. No.	Name	Status (In- house/ Empanelled)	Sector/(s) approved	Category approved	Reference AC MoM

- 5) Status of sectors/ functional areas approved for consultant organization, as on date of submission of application

### Sectors

S. No.	Name of Sector	Sector No. as per EIA Scheme	Category	Reference. AC Minutes of Meeting
1				
2				
3				
4				
5				

### Functional area/(s) approved:

S. No.	Functional area	Abbrv.	Yes/No	Category	In-house or empanelled
1	Land use	LU			
2	Air pollution prevention, monitoring and control	AP			
3	Meteorology, air quality modelling and prediction	AQ			
4	Water pollution prevention, control and prediction of impacts	WP			
5	Ecology and biodiversity	EB			
6	Noise and vibration	NV			
7	Socio-economics	SE			
8	Hydrology, ground water & water conservation	HG			
9	Geology	GEO			
10	Soil conservation	SC			
11	Risk assessment and hazard management	RH			

S. No.	Functional area	Abbrev.	Yes/No	Category	In-house or empanelled
12	Solid and hazardous waste management a. Municipal solid waste (MSW) b. Hazardous waste (HW) c. Industrial solid waste (ISW)	SHW			

6) Additional sectors for which accreditation is sought:

S. No.	New sectors to be added (sector number as per NABET Scheme)	Name of the sector

7) Candidates proposed as:

a. Fresh experts

**EIA coordinator/s (EC)**

S. No.	Name	Full Time (in-house)/ empanelled	Sector/(s) applied	Annexure IV, IV A, V and MoU* attached (Y/N)

\*For empanelled experts only

**Functional area expert(s)/s (FAE)**

S. No.	Name	Full Time (in- house)/ empanelled	Functional area/(s) applied	Annexure IV, IV B, V and MoU* attached (Y/N)

\*For empanelled experts only

**Functional area associates (FAA)**

S. No.	Name of proposed FAA	FA applied for	Name of senior approved expert	Reference MoM
1				
2				
3				
4				

b. Approved experts

**EIA coordinator/(s) (EC)**

S. No.	Name	Full time(in-house)/ empanelled	Function- al area/s approved	Functional area(S)/s to be dropped	New functional area(s)/s to be added	Annexure IV, IV A, V and MoU* attached (Y/N)

\*For empanelled experts only.

**Note:** The proposed candidates who were assessed earlier and not recommended must give a separate note on additional experience/ training/ knowledge acquired since last assessment with relevant documents.

- 8) Assessment of the organization for compliance to the conditions of NABET’s accreditation letter, observations of AC MoM and/or other communication from NABET, as applicable.
- 9) Brief details (status of approval & scope) of in-house/ external laboratories, as applicable
- 10) The application must be submitted along with the fee as applicable (**see Appendix D**) of the Scheme. The details (Demand Draft/Cheque should be provided as under,
  - a. Amount paid.....
  - b. Mode of payment and number.....(DD/cheque)
  - c. Date of issue.....



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

11) Application is to be submitted in soft copy only through email followed by 1 CD

12) **Declaration**

We have carefully read all requirements of NABET's scheme for accreditation of EIA consultant organizations. 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 IPC members 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 – ID

### Application form for Supplementary Assessment

(For change in scope of approved experts, proposing new experts,  
replacements of approved experts etc)

1) Name and address of the organization

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Affix passport size  
photograph of the  
contact person

2) Name of the head of the organization

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) Contact details with name of the contact person

Name : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel No. \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Alternate Email \_\_\_\_\_

Website: \_\_\_\_\_

4) Indicate the status of the application as per recent/last assessment

Assessment (IA/ SA/ RA)	Final result of approval, sectors approved/ category and minutes of AC meeting)	Shortfalls noted in earlier assessment, if any	Reason for proposing the candidate for supplementary assessment

5) Candidates proposed for

**EIA coordinator –**

(Enclose **Annexures IV/IVA** for in-house and **Annexures IV/IVA/V** for empanelled experts)

S. No.	Name of the candidate	IH/ Emp	Sector and group applied for as per Annexure II A	Sector approved earlier	Whether FA requirements as per Annexure II A, fulfilled

**Functional Area Expert –**

(Enclose **Annexure IV/IVB** for in-house and **Annexures IV/IVB/V** for empanelled experts)

S. No.	Name of the candidate	IH/ Emp	FA approved earlier	Functional areas applied for	Core or significant FA as per Annex II A	Reason for proposing the candidate

**Note:** The proposed candidates who were assessed earlier and not recommended/ approved must give a separate note on additional experience/training/knowledge acquired since last assessment with relevant documents.

