



Scheme for Accreditation of EIA Consultant Organizations



National Accreditation Board For Education and Training

QUALITY COUNCIL OF INDIA



Scheme for Accreditation of EIA Consultant Organizations

Including the Initial and the Surveillance Assessment Processes

**NATIONAL ACCREDITATION BOARD FOR
EDUCATION AND TRAINING
(NABET)**

**QUALITY COUNCIL OF INDIA
(QCI)**

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Note:

This updated version primarily includes all clarifications issued from time to time, the surveillance assessment process and some minor modifications. This version of the Scheme will become applicable from September 1, 2011.

Abbreviations

AA	Associate Assessor
AO	Applicant Organization
ASSOCHAM	Associated Chambers of Commerce
CEO	Chief Executive Officer
CII	Confederation of Indian Industries
CO	Carbon Monoxide
CPCB	Central Pollution Control Board
CV	Curriculum vitae
EAC	Expert Appraisal Committee
EC	EIA Coordinator
EHS	Environment, Health and Safety
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
FA	Functional Area
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 Assessment
IIRS	Indian Institute of Remote Sensing
IIFM	Indian Institute of Forest Management
IISWBM	Indian Institute of Social Welfare & Business Management
ISO	International Organization for Standardization
ISRO	Indian Space Research Organization
MoEF	Ministry of Environment & Forests, Government of India
NABL	National Accreditation Board for Testing and Calibration Laboratories
NABET	National Accreditation Board for Education & Training
NOC	No Objection Certificate
NO_x	Nitrogen Oxides
NC	Non- conformance
NRSA	National Remote Sensing Agency
Obs.	Observations
PA	Principal Assessor
PM	Particulate Matter
QCI	Quality Council of India
QMS	Quality Management System
RPM	Respirable Particulate Matter
R & R	Resettlement and Réhabilitation
SA	Surveillance Assessment
SEAC	State Expert Appraisal Committee
SEIAA	State Environment Impact Assessment Authority
SO₂	Sulphur Dioxide
SPCB	State Pollution Control Board
SPM	Suspended Particulate Matter
TOR	Terms of Reference
VOCs	Volatile Organic Compounds

SCHEME FOR ACCREDITATION OF EIA CONSULTANT ORGANIZATIONS

1.0 Introduction

1.1 Why the Scheme?

Environmental Impact Assessment (EIA) is a statutory requirement for most developmental and industrial activities in our country. It is also being progressively used by financial institutions to assess the soundness of investment in a given project. EIA reports prepared in our country, more often than not, do not measure up to the desired quality. Some of the reasons for this are:

- Competence (the combination of relevant education, training and experience) of Consultants carrying out EIAs
- Quality of data used by Consultants for EIAs
- Tendency of Consultants to follow the “cut and paste” method in preparing EIA reports
- EIA consultants work for and on behalf of the project proponents (Conflict of Interest)

It, therefore, felt that a well designed Accreditation Scheme which defines the requirements for a consultant organization to prepare a good quality EIA report will contribute towards improving the quality of EIAs in our country.

Quality Council of India (QCI) being the National Accreditation Body is the appropriate organization to develop and implement such an accreditation Scheme. QCI was established as an autonomous, and non-profit organization jointly by the Government of India and the Indian Industry represented by the three premier industry associations - Associated Chamber of Commerce and Industry of India (ASSOCHAM), Confederation of Indian Industry (CII) and Federation of Indian Chambers of Commerce and Industry (FICCI).

National Accreditation Board for Education & Training (NABET), a constituent board of the QCI developed a voluntary Accreditation Scheme with inputs from various stakeholders including experts in the field, regulatory agencies, consultants etc., and launched it in August 2007. Some of the leading consultants in the field obtained accreditation under the scheme. The Ministry of Environment and Forests (MOEF) reviewed the scheme in 2009 and desired that the Scheme be updated incorporating the learning since launching of the Scheme. The same was done and the updated version (Rev 6) was posted on the QCI website (www.qcin.org) in January 2010. The Scheme was made mandatory by the MOEF through an Office Memorandum dated December 2, 2009 (http://moef.nic.in/divisions/iass/QCI_on_web.pdf); updates of the MOEF office memorandum are published by the MOEF at the MOEF web site (e.g. <http://moef.nic.in/downloads/public-information/0m-30-07-2011.pdf>).

