



LRS Application - Online Registration Process (User Manual)

Laboratory Information Management System

<https://lims.bis.gov.in>

Bureau of Indian Standards

Step 1 : Organization Details

Section: Laboratory Details

Laboratory Details

Enter complete name and address of the Laboratory and submit proof of address.



Name *

28dec

Address *

Country *

State *

District *

City *

Pin Code *

Proof of Laboratory Address *

Document ID (Optional)

Address Proof Document *

Choose file...

Browse

Premises Proof as per Government Status (For Govt. Labs)

Rent Agreement (Duly Notarized)

Municipal Corporation/Local Body/Central Insecticides Board or Drug Controller/ Pollution Control Board

Certificates from Registrar of Firms or Directorate of Industries or Industries Centre

Other

LABORATORY DETAILS

- In this section kindly provide the basic details such as Lab Name, Address, Phone No. etc. and other details.
- **Logo:** Upload Logo of your laboratory. JPG files are recommended of not more than 1 MB size.
- **Address:** Provide address of your laboratory.
- **Proof of Laboratory Address:** Select available document from the list. In case selecting "Other" then document name is to be specified.
- **Document ID:** Provide unique document no of uploaded document wherever applicable. e.g., Pan no. in case of PAN Card.
- **Upload Top Management Details:** Upload all Top Management / Director details on your letter head or upload any relevant document containing such details e.g., MOA. Only PDF file of up to 2 MB size are allowed.

*(Fields marked with * are mandatory)*



Step 1 : Organization Details

Section: Address of Registered Office/ Head Office; Name & Designation of Top Management and Contact Person

ADDRESS OF REGISTERED / HEAD OFFICE

- In this section kindly provide the Registered or Head Office details.
- **Same as Above:** Select Same as Above if Registered/ Head Office Address is same as provided under Laboratory Details (previous section).

TOP MANAGEMENT DETAILS

- In this section kindly provide the details of the Top Management & Contact Person of the Lab.
- To add multiple personnel details please use *Add more*.

*(Fields marked with * are mandatory)*

Address of Registered Office / Head Office

Fill complete address of registered office (if different from the address filled above), otherwise click same as above.

Same as above

Address *

Country *

State *

District *

City *

Pin Code *

Mobile Number*

Telephone Number

Fax

Name & Designation of Top Management and Contact Person

Enter the details of Top Management and Contact Person of the Laboratory.

Name *

Designation *

Mobile Number *

Telephone Number

Fax

[X Remove](#)



Step 1 : Organization Details

Section: Normal Working Days & Hours;
Type of Organization

Normal Working Day(s) & Hours

Fill in the details of Working Days and Shift Timings.

Working Day(s) *

Mon Tue Wed Thu Fri Sat Sun

Add Shift Timings *

To +

Type of Organization

Fill details of organization and upload the proof of its identity.

Organization Type *

Proof of Legal Identity *

Document ID (Optional)

Legal Identity Proof Document *

Choose file...

Browse

Cert. from CA/Notarized Affidavit & Bank Passbook / ID Proof (For Sole Proprietorship)
Certificate of Registration & MOA (For Pvt. and Public Ltd.)
Certificate of Registration (For Partnership Firm)
Certificate of registration under Goods & Service Tax Act.
Certificate of registration under shop and establishment act
Government Notification / Declaration
Other

ation

larger group), otherwise click same as above.

NORMAL WORKING DAYS & HOURS

- Select Working Days and also **Add Shift Timings**: You may add multiple shift timings by using the “+” button. A maximum of 4 shifts are allowed.

TYPE OF ORGANIZATION

- In this section the details of Lab Registration and Legal documentation are required to be input.
- Select available document from the list. In case selecting “Other” then document name is to be specified.
- Document ID: Provide unique document no of uploaded document wherever applicable. e.g. Pan no. in case of PAN Card.

*(Fields marked with * are mandatory)*



Step 1 : Organization Details

Section: Parent Organization;
Laboratory Bank Details

Parent Organization

Fill details of parent organization (in case laboratory is part of larger group), otherwise click same as above.

Same as laboratory

Name *

Address *

Country *

State *

District *

City *

Pin Code *

Laboratory Bank Details

Enter complete name and address of the Laboratory and submit proof of address.

Account Holder Name *

Account Number *

IFSC Code *

Branch Name *

GST Number *

Cancelled Cheque *

Choose file...

Browse

PARENT ORGANIZATION

- In this section provide the details of Parent Laboratory in case the Lab being registered belongs to a larger group and is working as a subsidiary of a Larger Lab.
- **Same as Laboratory:** Select Same as Laboratory if Parent Lab Address is same as provided under Type of Organization (previous section).

LABORATORY BANK DETAILS

- In this section the details of Lab's Bank Account are to be provided
- **Cancelled Cheque:** Upload a copy of cancelled cheque of the bank a/c provided. Only PDF file of up to 2 MB size are allowed.

*(Fields marked with * are mandatory)*

Step 1 : Organization Details

Section: Statutory Compliance Documents

Statutory Compliance Documents

Upload the documents related to statutory compliance (if required by the Laboratory).

Document ID (Optional)

Choose file... Browse

✕ Remove

AERB Clearance
Environmental Clearance
Other
PESO Clearance

+ Add more

Save & Next

STATUTORY COMPLIANCE DOCUMENTS

- In this section provide the details of clearances received by the Lab.
- Select available document from the list. In case selecting “Other” then document name is to be specified.
- **Document:** Upload a document to provide details of clearances received by the Lab as per document selected in the list. e.g. Environmental Clearance Certificate issued by competent authority. Only PDF file of up to 2 MB size are allowed.
- **Save & Next:** Save the information entered on Organization Details Tab prior to moving next Tab or else it may be lost.