6) **Declaration**

We have carefully read all requirements of NABET's scheme for Accreditation of EIA consultant organizations. 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 IPC members 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 – IE

### Format for information on Team Member (only for in-house employees)

1	Name of the organization				
2	Name of the candidate				
3	Contact details (postal address, e-mail and phone)				
4	Period of association with the AO/ACO				
5	Academic qualifications				
6	Professional experience				
7	TM for EC				
	S. No.	Sectors proposed (max 2)	Name of EC with whom to be attached with category	Name/s of the EIAs with which attached	Nature of work to be assigned
	i.				
	ii.				
8	TM for FAE				
	S. No.	Functional area proposed (max 2)	Name of FAE with whom to be attached with category	Name/s of the EIAs with which attached	Nature of work to be assigned
	i.				
	ii.				

#### Declaration by the applicant

I confirm that I have read the requirements for the provision of team member. I treat the assignment as team member seriously and commit to fulfill the role envisaged in Scheme as per **Appendix A**. I do understand that any incorrect information will result in the disqualification of self and the organizational accreditation with NABET.

Signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

**Declaration by the employer**

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

I understand in case the information is found to be, it may result in cancellation of accreditation granted to the organization.

Authorized signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

## Annexure – II

### Project Sectors

Please tick the desired project sector/s for NABET accreditation

S. No.	Sectors	As per MoEFCC Notification	Tick
1	Mining of minerals including opencast / underground mining	1 (a) (i)	
2	Offshore and onshore oil and gas exploration, development & production	1 (b)	
3	River Valley projects	1 (c)	
4	Thermal power plants	1 (d)	
5	Nuclear power projects and processing of nuclear fuel	1 (e)	
6	Coal washeries	2 (a)	
7	Mineral beneficiation	2 (b)	
8	Metallurgical industries (ferrous & non-ferrous)	3 (a)	
9	Cement plants	3 (b)	
10	Petroleum refining industry	4 (a)	
11	Coke oven plants	4 (b)	
12	Asbestos milling and asbestos based products	4 (c)	
13	Chlor-alkali industry	4 (d)	
14	Soda ash Industry	4 (e)	
15	Leather/skin/hide processing industry	4 (f)	
16	Chemical fertilizers	5 (a)	
17	Pesticides industry and pesticide specific intermediates (excluding formulations)	5 (b)	
18	Petro-chemical complexes (industries based on processing of petroleum fractions & natural gas and/or reforming to aromatics)	5 (c)	
19	Manmade fibers manufacturing	5 (d)	
20	Petrochemical based processing (processes other than cracking & reformation and not covered under the complexes)	5 (e)	
21	Synthetic organic chemicals industry (dyes & dye intermediates; bulk drugs and intermediates <b>excluding</b> drug formulations; synthetic rubbers; basic organic chemicals, other synthetic organic chemicals and chemical intermediates)	5 (f)	
22	Distilleries	5 (g)	
23	Integrated paint industry	5 (h)	
24	Pulp & paper industry excluding manufacturing of paper from wastepaper and manufacture of paper from ready pulp without bleaching	5 (i)	

S. No.	Sectors	As per MoEFCC Notification	Tick
25	Sugar Industry	5 (j)	
26	Deleted	-	
27	Oil & gas transportation pipeline (crude and refinery/ petrochemical products), passing through national parks/ sanctuaries/coral reefs / ecologically sensitive areas including LNG terminal	6 (a)	
28	Isolated storage & handling of Hazardous chemicals (As per threshold planning quantity indicated in column 3 of schedule 2 & 3 of MSIHC Rules 1989 amended 2000)	6 (b)	
29	Air ports	7 (a)	
30	All ship breaking yards including ship breaking units	7 (b)	
31	Industrial estates/ parks/ complexes/areas, export processing Zones (EPZs), Special Economic Zones (SEZs), Biotech Parks, Leather Complexes	7 (c)	
32	Common hazardous waste treatment, storage and disposal facilities (TSDFs)	7 (d)	
33	Ports, harbours, break waters and dredging	7 (e)	
34	Highways,	7 (f)	
35	Aerial ropeways	7 (g)	
36	Common Effluent Treatment Plants (CETPs)	7 (h)	
37	Common Municipal Solid Waste Management Facility (CMSWMF)	7 (i)	
38	Building and construction projects	8 (a)	
39	Townships and Area development projects	8 (b)	
40	Additional Sectors:		
	i	Automobile and Auto Components	--
	ii	Electroplating and Metal Coating	--
	iii	Electrical and Electronics including component industry	--
	iv	Glass and Ceramic Industry	--
	v	Food Processing	--