1.2 What is the Scheme?

EIAs are essentially multi-disciplinary activities where inputs are required from specialists having knowledge of the industry/sector for which EIAs are to be carried out as well as in functional areas 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 person in developing an EIA Report is the EIA Coordinator (EC) who should have broad knowledge about the project, as well as the functional areas which are likely to be affected by the activities related to the project in its construction, operation and the closure phases. The role of the co-ordinator will include but not be limited to setting-up the team, visiting the site with the team, draw up the terms of reference (TOR), organize various activities to meet the requirements of the TOR, evolving work schedule and seeing that data are appropriately utilised for assessment, mitigation and monitoring.

Functional Area Experts (FAEs) are expected to assess the impacts from the proposed development / industrial activities in their respective areas of expertise and provide their expert inputs to the EIA Coordinator. The EIA Coordinator will then be able to collate and review the projected impacts and develop an overall Environmental Impact Assessment (EIA) and Environmental Management Plan (EMP).

The 'Scheme for the Accreditation of EIA Consultant Organizations' evolved by NABET (the Scheme) identifies the following basic requirements of the EIA Consultant Organization:

- a) Qualification and experience of ECs and FAEs
- b) Requirements for field investigations and laboratory arrangement to ensure the quality of the baseline data
- c) Quality management systems to be followed
- d) Office facilities and other enabling factors to be provided by an organization

1.3 Why should an EIA Consultant Organization get accredited?

Apart from the fact that currently it is mandatory for organizations which prepare EIA reports for obtaining environmental clearance, to get accredited under the Scheme, some of the other advantages are –

- a) A system of yearly assessment by highly experienced NABET assessors providing valuable input for improvement
- b) Listing in the QCI and the MOEF websites, which is an important database for prospective clients
- c) Use of the QCI-NABET logo, a mark of quality in stationary, to improve the brand image of the organization
- d) Recognition in the international arena through the QCI which is a member of International Accreditation Forum (IAF)

1.4 How is the Scheme implemented?

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

- a) Technical Committee – comprising 5-7 very experienced professionals with proven track record. It guides NABET in developing the Scheme as well as the assessment process.
- b) Accreditation Committee – comprising 5-7 very eminent persons. Apart from approving accreditation, it also issues clarifications on the Scheme from time to time, as necessary
- c) NABET Assessors – they are a group of very senior and experienced professionals with relevant experience, who carry out technical assessment of the applications as well as office assessment including interaction with experts (see later)
- d) NABET Secretariat – it comprises a mix of senior professionals and young technical staff which coordinates the entire process of assessment and accreditation

2.0 The Scheme

This comprehensive document describes the Scheme's requirements of human resources, quality management systems and procedures to be followed, the integrity of primary data, the assessment process and the accreditation criteria. Various aspects of the Scheme are detailed in the following sections –

- a) Eligibility (who can get accredited) and coverage of the Scheme
- b) Experts – qualification, experience and requirement
- c) Field investigation and laboratory arrangement
- d) Quality management systems to be followed
- e) Assessment process
- f) Accreditation process
- g) Closure of applications
- h) Fee Structure
- i) Organizational commitment towards developing quality EIAs

Specific details related to the Scheme have been included in **Appendices** and those related to Application form in **Annexures**

3.0 Eligibility and Coverage –

3.1 Eligibility

Only organizations will be considered for accreditation.

These can be government, public sector or private organizations which could be

proprietary firms, partnership firms or companies (Pvt. & Public Limited), bodies registered under Society Acts, under Section 25 of Companies Act, Research Institutes and the like.

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

Accreditation will not be applicable for individuals as EIA consultants.