Step 2 : Other Details

Section: Accreditation Documents/Certification Details;
Other Details



ACCREDITATION DOCUMENTS / CERTIFICATION DETAILS

- In this section provide the details of Accreditation/ Certifications received by the Lab.
- Select available document from the list. In case selecting “Other” then document name is to be specified.
- **Upload Certificate:** Upload a document to provide details of Accreditation/ Certifications received by the Lab as per document selected in the list. e.g. NABL Certificate issued by competent authority. Only PDF file of up to 2 MB size are allowed.
- **Upload Scope:** Upload a document to provide details of Scope for which Lab is Accredited. Only PDF file of up to 2 MB size are allowed.

OTHER DETAILS

- In this section provide the details of Lab Layout, Organization Chart and GPS Location details.
- **Layout of Laboratory Premises:** Upload a document to provide building/floor plans of the Lab. Only PDF file of up to 2 MB size are allowed.
- **Organization Chart:** Upload a document to provide details of Lab Manpower Hierarchy e.g. Organization Structure Diagram on Lab Letter Head. Only PDF file of up to 2 MB size are allowed.
- **GPS Coordinates:** Enter the GPS Coordinates (Latitude & Longitude) of the LAB. You may use Google Maps to ascertain these details

(Fields marked with * are mandatory)

Accreditation Documents / Certification Details *

Upload Certificate of Accreditation / Registration and Scope as per IS/ISO/IEC 17025.

Certificate No. Upload Certificate...

NABL Certificate
Other

+ Add more

Other Details

Layout of Laboratory Premises *

Choose file...

Organization Chart *

Choose file...

GPS Coordinates *

Latitude Longitude

Step 2 : Other Details

Section: Undertaking & Policies;
Power, Electric and Water Supply

Undertakings & Policies

Upload the undertakings as required in following fields (Signed and Stamped as per the instructions given in the forms).

Upload Impartiality Document ([Click here to Download Document](#)) *

Choose file...

Browse

Upload Terms & Conditions Document ([Click here to Download Document](#)) *

Choose file...

Browse

Upload Code of Ethics Document ([Click here to Download Document](#)) *

Choose file...

Browse

Upload Testing Charges Policy Document ([Click here to Download Document](#)) *

Choose file...

Browse

Power / Electricity And Water Supply

Upload documents related to Power supply, Power Backup and Water supply.

Adequacy of Sanctioned Load / Captive Power for Testing *

Availability of Uninterrupted Power Supply

Stability of Supply

Water Source *

UNDERTAKINGS & POLICIES

- In this section provide the details of Undertakings Provided by the Lab at the time of empanelment with BIS
- **Upload Impartiality Document:** Upload an Impartiality Document as per format provided.
- **Upload Terms & Conditions Document:** Upload a Terms & Conditions Document as per format provided.
- **Upload Code of Ethics:** Upload a Code of Ethics Document as per format provided.
- **Upload Testing Charges Policy Document:** Upload a Testing Charges Document as per format provided.
- Only PDF file of up to 2 MB size are allowed.

POWER, ELECTRIC AND WATER SUPPLY

- In this section provide the details of Electric connections, UPS and Water connections.
- **Availability of Uninterrupted Power Supply:** Check this box in case Power Backup is available in the Lab.
- **Stability of Supply:** Check this box in case regular Electric supply is efficient and has minimal downtime.
- **Water Source:** Make a selection from the List if Lab has Municipal Supply or Own Source or Both.



Step 2 : Other Details

Section: Other Lab Details

Other Lab Details

Any other information including Recognition / Accreditation by other Govt Department / Agencies.

Attach Document

Choose file...

Browse

Previous

Save & Next

OTHER LAB DETAILS

- In this section provide the details of any additional information related to Lab Accreditation, Recognition etc. not provided previously.
- **Attach Document:** Upload any supporting document for validation. Only PDF file of up to 2 MB size are allowed.
- **Save & Next:** Save the information entered on Other Details Tab prior to moving next Tab or else it may be lost.

Step 3 : System

Section: Quality Manual / Document


Quality Manual / Document

Enter the details of latest Quality Manual.


Title *

Issue Number *

Issue Date *

Amendments *

Quality Manual / Document *

QUALITY MANUAL / DOCUMENT

- In this section provide the details of Quality Manuals, Issue Date, Issue No., and Amendments followed by the Lab.
- **Quality Manual / Document:** Upload the Quality Manual / Other Document followed by the Lab. Only PDF file of up to 2 MB size are allowed.
- **Issue Date:** Enter the Date of Issue of Current Quality Manual being followed.
- **Amendments:** Enter the no. of Amendments since adoption of the Current Quality Manual being followed.

*(Fields marked with * are mandatory)*

Step 3 : System

Section: Quality Procedures

Quality Procedures

Copies of such documents of the laboratory which cover the requirements specific to this scheme which inter alia include, but not limited to the following:

1. Handling of Samples for BIS Conformity Schemes - covering aspects related to safe handling of samples, access control, confidentiality, recoding, decoding, review of test request, testing of samples as per the test method prescribed in the relevant Indian Standard, methodology followed / proposed to be followed for addressing queries / disputes related to samples or test requests, if any.
2. Handling of Remnants of Tested Samples - covering retention period of remnants, methodology for safe-keeping and return / disposal of samples, responsibility, etc.
3. Maintaining Confidentiality - including access control to testing area.
4. Handling of Complaints - including provision for retesting / witnessing of testing.