## Annexure – IIA

### Sector wise requirements of functional areas

Sectors have been clubbed in 7 groups rationalizing the requirements of the Functional Area Experts (FAEs). For each group, some functional areas (FAs) have been identified as ‘core’ which are crucial for the sectors in the group. The core FAs are to be covered by in-house experts. In addition, to these these core FAs, for each group some functional areas have been identified as ‘significant’ whose inputs are also required but these can be covered by empanelled experts. This has been done to ensure that expertise in all required functional area available with the consultant, without unduly loading it.

Group No	Sector group	Sector No as per Annexure II	Core functional areas (In-house)	Significant functional areas (In-house/ empanelled)
1	Manufacturing industries	8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 40 (I, ii, iii, v)	AP, AQ, WP	LU, Noise, EB, SE, HG, HW, ISW, RH
2	Power, Cement	4, 9, 40 (iv)	AP,AQ	LU, WP, EB, SE, Noise, ISW, RH
3	Mining, River valley	1, 2, 3	WP, SE, EB	LU, AP, AQ, NV, Geo, HG, SC, HW, ISW, RH
4	Coal washery, Mineral beneficiation	6, 7	AP, WP, ISW	LU, AQ, EB, Geo, SE, RH, HW
5	Infrastructure, Oil & gas exploration (off-shore, on-shore)	2, 27, 29, 31, 33, 34, 35	WP, EB, SE	LU, AP, AQ, NV, SC, SHW, HG, RH
6	Infrastructure services	28, 30, 32, 36, 37	SHW, WP	LU, AP, AQ, EB, SE, Geo, HG, RH
7	Building and large construction, township and area development	38, 39	WP, MSW	LU, AP, Noise, EB, SE, HG, SC

**Note:** 1. For EIAs related to captive townships, MSW will be a significant FA  
2. For Cat B2 projects, EB and SE can be empanelled

## Annexure – IV

### Resume Format

(For EIA coordinator / Functional area expert)

Mr./ Ms./Dr.

\_\_\_\_\_

(First name)

\_\_\_\_\_

(Middle name)

\_\_\_\_\_

(Last name)

Affix passport size  
photograph

1) Role in the organization:

In-house expert

Empanelled expert

EIA coordinator

Functional area expert

Functional area associates

i. Sector(s) \_\_\_\_\_

ii. Area(s) of Expertise \_\_\_\_\_

2) Date of birth \_\_\_\_\_

3) Contact \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin Code \_\_\_\_\_

4) Tel. No. \_\_\_\_\_

5) Fax No. \_\_\_\_\_

6) Email address \_\_\_\_\_

7) Office address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin Code \_\_\_\_\_

8) Tel. No. \_\_\_\_\_

9) Fax No. \_\_\_\_\_

10) Email id \_\_\_\_\_

11) Mailing address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12) Education (Senior secondary)

Period (Year)	Board	Degree	Educational institution and address	Subjects	Percentage/ Grade

13) Technical Education (Graduation and above):

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

- 14) Registered/recognized training courses attended: (mention only training programmes of 3 days duration and above)

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

- 15) Membership of Professional Bodies:

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

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

*A. General:*

Period (Month and Year)	Organization with address	Department	Designation	Specific work carried out

*B. Related to Environmental Impact Assessment:*

Period (Month and Year)	Organization with address	Department	Designation	Specific work carried out

17) Declaration by the applicant

I attest that the above information relating to my education and experience is correct. I do understand that any incorrect information will result in the disqualification of self and the organizational accreditation with NABET.

Signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

18) Declaration by the employer

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

I understand in case the information is found to be incorrect it may result in the rejection/ suspension of this application as an EIA Consultant Organization.

Authorized signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

## Annexure – IV A

### EIA Coordinator – Sectoral Experience

1) Name: .....

2) Educational qualification:

S. No.	Qualification (Degree/Diploma)	Subject/ Discipline	University/ Institution	Duration of course (yrs) and Year of completion
1				
2				
3				
4				
5				

3) Sectors applied for:

a. ....

b. ....

c. ....

d. ....

e. ....