3.2 Coverage of the Scheme

The Scheme covers all project Sectors listed in the Schedule attached to the MOEF Notification dated Sep 14, 2006 (<http://envfor.nic.in/legis/eia/so1533.pdf>). These Sectors, numbering 39, are listed in **Annexure II** of this Scheme. It also includes one additional Sector (No 40) with 5 sub-sectors which are not a part of the Notification but EIAs are prepared for these for reasons other than obtaining environmental clearance.

4.0 Experts Involved in Preparing EIAs

Experts to be involved in preparing EIA reports and their educational qualification and experience are mentioned below.

4.1 EIA Coordinator

As mentioned earlier, EIA is a multi-disciplinary activity where the central figure is the EIA Coordinator (EC) who should possess the following –

- a) Clarity in the concept of the EIA process
- b) Knowledge of the applicable Acts, Rules and regulations
- c) Domain knowledge of the industry/sectors for which EIAs are to be prepared
- d) Broad understanding of the environmental aspects related to the industry/sector
- e) Leadership quality in planning, selecting and guiding the EIA team

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

4.1.1 Minimum Educational Qualification for an EC

- a) Bachelor's (graduate) degree or equivalent in technical subjects such as Engineering/ Architecture/ Environmental Planning/ Town Planning and the like from a UGC /AICTE recognized University/ Institution.

or

- b) Master's (post-graduate) degree in Science and other subjects - Physical/ Environmental/ Life Sciences/ Social Sciences/ Economics/ Management from a UGC/AICTE recognized University/ Institution.

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

In exceptional and rare cases the Accreditation Committee may waive off this minimum qualification requirement based on the report /recommendation of the assessors.

4.1.2 Minimum Experience of an EC

a) **EIA related**

Minimum 7 years overall work experience related to EIA preparation, vide **Appendix 1** for details.

b) **Sector specific (for each Sector applied for)**

The EC should also have adequate experience for the sector (s) for which s/he is proposed by the Applicant Organization (AO) in terms of (i) having worked in those sectors for at least 2 years or (ii) having prepared a minimum of 3 EIA reports for projects in those sectors or (iii) having carried out three environmental assignments (such as environmental monitoring/audits, performance audits etc.) in those sectors involving at least one month's exposure or (iv) 3 in a combination of (ii) and (iii) : vide **Appendix 1** for detail.

4.2 Functional Area Experts

FAEs are expected to provide inputs in their respective areas of specialization. They should have

- a) an in-depth knowledge in their respective areas of specialization
- b) a broad understanding of the EIA process
- c) the capability of assessing the impacts of the project on the physical, biotic and social environment, as applicable
- d) the knowledge to suggest/ vet mitigation measures

In view of the above expected role, the educational background has been given emphasis for the FAEs.

4.2.1 Areas of expertise

Different EIAs will require inputs from diverse functional areas 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 for carrying out EIAs –

i. Land Use	LU
ii. Air Pollution Monitoring, Prevention & Control	AP
iii. Meteorology, Air Quality Modeling & prediction	AQ
iv. Water Pollution Monitoring, Prevention & Control	WP
v. Ecology & Biodiversity	EB
vi. Noise &Vibration	NV
vii. Socio- Economic Aspects	SE
viii. Hydrology, Ground Water & Water Conservation	HG
ix. Geology	GEO
x. Soil Conservation	SC
xi. Risk & Hazards Management	RH
xii. Solid & Hazardous Waste Management (including Municipal solid wastes)	SHW (HW/SW/MSW)

4.2.2 Minimum Educational Qualification for FAEs-

a) Bachelor's (graduate) degree or equivalent in technical subjects such as Engineering/ 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 Appendix 1* for details.

or

b) Master's (post-graduate) degree in Physical/ Environmental/ Life Sciences/ Social Sciences/ Economics from a UGC / AICTE recognized University/ Institution in specific disciplines as mentioned against specific functional areas *vide Appendix 1* for details.