Procedure Title *

Procedure Number *


Attach Quality Procedure *

Issue Number *

Issue Date *

Amendments *

 Remove

[+ Add more](#)

QUALITY PROCEDURES

- In this section provide the details of Quality Procedures followed by the Lab.
- **Attach Quality Procedure:** Upload the Quality Procedures followed by the Lab. Only PDF file of up to 2 MB size are allowed.
- **Issue Date:** Enter the Date of Issue of Current Quality Procedures being followed.
- **Amendments:** Enter the no. of Amendments since adoption of the Current Quality Procedure being followed.
- **Add More:** Use Add More to add additional Quality Procedures.

*(Fields marked with * are mandatory)*



Step 3 : System

Section: Standard Operating Procedures;
Quality Formats

Standard Operating Procedures

Enter the details of latest Standard Operating Procedures.

SOP Title

SOP Number

SOP Issue Number

SOP Issue Date



SOP Amendments

[X Remove](#)

[+ Add more](#)

Quality Formats

Enter the details of latest Quality Formats.

Format Title

Format Number

Issue Number

Issue Date



Amendments

[X Remove](#)

[+ Add more](#)

STANDARD OPERATING PROCEDURES

- In this section provide the details of Standard Operating Procedures followed by the Lab.
- **Enter SOP Details:** Enter SOP Title, SOP No, SOP Issue Date & SOP Amendments.
- **Add More:** Use Add More to add additional SOP Procedures.

QUALITY FORMATS

- In this section provide the details of Quality Formats followed by the Lab.
- **Enter Quality Formats Details:** Enter Quality Format Title, No, Issue Date & Amendments details.
- **Add More:** Use Add More to add additional Quality Format Procedures.
- **Save & Next:** Save the information entered on System Tab prior to moving next Tab or else it may be lost

Step 4 : Inter Lab Comparison / Proficiency Testing

Section: Inter Lab Comparison / Proficiency Testing;
Internal Audit; Management Review



INTER LAB COMPARISON/PROFICIENCY TESTING

- In this section provide the details if ILC/PT procedures followed by the Lab. Provide details of Parameters & Scores.
- **Add More:** Use Add More to add additional ILC/PT Parameters.

INTERNAL AUDITS

- In this section provide the details of Internal Audits in the Lab.
- **Frequency Of Internal Audit:** Select the frequency of Internal Audit from the List.
- **Last Audit Date:** Use the Calendar to select the Last Audit Date.

MANAGEMENT REVIEW

- In this section provide the details of Latest Management Review of the Top Management of the Lab.
- **Frequency Of Management Review:** Select the frequency of Management Review from the List.
- **Last Review Date:** Use the Calendar to select the Last Management Review Date.
- **Save & Next:** Save the information entered on ILC/PT Tab prior to moving next Tab or else it may be lost

Inter Lab Comparison / Proficiency Testing

Enter the details of participation or organization of PT/ ILC programs.

ILC/PT Programme Conducted / Participated

Parameter

Score

✗ Remove

+ Add more

Internal Audit

Enter the dates and details of Internal audit.

Frequency of Internal Audit *

Last Audit Date *

Monthly
Quarterly
Half Yearly
Annually

dd/mm/yyyy



Management Review

Enter the details of latest Management review.

Frequency of Management Review *

Last Review Date *

dd/mm/yyyy



Previous

Save & Next

(Fields marked with * are mandatory)

Step 5 : Scope of Recognition / Manage Equipment



SCOPE OF RECOGNITION / MANAGE EQUIPMENT

- **Add Scope:** Select to Add Scope applicable to the Lab
- **Manage Equipment:** Select to Add Equipment's available in the Lab.

Scope of Recognition

Enter the Indian Standards against which recognition is required.

+ Add Scope

+ Manage Equipments

Step 5 : Manage Equipment

Section: Lab Equipment's

Lab Equipments

Equipment *

Model

Identification Number

Range & Least Count (as applicable)

As per Indian Standard

Range

Count

Calibration(as applicable)

Calibration Validity Date ⓘ

Traceability ⓘ

Repair / Maintenance Type *

Internal

External

AMC Schedule

Choose file... Browse

Add Equipments

Equipment List

Search Reset

EQUIPMENT	MODEL	IDENTIFICATION NO.	REPAIR	CALIBRATION VALIDITY
Test	Test	Test	Internal	

👁️ ✎️ 🗑️

LAB EQUIPMENTS

- In this section provide the details of All Equipment's available in Lab.
- **Equipment:** Add the Equipment Name
- **Model:** Add the Equipment Model Name
- **Range & Least Count:** Enter the Range & Least Count as per the Indian Standard for which the Equipment is used for Testing. Use the "+" to add multiple Range & Least Count values for One Equipment
- **Calibration:** Add the Last Calibration Date of the Equipment.
- **Traceability:** Add Traceability value of the Equipment.
- **Repair/Maintenance Type:** Choose from List if Equipment Repair/Maintenance is managed In-House or through an External Agency.
- **Repair/Maintenance Type:** In case of selecting External Agency additional details like Agency Name, Last Maintenance Date of Equipment & Description of Maintenance Activity need to be provided.
- **Add Equipment:** After entering all values use Add Equipment button to add Equipment to the Equipment List. To Add New Equipment follow the same process as followed for the First Equipment
- *(Fields marked with * are mandatory)*

Step 5 : Scope of Recognition

Section: Scope Details

Add Scope

- Scope For Testing
- Facilities Available
- Reference Material
- Facilities not Available
- Exclusion
- Sample Testing Charges

Scope Details

[View Product Manual](#)

Product:	IS Number:	Part:
Section:	Year:	No of Amendments:

Indian Standard Number *

Grade / Type / Size / Designation etc.