4) Sectoral Experience (in chronological order) –

- i. As an employee in the industry in the sector for minimum 2 years (Leave this table blank, if not applicable) -

S. No.	Sector (As per Annexure II of Scheme)	Industry (Name of the company)	Period* (Years)	Department and specific work undertaken
1				
2				
3				
4				
5				

\*mention the period of employment, e.g.: 1996-99

- ii. Environmental assignments (auditing/ monitoring/ performance evaluation etc)

S. No.	Sector	Name of the employer	Name of the project with ca- pacity and Cat. A/B, if applicable)	Name of the client for whom the work was carried out	Period* (Year/ Months)	Assignment (provide spe- cific details of involvement)
1						
2						
3						
4						
5						

\*mention the period of assignment e.g.: Feb. to April 2003

iii. EIAs

S. No.	Sector	Name of the employer (AO/ACO)	Name of the project with capacity and Cat. A/B, if applicable)	Name of the client for whom the work was carried out	Year of completion of EIA	Specific nature of work and role (EC/FAE/TM)	Whether project approved by MoEF/SEIAA
1							
2							
3							
4							
5							

**NOTE:**

1. If an EIA coordinator has also been proposed as a Functional Area Expert, form IV B should be filled up
2. Environment monitoring carried out for an EIA study cannot be separately shown as an assignment, over and above the EIA.

**Declaration by the applicant**

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

Signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

Signature of CEO/Authorised Signatory \_\_\_\_\_



## Annexure – IV B

### Functional Area Expert – Specific Experience

1) Name: .....

2) Educational qualification:

S. No.	Qualification (Degree/Diploma)	Field area of expertise	University	Duration of course (yrs) and Year of completion
1				
2				
3				
4				
5				

3) Functional area/s applied for:

a. ....

b. ....

c. ....

d. ....

4) Specific experience in the area/s of expertise (E.g.: Land use/Ecology and biodiversity/ Solid waste etc.)

Please use separate rows for different functional area/s. Also indicate the projects which were linked with EIA.

S. No.	Functional area	Name of the Employer	Name of the project with capacity and Cat. A/B, if applicable)	Whether related to EIA (Y/N)	Name of the client (for whom the work was carried out)	Specific nature of work done	Period and Year
1							
2							
3							
4							
5							

**Declaration by the applicant**

I attest that the above information relating to my education and experience is correct. I do understand that any incorrect information will result in the disqualification of self and the organizational accreditation with NABET.

Signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

Signature of CEO/Authorised Signatory \_\_\_\_\_

## Annexure – V

### Declaration for Empanelled Experts of their association with the applicant organization and others

(to be signed within 60 days preceding the date of application for accreditation)

This is to confirm that I \_\_\_\_\_ am currently involved with the following EIA projects:

1) With the Applicant Organization -

a. As an EIA coordinator

Sl. No.	Name of the project	Period	Sector as per Annexure II

b. As a Functional area expert

Sl. No.	Name of the project	Period	Functional areas as per Scheme

2) With other organization/s -

a. As an EIA coordinator

Sl. No.	Name of the organization	Name of the project	Period	Sector (as per Annexure II)

b. As a Functional area expert

Sl. No.	Name of the organization	Name of the project	Period	Functional area (as per Scheme)

3) Involvement as an expert in NABET EIA Accreditation Scheme (for projects in hand)

Sl. No.	Name of the organization	Sector/function- al area ap- proved/ applied as per NABET Scheme	If interviewed by NABET (Date )	Duration of association with the organiza- tion(period)

I hereby confirm that I am involved only with..... (mention the number) consultants. I also confirm that I am not a part of an Expert Appraisal Committees for environmental clearances of the MoEFCC or of any State Environmental Appraisal Committee (SEAC) or State Environment Impact Assessment Authority (SEIAA) and that information provided above are true to the best of my knowledge.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Present Status** (Please tick the appropriate one)

a. Freelancer :        Yes/No

b. Working: In-house employee

(If yes, name of organization .....)

Address for Correspondence:

.....  
.....  
.....

**Declaration by the applicant organization**

I hereby confirm that I have applied complete due diligence on my part in ascertaining the appropriateness of the information furnished above by the expert ..... S/he has been empanelled with /employed in our organization from .....(month).....(year).

Name \_\_\_\_\_

Designation \_\_\_\_\_

Organization \_\_\_\_\_

Signatures and Date \_\_\_\_\_

## Annexure – VI A1

### List of EIAs prepared/completed/ongoing during the period between IA & SA and SA & RA

1) Name of Consultant Organization :

.....

2) Contact Person and Address :

.....