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

4.2.3 Minimum Experience for FAEs

a) An expert should have a minimum 3 years overall experience in the concerned functional area(s) out of which at least 1 year should be in the application of the functional area knowledge in developing EIA report(s) to work as an independent FAE for Category B projects (*vide* Section 9 below for an explanation on Category).

b) To work for projects of Category A, an expert must have minimum 5 years overall experience in the concerned functional area(s) out of which at least 3 years should be in the application of the functional area knowledge in developing EIA report(s), *vide Appendix 1* for details.

To encourage the entry of fresh graduates/post graduates (as applicable), they would be permitted to work as Associate FAEs for Category B projects under the guidance of an approved FAE *vide* **Appendix 1** for details.

4.3 Requirements of Experts

- a) Experts involved in preparing EIA reports, namely ECs and FAEs, can be both, in-house (full time employee) or empanelled.
- b) Any organization seeking accreditation must have at least one in-house EC. 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.
- c) Any organization to be accredited must also have at least two in-house FAEs who, together with the above EC, should have the required qualification and experience covering the core functional areas of AP, WP, SHW, EB and SE.
- d) An expert meeting the requirements of the 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, an expert may opt for a maximum of 5 sectors as an EC and 4 functional areas as a FAE.
- e) A 'free lance' expert may be shown as an empanelled expert for a maximum five applicant organizations altogether both as an EC & FAE (*at the same time s/he should meet the requirement given below under 4.3 (g)*). For such empanelled experts, a Declaration has to be submitted in the format given at **Annexure V (Rev.1)** signed by the expert and countersigned by the Authorized signatory of the AO.
- f) An expert employed with a university/college/institute/ NGO can represent a maximum three applicant organizations as an empanelled expert provided s/he submits an NOC from an appropriate authority (the Registrar or an Official authorized by the Registrar in case of a university, the Principal for a college and the Head of the Organization in case of Institutions/NGO).
- g) The cumulative number of sectors/functional areas for which an expert provides his/her services to more than one organization shall be limited to 5 (for EC) and 4 (for FAE). The cumulative numbers for each of the experts get filled up chronologically as the organizations they represent go through the accreditation process. No more sectors/FAs will be considered for approval of the experts once they reached the permitted numbers for sectors and functional areas.
- h) An expert, who is in full time employment with a company, cannot be proposed as an empanelled expert for another EIA consultant organization.
- i) Submission of any false or misleading information in any of the above aspects, shall lead to cancellation of approval of such experts and/or accreditation for the organization.

5.0 Field Investigation and Laboratory Arrangement –

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

- a) Physical environment like air, water, soil, noise etc
- b) Biotic environment
- c) Social environment including resettlement and rehabilitation (R&R) plan

Having a detailed ‘feel’ of the proposed site of the project is of utmost importance for developing the Terms of Reference (TOR) followed by the planning for collecting the primary data at the site.

5.1 Laboratory Arrangement for monitoring physical environment baseline data

The AO may have an arrangement for in-house or external laboratories for 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 or MOEF recognized. The laboratories should be able to carry out testing/analysis of various parameters required in developing EIA reports including the following –

- a) Ambient Air Quality
- b) Stack emissions
- c) Water & waste water quality
- d) Soil characteristics
- e) Noise

Wherever such data generation includes collection of samples at the site followed by analysis of the same at the laboratory, a detailed written down procedure should be available with the AO including collection methodologies and preservation of such samples.

In case an AO has an in-house laboratory which is not accredited by NABL or recognized by MOEF, it may be permitted to use such a laboratory for one year as an interim arrangement. However, it must get the in-house laboratory accredited/recognized or ties up with an external laboratory with such credentials prior to the first Surveillance Assessment, one year after accreditation.

Till the time such laboratories get accredited with NABL or recognized by MOEF, these will be assessed by NABET assessors on the basis of the information provided in Annexure III of the Scheme. Issues to be considered for such an assessment will include –

- a) Procedures for calibration of equipments and Sampling
- b) Adequacy of equipment and facilities to cover all parameters in line with EIA

requirements

- c) Competence of Technical Laboratory Staff
- d) Procedures for laboratory safety and pollution control related to laboratory emissions, discharges and wastes

5.2 Field Investigation for Biotic Environment and Socio-economic data

As mentioned above, the EIA team must acquaint itself with the ground realities existing at the site through site visits with detailed programmes. Sampling locations, type of sampling, survey regime and protocol for ecological studies, questionnaire/ interview/ focused group discussions/other methodologies to be followed for biotic and socio-economic data etc., must be specific to the site conditions. See Section 6 below for details to be included in the procedures.