Fields of Testing Applicable *

- Chemical
- Mechanical
- Electrical
- Micro Biology
- Radioactive
- RAL

Optimal Testing Time * Days

Testing Capacity per month *

[Next](#)

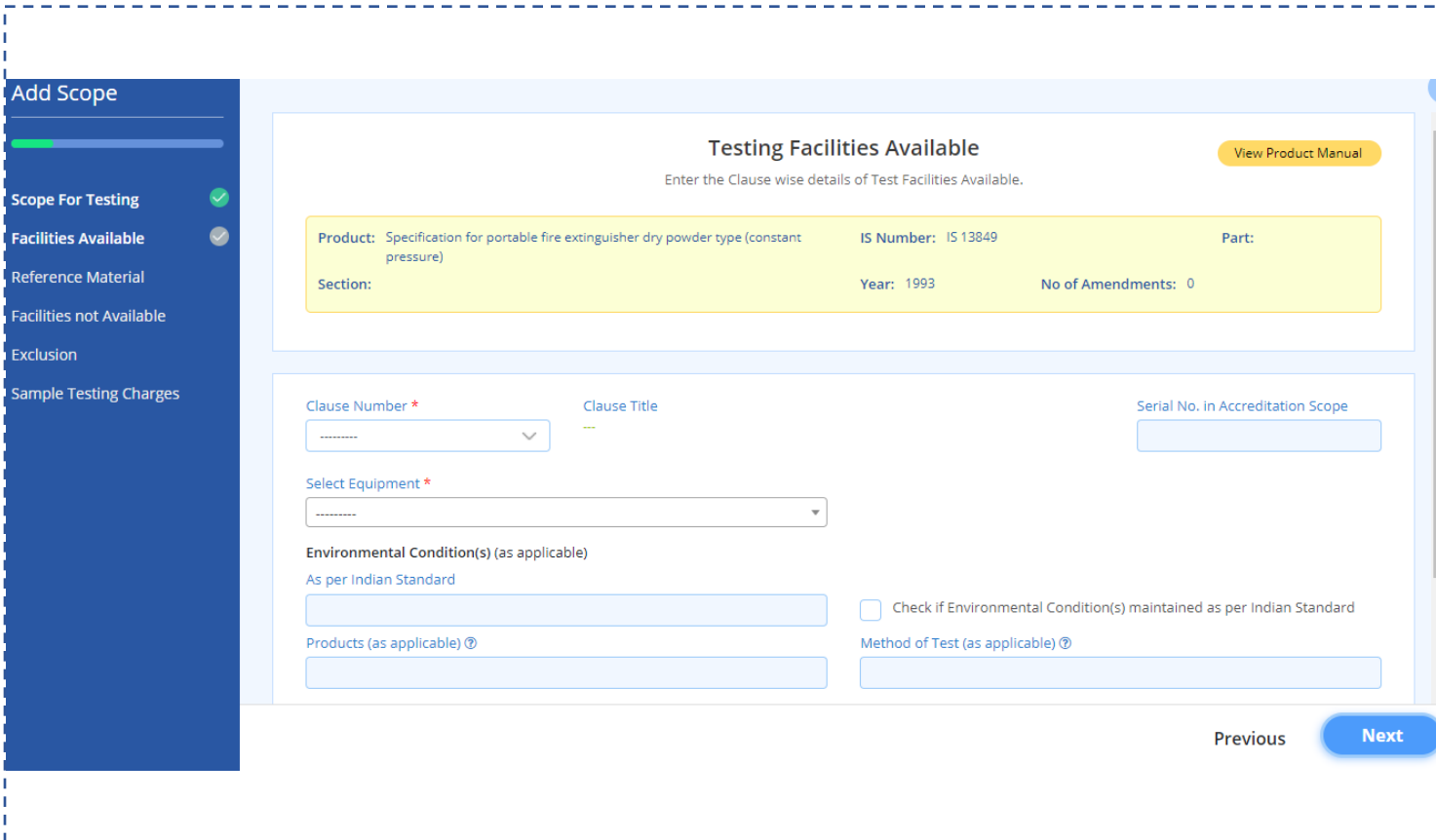
SCOPE DETAILS

- In this section provide the details of Indian Standards for which Testing is available in the Lab.
- **Indian Standard No:** Select the applicable Indian Standard from the List.
- **Field Of Testing:** Select the applicable Field of Testing from the List. You may select Multiple Field of Testing if applicable.
- **Optimal Testing Time:** Enter the value of no. of Days required for the test as per selected Indian Standard.
- **Testing Capacity Per Month:** Enter the value of Total No. of Monthly Test Capacity for the selected Indian Standard.
- **View Product Manual:** This will redirect you to BIS Product Certification Website where you may refer to Product Manuals.