3) EIAs/ Assignments done/completed since IA

**Note:** For SA application, EIAs carried out between IA and SA to be mentioned and for RA application, EIAs between SA and RA to be mentioned

Sl	Name of sector (as per Annexure II)	Name of the project with capacity and category	Name of the client	Name of EIA coordinator	Functional area experts involved		Public consultation conducted  Yes/ No Date	Period of EIA/ assignment	Number of times discussed in MOEF/ SEIAA and date/ reference no. Of EAC/ SEAC meeting/s		Final Approval Status (Yes/ No)  If not yet approved, mention present status in brief	Cost*  riod of EIA/ assi
					FAs	Name/s			ToR Stage	Clearance Stage		
					LU							Cost of the project:  Fees for EIA Report:  Cost of collection of baseline data for physical environment:
					AQ							
					AP							
					WP							
					EB							
					SE							
					NV							
					GS							
					HG							
					RH							
					SHW							

*Please provide sector wise information*

## Annexure – VI A2

### Status of association of approved experts as on date and their earlier approvals

S. No.	Name	IH/ Em-panelled	Sector/s or Area/s as per NABET Certificate/ Letter	Category	Status (whether still with organization or Not)	If not associated, provide date of dissociation/ resignation and date of intimation to NABET	Status of earlier assessments by NABET (if applicable)			
							Name of Organization	Sector/ FAs approved	Cat.	Date of AC meeting
<b>EIA Coordinator/s</b>										
1										
<b>Functional Area Experts</b>										
1										

**Note:**

- Also mention the details of assessment conducted recently for which results are awaited.

Name of CEO/ Head of Organization .....

Signature .....

Date .....

## Annexure – VI A3

### Details of Laboratories utilised

S. No.	Name of the laboratory with complete address	Accreditation/Recognition status				Name of the Project (EIA/Assignment)	Period of primary data collection/Analysis by lab (month & year)	Name of experts from Applicant Organization involved in sampling	Cost of monitoring including testing & analysis for base-line data
		NABL/MOEF recognized	Scope	Yes/No	Valid till				
i	ii	iii	iv	v	vi	vii	viii	ix	x
1			Ambient air						
			Water and waste water						
			Stack emission						
			Soil						
			Noise						
2			Ambient air						
			Water and waste water						
			Stack emission						
			Soil						
			Noise						
3			Ambient air						
			Water and waste water						
			Stack emission						
			Soil						
			Noise						

**Note:**

- Also mention the details of assessment conducted recently for which results are awaited.
- For SA application details between IA and SA for RA application details between SA and RA to be furnished



## Annexure – VI A4

### EIA Coordinator – Experience since approval

1) Name: .....

2) Educational qualification

S. No.	Qualifications (Degree/Diploma)	Subject/Discipline	University/ Institution	Duration of course (yrs) and Year of completion
1				
2				
3				

3) Sectors approved (mention exact description including category as in NABET certificate/ letter):

S. No.	Name of sector	Category	Vide AC MoM dated
1			
2			
3			

4) Experience during period between IA and SA (for SA); between SA and RA (for RA) provided details for all ACOs worked for

S. No.	Sector (as per Annexure II)*	EIA with name of client, capacity and category of the project, where involved as EC or TM	Timely completion of EIA (start to completion e.g. Jan 98 to Dec. 98)	Site visits to familiarize and plan for EIA		Major impacts and mitigation measures in EIA		Completeness of EMP
				No. and duration (days) of site visits	Attach activity chart with milestones	Brief description of impacts (Max. 5 nos.)	Mitigation measures (Max. 5 nos.)	
i	ii	iii	iv	v	vi	vii	viii	ix
<b>For the ACO</b>								
1								Project cost
								EMP budget
								EMP time frame
								EMP monitoring plan

S. No.	Sector (as per Annex- ure II)*	EIA with name of client, ca- pacity and category of the project, where involved as EC or TM	Timely comple- tion of EIA (start to completion e.g. Jan 98 to Dec. 98)	Site visits to familiarize and plan for EIA		Major impacts and mitigation measures in EIA		Completeness of EMP
				No. and duration (days) of site visits	Attach activity chart with milestones	Brief description of impacts (Max. 5 nos.)	Miti- gation meas- ures (Max. 5 nos.)	
i	ii	iii	iv	v	vi	vii	viii	ix
2								Project cost
								EMP budget
								EMP time frame
								EMP monitoring plan
For other consultants								
3								Project cost
								EMP budget
								EMP time frame
								EMP monitoring plan

**NOTE:**

- \*Sectors may be mentioned in accordance of their serial number as mentioned in NABET Scheme
  - Details to be provided for each sector in separate rows
- 5) A brief one page note to be submitted covering the following for
- Learning achieved from various projects
  - Actions taken to incorporate the learnings
  - Efforts to improve knowledge base
  - Innovative measures suggested

**Signature of the EIA coordinator with date**

.....