6.0 Quality Management System

The applicant organization must maintain a Quality Management Systems (QMS) for the organization. The QMS should be based on ISO 9001:2008 standards. It is, however, not mandatory that the organization should be ISO 9001: 2008 certified. The QMS should address the requirements of ISO 9001: 2008 and the specific requirements of the Scheme. The content of the Quality Manual should reflect the following:

- a) Quality Policy
- b) Control of records and documents
- c) Performance Measurement and Review
- d) Actions taken to address Non-Conformance
- e) Identification, retention and assessment of performance of empanelled experts
- f) Collection of primary data
- g) Collation, synthesis and interpretation of secondary data
- h) Work outsourced
- i) Laboratory work including calibration of equipment and lab safety
- j) Complaints and appeal

Items a) to d) and j) relate to ISO-9001: 2008 and items e) to i) address the requirements of the Scheme. The essential issues to be addressed in the Quality Management System Manual are detailed out in **Appendix 2**

7.0 Application Process -

The application form can be downloaded from the QCI website www.qcin.org. Detailed information on documents to be submitted with the application is provided at the QCI website. Applicants are advised to go through the Accreditation Scheme carefully prior to preparing their application.

7.1 Important points to be considered while applying –

- a) Experts proposed must meet the requirements of the Scheme both in respect of qualification and experience (for ECs - overall EIA related and sectoral experience; for FAEs – overall in functional area/s and EIA related).
- b) An EC may be proposed for a maximum of 5 Sectors and a FAE for a maximum of 4 functional areas.
- c) An expert may be proposed both as an EC and FAE, provided s/he meets the Scheme's requirements.
- d) The application must have at least three in-house experts - one eligible EIA Coordinator who together with another two eligible FAEs should cover the core functional areas (AP, WP, SHW, EB & SE).
- e) CVs of experts must be submitted in Formats given in **Annexure IV**, IV A and IV B. An incomplete CV will only delay the processing of the application.
- f) All 12 functional areas must be covered in the application. In-house experts must be proposed for the 5 core functional areas (AP, WP, SHW, SE and EB). Also see item 2.2.1 of **Appendix 3**.
- g) It is not mandatory for a Consultant Organization to be certified to ISO 9001 but it should have a Quality Management System for guiding the activities of the organization. The Quality Management System should address the procedures mentioned in **Appendix 2** of this Scheme. The application must be accompanied by the Quality Management System manual of the Organization.
- h) The Consultant Organization must have an arrangement with a NABL accredited or MOEF recognized laboratory for environmental base line data generation. It can be an in-house or external laboratory. For NABL accredited laboratories the scope of accreditation (*vide* Section 5.1 above) and for MOEF recognized laboratories copy of the application must be submitted.
- i) For external laboratory, copy of the agreement with it must be submitted with the application.
- j) Consultants having in-house laboratory not accredited to NABL or recognized by MOEF should provide details as per **Annexure III**.
- k) A check list of documents to be submitted with the application is given in **Annexure VI**.

7.2 Changes in Experts -

In respect of experts proposed, changes may be considered under the following conditions

- a) In response to Non-conformances/Observations (NCs/Obs) raised by NABET on the original application during Stage I and Stage II of Initial Assessment process (*vide* item 2.2.1 and 2.2.2 of **Appendix 3**).
- b) In case of non-availability expert/s due to a genuine and unavoidable reason (Accreditation Committee's decision in regard to genuineness of the reason shall be final).
- c) Intimation of any such change must be submitted to NABET prior to the Office Assessment (*vide* item 2.2.3 of **Appendix 3**). The applicant organization may either

redistribute sectors/functional areas within the experts proposed in the original application or add new names giving requisite details without adding any new sector.