*(Fields marked with * are mandatory)*

Step 5 : Scope of Recognition

Section: Testing facilities Available



The screenshot shows a web application interface for 'Testing Facilities Available'. On the left is a dark blue sidebar with a progress indicator and a list of menu items: 'Add Scope', 'Scope For Testing' (with a green checkmark), 'Facilities Available' (with a grey circle), 'Reference Material', 'Facilities not Available', 'Exclusion', and 'Sample Testing Charges'. The main content area has a light blue header with the title 'Testing Facilities Available' and a 'View Product Manual' button. Below the header is a yellow box containing product details: 'Product: Specification for portable fire extinguisher dry powder type (constant pressure)', 'IS Number: IS 13849', 'Part:', 'Section:', 'Year: 1993', and 'No of Amendments: 0'. The main form area contains several input fields: 'Clause Number *' (dropdown), 'Clause Title' (text), 'Serial No. in Accreditation Scope' (text), 'Select Equipment *' (dropdown), 'Environmental Condition(s) (as applicable) As per Indian Standard' (text), 'Products (as applicable) ⓘ' (text), and 'Method of Test (as applicable) ⓘ' (text). There is also a checkbox labeled 'Check if Environmental Condition(s) maintained as per Indian Standard'. At the bottom right are 'Previous' and 'Next' buttons.

TESTING FACILITIES AVAILABLE

- In this section provide the details of Testing Facilities and Equipment available in the Lab as per the selected Indian Standards also shown in Text Box at the Top.
- **Clause No:** Select the applicable Clause No. from the List. In case of selecting Other then additional text input field will populate to specify the Clause No & Title.
- **Select Equipment:** Select the applicable Testing Equipment from the List. The list of Equipment's would be as per the Equipment's added previously in the Lab Equipment's Section.
- **Environmental Conditions:** Enter the Indian Standard no. according to which Environmental Conditions are maintained. Check the Box in case Environmental Conditions are maintained as per Indian Standard.
- **Products & Method of Test:** Enter the details of Products Applicability and Testing Method for the selected Indian Standard.
- **Add More:** Use Add More to add additional Clause & Equipment details for the selected Indian Standard.

*(Fields marked with * are mandatory)*

Step 5 : Scope of Recognition

Section: Reference Material

Add Scope

Scope For Testing

Facilities Available

Reference Material

Facilities not Available

Exclusion

Sample Testing Charges

Testing Facilities Available

Enter the Clause wise details of Test Facilities Available. [View Product Manual](#)

Product: Specification for portable fire extinguisher dry powder type (constant pressure)	IS Number: IS 13849	Part:
Section:	Year: 1993	No of Amendments: 0

Clause Number * **Clause Title** **Serial No. in Accreditation Scope**

Select Equipment *

Environmental Condition(s) (as applicable)
As per Indian Standard Check if Environmental Condition(s) maintained as per Indian Standard

Products (as applicable) ⓘ **Method of Test (as applicable) ⓘ**

[Previous](#) [Next](#)

REFERENCE MATERIAL

- In this section provide the details of Certified Reference Material (s) if applicable as per the selected Indian Standards also shown in Text Box at the Top.
- **Name of Material:** Enter the CRM/RM Material name in this field..
- **Validity:** Click on Calendar icon to select Month/ Year of maximum validity of the CRM/RM.
- **Traceability:** Enter the details of Traceability of the CRM/RM.
- **Add More:** Use Add More to add additional Reference Material details for the selected Indian Standard.
- **Reference Material is Not Applicable:** Check the Box in case there is no applicable CRM/RM for the selected Indian Standard.

*(Fields marked with * are mandatory)*

Step 5 : Scope of Recognition

Section: Facilities Not Available

Add Scope

- Scope For Testing
- Facilities Available
- Reference Material
- Facilities not Available
- Exclusion
- Sample Testing Charges

Facilities Not Available

Enter the Test Facilities which are not available with the laboratory.

[View Product Manual](#)

Product: Chequered Cement Concrete Tiles -	IS Number: IS 13801	Part:
Section:	Year: 2013	No of Amendments: 0

All Facilities are available

Clause Number *

Clause Title

Method of Test (as applicable) *

Test Facility which is not Available *

[+ Add more](#)

[Previous](#) [Next](#)