## Annexure – VI A5

### Functional Area Expert – Experience since approval

1) Name: .....

2) Educational qualification

S. No.	Qualifications (Degree/Diploma)	Subject/Discipline	University/ Institution	Duration of course (yrs) and Year of completion
1				
2				
3				

3) Functional area/s approved (mention exact description including Category as in NABET certificate/letter):

S. No.	Name of functional area	Category	Vide AC MoM dated
1			
2			
3			

4) Experience during period between IA and SA (for SA); between SA and RA (for RA) - provided details for all ACOs worked for-

S. No.	Functional area (as per Scheme)	EIA with name of client, capacity and category of the project, where involved as FAE or TM	Number of site visit/s with and period	Specify major impacts identified (not more than 3) and whether these were quantified (if yes, give one example)	Mitigation measures suggested
i	ii	iii	iv	v	vi
<b>For the ACO</b>					
1					
2					
3					
4					
<b>For other consultants</b>					
1					
2					

S. No.	Functional area (as per Scheme)	EIA with name of client, capacity and category of the project, where involved as FAE or TM	Number of site visit/s with and period	Specify major impacts identified (not more than 3) and whether these were quantified (if yes, give one example)	Mitigation measures suggested
i	ii	iii	iv	v	vi
3					
4					

**NOTE:**

- Details to be provided for each functional area in separate rows
- 5) A brief one page note to be submitted covering the following for
- Learning achieved from various projects
  - Actions taken to incorporate the learnings
  - Efforts to improve knowledge base
  - Innovative measures suggested

**Signature of the functional area expert with date**

.....

## Annexure – VII

### Declaration by Experts contributing to the EIA .....

I, hereby, certify that I was a part of the EIA team in the following capacity that developed the above EIA.

EIA coordinator:.....

Name: .....

Signature and Date: .....

Period of involvement: .....

Contact information: .....

Functional area experts:

S. No.	Functional areas	Name of the expert/s	Involvement (period and task**)	Signature and date
1	AP*			
2	WP*			
3	SHW*			
4	SE*			
5	EB*			
6	HG*			
7	GEO*			
8	SC*			
9	AQ*			
10	NV*			
11	LU*			
12	RH*			

\*One TM against each FAE may be shown

\*\*Please attach additional sheet if required

**Declaration by the Head of the accredited consultant organization/ authorized person**

I, ..... , hereby, confirm that the above mentioned experts prepared the EIA ..... . I also confirm that the consultant organization shall be fully accountable for any mis-leading information mentioned in this statement.

Signature: .....

Name: .....

Designation:.....

Name of the EIA consultant organization: .....

NABET Certificate No. & Issue Date:.....

## Annexure – VIII

### Self Assessment Checklists

To judge the readiness of an organization for applying and subsequent assessment by NABET assessors including interactions with candidates proposed, a Self- assessment checklist has been developed for IA, SA and RA for use by the AOs/ACOs -

#### 1) Initial Accreditation –

##### a. Application process –

- i. Have information pertaining to the organization's profile been included in Application Form?
- ii. Has the application form and all CVs (**Annexure IV, IV A, IV B, V**) submitted are duly signed?
- iii. Does the organization have minimum three eligible in-house experts (1 EC and 2 FAE) as per the requirements of the Scheme?
- iv. Does the organization have eligible candidates for the core and significant functional areas for the respective group for which accreditation is sought?
- v. Are the proposed candidates for core FAs in house?
- vi. Do all proposed candidates for EC fulfil the criteria of NABET Scheme?
- vii. Do all proposed candidates for FAE fulfil the criteria of NABET Scheme?
- viii. Have the **Annexure IV** for all candidates proposed been properly filled?
- ix. Has the specific experience of proposed candidates been mentioned in **Annexures IV A and IV B**?
- x. Do the candidates proposed as EC have the requisite 'EIA related' and 'sectoral' experience for the sectors?
- xi. Do the candidates proposed as FAE have the 'EIA related' experience in the functional area/s?
- xii. Has any candidate been proposed for more than five sectors?
- xiii. Has any candidate been proposed for more than four functional areas?
- xiv. Has any full time employee with other organizations (except from university, institution and NGO) been proposed as an EC or FAE?
- xv. Does the organization have NABL accredited or MoEFCC recognized in-house/ external laboratory for monitoring ambient air, water & waste water, noise, stack and soil parameters for baseline study?
- xvi. Does the organization have the valid certificate of accreditation/Notification for the lab?
- xvii. Does the organization have valid MoU signed with the external lab?
- xix. Does the QMS address the 10 procedures given in **Appendix B** of the Scheme?