8.0 Assessment Process -

Experienced professionals with long experience in the relevant fields will carry out the assessment of the applications received by NABET. Each application is assigned two assessors (Principal Assessor – PA and Associate Assessor – AA) to carry out the assessment supported by the NABET staff. The assessment process will comprise -

8.1 Initial Assessment (IA) – will include three stages –

- a) Stage I – checking the completeness of the application by the NABET secretariat.
- b) Stage II – technical assessment of documents by the PA.
- c) Stage III – office assessment including the interaction with experts by the PA and the AA.

Normally, 10 days prior notice will be given to the Applicant for Office Assessment. However, NABET reserves the right to visit the site un-announced, if it deems necessary.

The assessment process is primarily evidence based and objective in nature. After the Stage III assessment, an applicant organization will be given marks out of 100 as detailed in vide item 2.3 of **Appendix 3**. AOs scoring more than 40% marks in Stage III assessment are put up to the Accreditation Committee for its review and decision on accreditation.

8.2 Surveillance Assessments (SA) –

Once an AO is accredited (see Section 9 below) surveillance assessment will be carried out at the end of the 1st and the 2nd years after the accreditation. This process will also comprise three stages namely (i) checking by the NABET secretariat whether all documents asked for have been submitted followed by (ii) document assessment and (iii) office assessment by NABET assessors. An accredited organization needs to score a minimum of 50% marks in Stage III of SA for the accreditation to continue; please see **Appendix 3** for details.

Any modification/ extension of the scope of Accreditation will also be assessed during the Surveillance Assessment following the process the Documentation Review and Office Assessment, as applicable for the Initial Assessment Process.

8.3 Re-accreditation –

At the end of three years after the Initial Accreditation, an applicant is required to re-apply stating the scope of re-accreditation desired. Re-accreditation shall follow the process of Initial Assessment mentioned above.

9.0 Accreditation Process -

Accreditation under this Scheme will be done in two categories –

- a) Category A – an AO needs to score minimum 60% marks in Stage III of the initial assessment to be considered for accreditation as a Category A consultant. Such organizations will be able to carry out EIAs for both Category A and B projects as defined in MOEF Notification dated Sep 14, 2006 and its subsequent amendments.
- b) Category B – AOs scoring 40% or more but less than 60% marks in the Stage III of initial assessment shall be considered for accreditation as Category B consultants. Such organizations will be permitted to carry out EIAs for Category B projects as defined in MOEF Notification dated Sep 14, 2006 and its subsequent amendments.

An applicant may be recommended for Category A for some sectors and Category B for some others, depending on the quality of experts, experience etc., as assessed by NABET Assessors. As mentioned above, a Consultant Organization accredited for Category A will be able to carry out EIAs for both, Category A and B projects for the sector/s specified.

Prior to accreditation, the AO shall sign the “Code of Conduct for EIA Consulting Organizations” (ref: 13.3 of this document) and send it to the NABET Secretariat.

Accreditation will be accorded for a period of 3 years subject to surveillance assessments at the end of the 1st and the 2nd year. An accredited consultant is required to strictly comply with the conditions of accreditation. Non-compliance of conditions may result in withdrawal of the accreditation. For details of the Accreditation process please see **Appendix 4**

10.0 Closure of application –

An application has to be complete in all respects for the assessment process to be completed. At each of the three stages of assessment, specific information must be available to process it for the next stage. The information may relate to the qualification & experience of experts, availability of minimum number of in house experts, Quality Management systems, laboratory arrangement, scope of accreditation of laboratories etc. During each stage of assessment the AO will be informed about the shortfall/inadequacy of information and given adequate time to submit complete information meeting the Scheme’s requirements. It is to be noted that submission of incomplete or vague information would not help the cause of the application. If all information is not available even after 6 months of the expiry of the last time period given to it, it would be construed that the AO is not interested in pursuing the application and it will be treated as ‘closed’. The AO would be informed accordingly. Should it so desire, the AO may reapply and rejoin the queue after ensuring that the inadequacies have been properly addressed. For details of conditions of Closure of applications, please see **Appendix 5.**