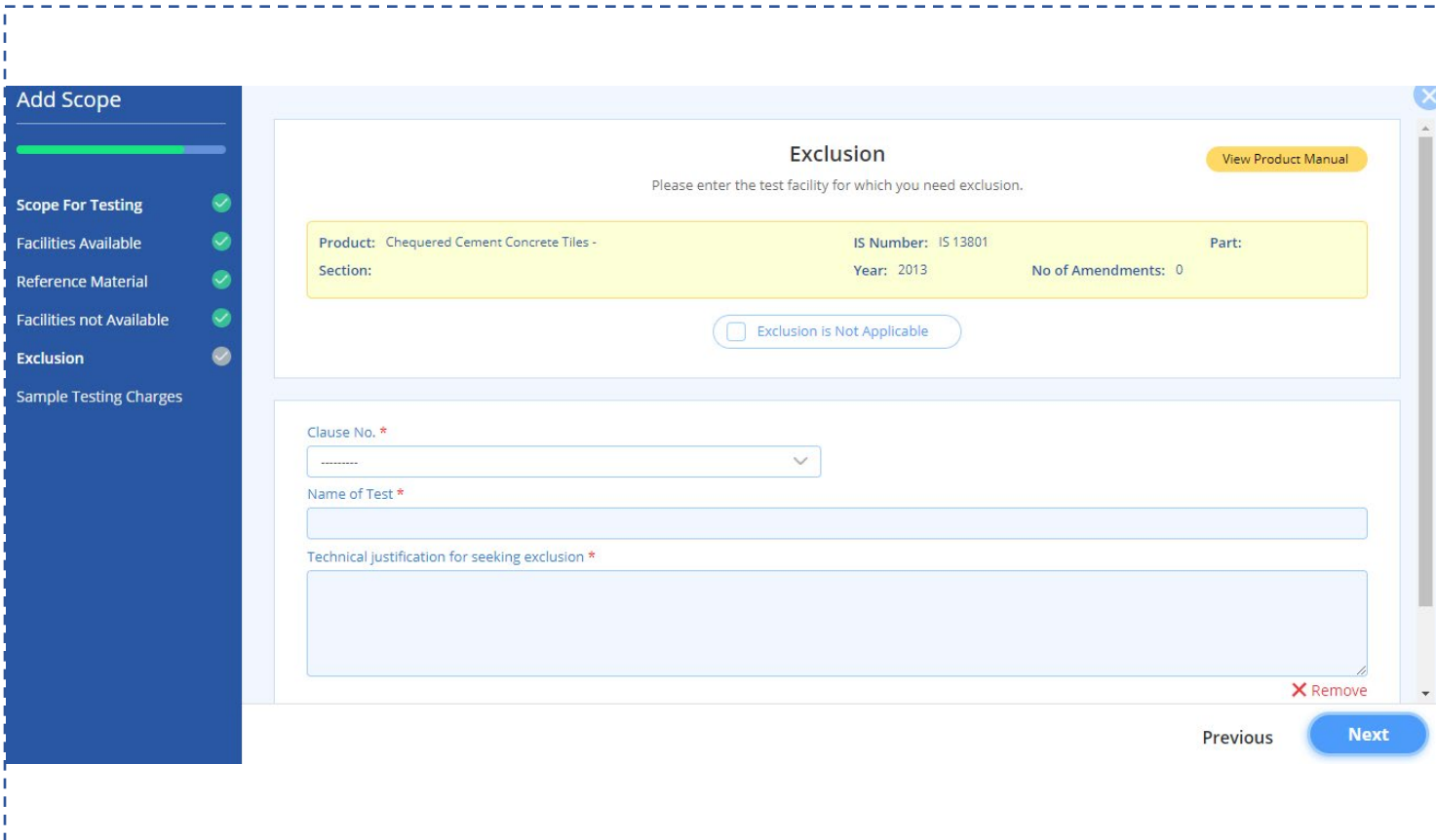
FACILITIES NOT AVAILABLE

- In this section provide the details of Facilities Not Available if applicable as per the selected Indian Standards also shown in Text Box at the Top.
- **All Facilities are Available:** Check this Box in case All Facilities are available for the selected Indian Standard.
- **Clause Number:** Select from the List the applicable Clause No. for which the Facilities are Not Available.
- **Clause Title:** Enter the Clause Title for which the Facilities are Not Available.
- **Method of Test:** Enter the Test Method for which the Facilities are Not Available.
- **Test Facility which is not Available:** Enter the Name of the Test Facility which is Not Available.

*(Fields marked with * are mandatory)*

Step 5 : Scope of Recognition

Section: Exclusion



Add Scope

Scope For Testing

Facilities Available

Reference Material

Facilities not Available

Exclusion

Sample Testing Charges

Exclusion

[View Product Manual](#)

Please enter the test facility for which you need exclusion.

Product: Chequered Cement Concrete Tiles - Section	IS Number: IS 13801	Part:
	Year: 2013	No of Amendments: 0

Exclusion is Not Applicable

Clause No. *
.....

Name of Test *
.....

Technical justification for seeking exclusion *
.....

[Remove](#)

[Previous](#) [Next](#)

EXCLUSION

- In this section provide the details of Test Facilities for which the Lab wants Exclusion as per the selected Indian Standards also shown in Text Box at the Top.
- **Exclusion is Not Applicable:** Check this Box in case Lab does not want to apply for Exclusion for the selected Indian Standard.
- **Clause Number:** Select from the List the applicable Clause No. for which the Lab desires Exclusion.
- **Name of Test:** Enter the Test Name for which the Exclusion is desired.
- **Technical Justification for Seeking Exclusion:** Provide description for seeking the Exclusion.

*(Fields marked with * are mandatory)*

Step 5 : Scope of Recognition

Section: Testing Charges for Testing of Samples

Testing Charges for Testing of Samples [View Product Manual](#)

Enter the details of testing charges.

Product: Chequered Cement Concrete Tiles - Section IS Number: IS 13801 Part: No of Amendments: 0
Year: 2013

Complete Testing Charges *
200.58

Clause Number * Clause No. (Please Specify) Clause Title
Other test

Testing charge *
Remarks *

Previous **Finish**

TESTING CHARGES FOR TESTING OF SAMPLES

- In this section provide the details of Complete Test Charges and Clause wise Test Charges as per the selected Indian Standards, also shown in Text Box at the Top.
- **Complete Testing Charge:** Enter the Charges for Complete Testing of the selected Indian Standard.
- **Clause Number:** This Field is pre-filled as per the Clause Number elected in previous section.
- **Testing Charge:** Enter the Test Charge for the applicable Clause mentioned in previous field.
- **Remarks:** Provide description for the Testing Charge.