## b. Assessment process

- i. Is the Organization ready for office assessment by NABET – have all candidates read the NABET scheme specially the assessment criteria including the aspects on which the ECs and FAEs will be assessed, field investigation requirements (sampling, preservation, laboratory processes) including for socio-economy and ecology and expected functions of ECs and FAEs?
- ii. Are the candidates aware of the QMS developed by the organization? Is the implementation of QMS documented?
- iii. Is the organization committed to improve quality of the EIAs prepared? Does the organisation learn from the discussions in the public hearings and at the EAC/ SEAC? Does the organisation have arrangements for improving the knowledge/ skills of its personnel through trainings/exposures?
- iv. Does the organization have all necessary documentary evidence to be shown to NABET assessors during assessment?

### Self-Assessment Result

If all questions answered/ followed	Apply right now	Ready for applying and assessment
If 50% of questions answered/ followed	Apply after addressing the unanswered ones.	Partially ready.
If less than 50% questions are answered/followed	Need To focus on the accreditation guidelines	Not ready for applying and assessment

## 2) Surveillance Assessment –

- The Questions of the IA process as mentioned above are valid, as appropriate. In addition, the following Questions may be answered –

### a. Application process –

- i. Have all NC's and observations raised during IA been properly closed? Are sufficient documentary evidence available for the same?
- ii. Does the organization have all core and significant functional areas covered by IH or emp experts for the sectors approved and freshly applied for?
- iii. Does the Organization have complete details for ECs and FAEs as per **Annexure VI A4 and VI A5** for inclusion in the SA application?
- iv. Has the Organization used NABL accredited or MoEFCC recognized Lab for the EIA Studies carried out after IA?
- v. Have all conditions of accreditation as mentioned in NABET's letter, been complied with?
- vi. Has NABET been informed on time of any approved expert leaving the organization and arranged replacement?



- vii. Has a clear list been prepared of experts approved in IA and subsequently and those proposed with the SA application?
- viii. Has the organization used any unapproved person or approved experts of not proper category in preparing after initial accreditation?
- ix. Has any EC been involved in more number of EIAs than recommended in NABET Scheme? If so, has s/he we maintained proper records of work done by him/her?
- x. Has the signed declaration of experts involved in all EIAs prepared countersigned by the CEO in the prescribed format been included in the reports?
- xi. Does the organization have the quality assurance procedures for collection, preservation and transfer of samples and have implemented the same?
- xii. Does the organization have procedure and followed the same for ensuring that the NABL accredited/MoEF recognized lab follows its quality control process to ensure correctness of the tests carried out?
- xiii. Have timely payments to NABET been made and all dues cleared as applicable till SA?

**b. Accreditation process -**

- i. Have all experts visited site and does the organisation we have proper log books for the site visits?
- ii. Has the organisation filled complete details of all laboratories utilized after IA as per **Annexure VI A3**?
- iii. Does the organization have quality assurance procedure for primary data collection and implemented the same?
- iv. Has the organization maintained copy of an internal QMS audit report and the last Management Review of the QMS?
- v. Does the organization have programs for capacity building for ECs/FAEs in terms of (a) training programmes attended, (ii) upgrading the educational qualification, (iii) others
- vi. Does the organization have record of NABET AC MoM of all approved candidates?
- vii. Did the organization carry out EIA for the sectors for which accreditation is not given?

**Self-Assessment Result**

If all questions answered/ followed	Apply right now	Ready for applying and assessment
If 50% of questions answered/ followed	Apply after addressing the unanswered ones.	Partially ready.
If less than 50% questions are answered/followed	Need To focus on the accreditation guidelines	Not ready for applying and assessment

### 3) Reaccreditation -

The Questions of the IA process as mentioned above will be valid, as appropriate. In addition, the following questions may be answered –

- i. Have all NCs and observations of SA have been closed?
- ii. Does the organization have all information asked for about laboratories used after SA?
- iii. Does the organization have required information on how the experts are keeping their knowledge updated?
- iv. Does the organization have requisite details of the earlier assessments of experts as per **Annexure VI A2**?
- v. Has the organization made all payments due to NABET?
- vi. Has the organization taken steps towards capacity building for ECs/FAEs/ lab technicians through trainings, improved facilities etc
- vii. Has the organization implemented QMS and made improvements in the same?
- viii. Did the organization use only approved experts of right category for EIA studies?
- ix. Did the organization carry out EIAs for the sectors for which accreditation is not given?
- x. Did the organization check its overall performance from IA to till now?