11.0 Fee Structure –

To offset the costs involved in the implementation of the Accreditation Scheme for EIA Consultant Organizations by NABET, fees will be charged to the AO under the following heads –

11.1 Initial Assessment –

- a) Application fee
- b) Document review fee
- c) Office assessment fee
- d) Analysis of office assessment and preparation of final report fee
- e) Travels, boarding and lodging (at actual)
- f) Annual fee

11.2 Surveillance Assessment (at the end of the 1st year after the accreditation)

- a) Document review fee
- b) Office assessment fee
- c) Analysis of office assessment and preparation of final report fee
- d) Travel, boarding and lodging (at actual)
- e) Annual fee

11.3 Surveillance Assessment (at the end of the 2nd year after the accreditation)

- a) Same as 11.2 above

11.4 Re-application & reassessment

- a) Same as 11.1 above

Details of the Fee structure are given in **Appendix 6**.

11.5 Payment of Fees -

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

12.0 Organizational Commitment –

The ultimate objective of the EIA accreditation Scheme is to contribute towards improving the quality of EIAs in the country. This will come about when there is a commitment from the accredited consultants towards continual improvement. One of the important aspects of the SA will be to assess such a commitment from the accredited consultants. Issues to be considered are –

- a) Efforts made by the consultant towards capacity building in the organization
- b) Efforts made for doing quality work
- c) Innovative approaches adopted

13.0 General

13.1 Facilities –

The consultant organization shall have infrastructure like office space, equipment etc., commensurate with the scope stated in the application for accreditation.

13.2 Suspension or cancellation –

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

- a) Non-compliance or violation of the NABET requirements and conditions of Accreditation and deviation from facts as stated in application and enclosures
- b) Submission of false or misleading information in the application or in subsequent submissions
- c) Improper use of NABET Accreditation mark
- d) Carrying out changes in EIA coordinators/ Experts for accredited sectors without NABET's approval
- e) Failure to report any major legal (mandatory compliance) changes
- f) Using fraudulent practices by the accredited consultant in respect of its submission/ interaction with NABET which would include, but not limited to, deliberate concealment and/or submission of false or misleading information, suppression of information, falsification of records or data, unauthorized of accreditation, and non-reporting of completed 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.
- g) Non- payment of applicable fees.
- h) Violation of the Code of Conduct for the Consultant Organizations (see section 13.3 below)
- i) Any other condition deemed appropriate by NABET

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

13.3 Code of Conduct

All consultants 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.

The Consultant Organization undertakes:

- a. To act professionally, accurately and in an unbiased manner.
- b. To be truthful, accurate and fair to the assigned work, without any fear or favour.
- c. To 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. To avoid and / or declare any conflict of interest that may affect the work to be carried out.
- e. Not to accept any favor from the clients, or their representatives.
- f. Not to act in a manner detrimental to the reputation of any of the stakeholders including NABET and the client.
- g. To co-operate fully in any formal enquiry procedure of NABET as per the appeals procedure.

13.4 Requests for Review of Decisions

The following procedure will be applicable

- a. In case an Applicant Organization/ Accredited Consultant wishes for review/reconsideration of any accreditation decision taken by NABET, they may send a request for same to NABET.
- b. Request received from Applicant organization/ Accredited consultants by NABET will be recorded in the same serial as date of receipt and put up on the QCI website
- c. Request must mention specific complaints (not generic in nature) and supported by documentary evidence.
- d. Anonymous/ pseudonymous requests will not be entertained.
- e. Each request must be accompanied with an ECS/ Demand Draft of Rs. 25,000/ payable in favor of "Quality Council of India" to partially offset the cost of hearing of such requests.
- f. One special AC meeting is proposed to be organized every month to consider such cases.
- g. Agenda of such meetings along with cases to be put up shall be posted on QCI website.
- h. Organizations making the request may present their case in person to the AC, if so desired by them.
- i. Decision of the AC shall be intimated to the concerned organizations as well as posted on QCI website.