*(Fields marked with * are mandatory)*

Step 6 : Manpower

Details of Managerial & Technical Personnel

Enter details of Managerial and Technical Manpower of your laboratory.

[+ Add Personnel](#)



SCOPE DETAILS

- In this section provide the details of Manpower available in the Lab.
- **Add Personnel:** Use the button to open form where the details Manpower are to be entered.

Step 6 : Manpower

Section: Basic Details

BASIC DETAILS

- **Designation Level:** Select the applicable Designation of the Personnel from the List.
- **Department:** Select the applicable Department of the Personnel from the List.
- **Role:** Select the applicable Role of the Personnel from the List.
- **Next:** Click on Next to save the entered information and move to next section

*(Fields marked with * are mandatory)*

Add Manpower

- Basic Details
- Qualification
- Work Experience
- Training Details

Basic Details

Fill up details of personnel in the laboratory.

First Name *	Last Name *	Current Designation *
<input type="text" value="Test"/>	<input type="text" value="Test"/>	<input type="text" value="Test"/>
Email	Landline Number	Mobile Number
<input type="text" value="Test@gmail.com"/>	<input type="text" value="+91"/> <input type="text" value="011"/> <input type="text" value="1234567"/>	<input type="text" value="+91"/> <input type="text" value="1234567890"/>
Designation Level *	Department *	Role
<input type="text" value="Technical Assistant"/>	<input type="text" value="Chemical"/>	<input type="text" value="OIC"/>

*(Fields marked with * are mandatory)*

Next

Step 6 : Manpower

Section: Qualification

Add Manpower

Basic Details

Qualification

Work Experience

Training Details

Qualification

Fill up the educational qualifications of the personnel in the laboratory.

Degree *	Specialization *	Institution Name *
<input type="text" value="B.Tech/B.E"/>	<input type="text" value="Test"/>	<input type="text" value="Test"/>
<input type="text" value="-----"/>	Period End *	Certificate
<input type="text" value="Intermediate"/>	<input type="text" value="07/2020"/>	<input type="text" value="Choose file..."/>
<input type="text" value="ITI"/>	<input type="text" value=""/>	<input type="button" value="Browse"/>
<input type="text" value="Diploma"/>	<input type="text" value=""/>	<input type="button" value="Remove"/>
<input type="text" value="Graduation in Science/Technology"/>	<input type="button" value="+ Add more"/>	
<input type="text" value="Post Graduation in Science/Technology"/>		
<input type="text" value="8th Pass"/>		
<input type="text" value="10th Pass"/>		
<input type="text" value="12th Pass"/>		
<input type="text" value="B.Tech/B.E"/>		
<input type="text" value="Graduate (B. Com.)"/>		
<input type="text" value="Graduate (B.A.)"/>		
<input type="text" value="Graduate (B.Sc.)"/>		
<input type="text" value="M.Sc"/>		
<input type="text" value="M.A"/>		
<input type="text" value="M.Com"/>		
<input type="text" value="M.TECH/M.E"/>		
<input type="text" value="Ph.D."/>		
<input type="text" value="LLB"/>		
<input type="text" value="M.Phil"/>		