If all questions answered/ followed	Apply right now	Ready for applying and assessment
If 50% of questions answered/ followed	Apply after addressing the unanswered ones.	Partially ready.
If less than 50% questions are answered/followed	Need To focus on the accreditation guidelines	Not ready for applying and assessment



**Secretary General, QCI**

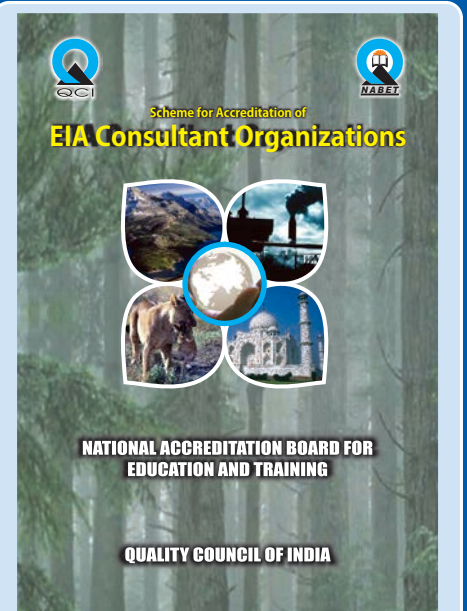
Quality Council of India has been working with the Ministry of Environment, Forest & Climate Change for more than past five years in handling the scheme of accreditation of Consultant Organizations involved in preparation of Environment Impact Assessment reports. It has been a journey worth travelling.

We are proud that today we have with us more than 170 consultant organizations accredited through a rigorous process of assessment and accreditation. It shows our maturity as a Nation and also our deep commitment to preserve the environment at all costs. We are proud that such a scheme has been a torchbearer for various nations moving up on the value chain of development.

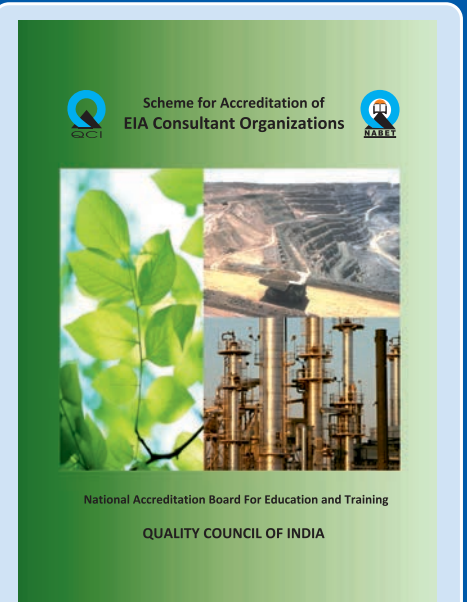
Albert Einstein once said "Look deep into nature, and then you will understand everything better."

Every one of us can do something to help slow down and perhaps reverse the environmental degradation by owning our responsibility towards the nature. We cannot leave the problem solving entirely to the experts - we all have a responsibility to make it happen. We, at QCI, are pleased that this journey towards quality has brought together like minded people who are driving this movement forward. We sure hope that more will join us after the initial reluctance to pave way for trust and responsibility.

*R.P.S.*  
(R. P. Singh)



**Version 1 (Rev. 06) - Jan. 2010**



**Version 2 (Rev. 09) - Aug. 2011**



For further details contact:

Mr. Abhay Sharma, Assistant Director

Ms. Preeti Pawaria, Accreditation Officer

**National Accreditation Board for Education and Training (NABET)**

**Quality Council of India (QCI)**

6<sup>th</sup> Floor, ITPI Building, 4A, Ring Road, IP Estate, New Delhi 110 002, India

Tel: +91 11 233 23 416 / 417 / 418 / 419 / 420 | Fax: +91 11 233 23 415

Email: [akg@qcin.org](mailto:akg@qcin.org); | [abhay.nabet@qcin.org](mailto:abhay.nabet@qcin.org); | [preeti.nabet@qcin.org](mailto:preeti.nabet@qcin.org)