Previous

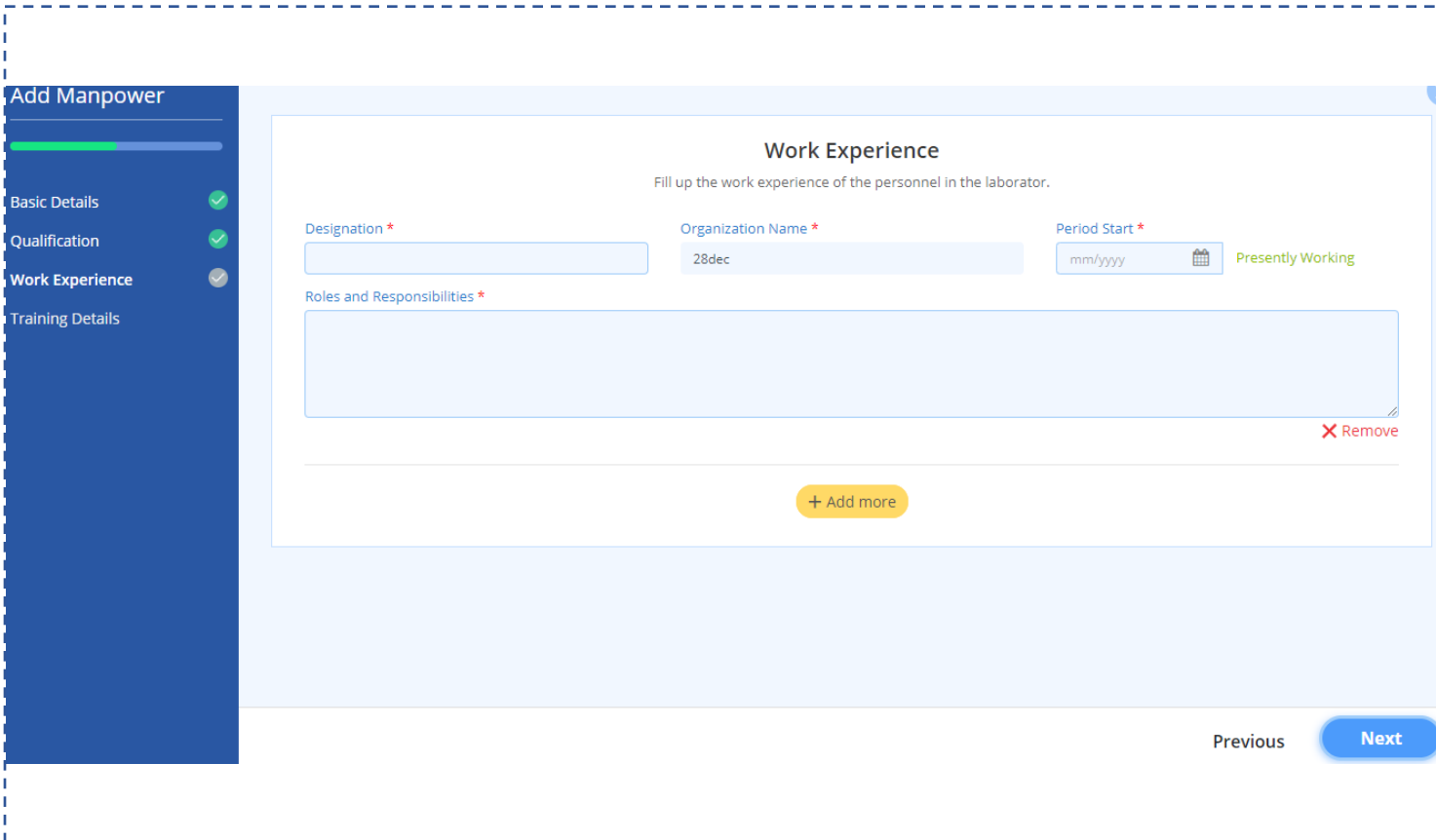
QUALIFICATION

- **Degree:** Select the applicable Degree Obtained by the Personnel from the List.
- **Specialization:** Enter the Specialization details of the Personnel.
- **Institution:** Enter the Institution details of the Personnel from where Degree has been obtained.
- **Period Start & End:** Click on Calendar icon to select Month/ Year of Start and End of Degree.
- **Certificate:** Upload the Degree Certificate obtained by the Personnel. Only PDF file of up to 2 MB size are allowed.
- **Add More:** Use Add More to add additional Qualification details obtained by the Personnel.

(Fields marked with * are mandatory)

Step 6 : Manpower

Section: Work Experience



Add Manpower

Work Experience
Fill up the work experience of the personnel in the laborator.

Designation * Organization Name * Period Start *
[Text Field] 28dec mm/yyyy [Calendar Icon] Presently Working

Roles and Responsibilities *
[Text Area] [Remove]

+ Add more

Previous **Next**

WORK EXPERIENCE

- **Designation:** Enter the Designation of the Personnel.
- **Organization Name:** For the First Work Experience Entry the Current Lab Name is Prefilled and Non-Editable
- **Period Start & End:** Click on Calendar icon to select Month/ Year of Start of Job of Personnel in Current Lab..
- **Roles & Responsibilities:** This is an input box where details of Roles & Responsibilities of the Personnel can be mentioned in brief.
- **Add More:** Use Add More to add additional Work Experience details obtained by the Personnel. While adding additional Work Experience details, the Organization Name and Start/End period will need to be entered by the user.

*(Fields marked with * are mandatory)*

Step 6 : Manpower

Section: Training Details

Add Manpower

Basic Details

Qualification

Work Experience

Training Details

Training Details

Fill up the details of training undergone by the personnel in the laboratory.

Training Name	Period Start	Period End
<input type="text"/>	<input type="text" value="mm/yyyy"/>	<input type="text" value="mm/yyyy"/>
Certificate		
<input type="text" value="Choose file..."/> <input type="button" value="Browse"/>		
<input type="button" value="X Remove"/>		
<input type="button" value="+ Add more"/>		

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TRAINING DETAILS

- **Training Name:** Enter the Name of Training Attended by the Personnel.
- **Period Start & End:** Click on Calendar icon to select Month/ Year of Start and End of Training Period of Personnel.
- **Certificate:** Upload the Training Certificate obtained by the Personnel. Only PDF file of up to 2 MB size are allowed.
- **Add More:** Use Add More to add additional Training Obtained by the Personnel.











*(Fields marked with * are mandatory)*

Step 7 : Checklist

CHECKLIST

- In this section User can Validate the completeness of each section of the Lab Registration process.
- User can see the Section Name (*for mandatory section), Its Status (Pending or Completed) and Option to Edit that section by using the Edit function.

Checklist

#	Subject	Status	Edit
1	Laboratory Details *	● Pending	
2	Address of Registered Office / Head Office *	● Pending	
3	Name & Designation of Top Management / Contact Person *	● Pending	
4	Normal Working Day(s) & Hours *	● Pending	
5	Type of Organization *	● Pending	
6	Parent Organization *	● Pending	
7	Bank Details *	● Pending	
8	Statutory Compliance Documents	● Pending	
9	Accreditation Documents / Certification Details *	● Pending	
10	Other Details *	● Pending	



Step 7 : Checklist

CHECKLIST

- Make Payment link will be enabled once All Sections are Completed.
- Lab will be able to make Payment through Bill Desk Payment Gateway by using NEFT/RTGS/Debit Card/Credit Card/Wallets.

17	Quality Formats	● Pending	
18	Inter Lab Comparison / Proficiency Testing	● Pending	
19	Internal Audit *	● Pending	
20	Management Review *	● Pending	
21	Scope *	● Pending	
22	Lab Manpower *	● Pending	

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[Make Payment](#)