13.5 Records

All information concerning EIA related work should be meticulously documented, as defined in the organization's QMS to meet the requirements of the QCI scheme.

- a) The organization shall maintain records to demonstrate the conformance to the NABET requirements
- b) Records shall be maintained in English
- c) Records may be in any medium – hard copy or soft copy.
- d) These records shall be maintained for at least three years.
- e) These records shall be made available to NABET on demand.

13.6 Confidentiality -

- a) All information, documents and reports submitted by an applicant to NABET shall be utilized by the NABET, Assessors, Members of Accreditation & Technical Committee for the purpose of assessment & accreditation. These may also be used for research purpose or sharing with MOEF 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 applicant wants the information to be kept confidential, a communication must be sent to NABET citing reasons for the same. NABET reserves the right to take decision in this regard.
- b) The accredited consultant shall have adequate arrangements consistent with applicable laws to safeguard confidentiality of all information provided by its clients. These arrangements shall be extended to include organizations or individuals acting on its behalf and as its representatives.

13.7 Updation of Scheme

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

List of Appendices

1. *Appendix 1* : Qualifications and experience of Experts
2. *Appendix 2* : Quality Management System
3. *Appendix 3* : Assessment process
4. *Appendix 4* : Accreditation process
5. *Appendix 5* : Closure of applications
6. *Appendix 6* : Fee structure

QUALIFICATION AND EXPERIENCE OF EXPERTS

Keeping in view the roles envisaged for the EIA Coordinator and the Functional Area experts in the Scheme, the qualification and experience requirements of the experts are detailed below –

1.0 EIA Coordinators

1.1 Minimum Educational Qualification

a) Bachelor's (graduate) degree or equivalent in Engineering/ Architecture/ Environmental Planning/ Town Planning and the like from an UGC /AICTE recognized University/ Institution.

or

b) Master's (post-graduate) degree in Physical/ Environmental/ Life Sciences/ Social Sciences/ Economics/ Management from an UGC /AICTE recognized University/ Institution.

Qualifications conferred by institutions like The Institution of Engineers (India), Indian Chemical Society, the 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 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 assessors

1.2 Minimum Experience

An EIA Coordinator 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 –

1.2.1 EIA related

Minimum 7 years work experience related to EIA in one or more of the following:

- a) as an EIA Coordinator
- b) as a Functional Area Expert assisting the EIA team
- c) as a team member supporting the EIA Coordinator
- d) as a professional in the EHS or the concerned department of the project proponent getting EIAs conducted by external consultants
- e) in the role of appraisal of EIA reports as a regulator/ appraiser/ academician.

EIA related experience during teaching and/or Ph.D work may be considered, if found relevant

1.2.2 Sector specific (for each Sector applied for)

Any one of the following:

- a) 3 completed EIAs* in the Sector
- b) 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.
- c) 3 in combination of (a) and (b).
- d) 2 years experience in an industry in the Sector as an employee in their EHS/ Operations/ Maintenance/ Projects departments

* 'Completed' EIAs will 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 consultation, if applicable (and public consultation is not complete for reasons not attributable to EIA consultants).

For being eligible as EIA Coordinator for Category A projects (as defined in MoEF Notification dated Sep 14, 2006) in a Sector, s/he should have carried out at least one EIA for a project of Category A, in that Sector.

An EIA Coordinator should also 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 consultation procedures.

2.0 Functional Area Experts

2.1 Minimum Educational Qualification (General)

- a) Bachelor's (graduate) degree or equivalent in technical subjects such as Engineering/ Architecture/ Environmental Planning/ Town Planning and the like from an UGC / AICTE recognized University/ Institution in specific disciplines as mentioned against each functional area vide Section 2.3 below
or
- b) Master's (post-graduate) degree in Physical/ Environmental/ Life Sciences/ Social Sciences/ Economics from an UGC/AICTE recognized University/ Institution in specific disciplines as mentioned against specific functional areas vide Section 2.3 below

Qualifications conferred by institutions like The Institution of Engineers (India), Indian Chemical Society, Indian Institute of Metals, Indian Institute of Chemical engineers and IISWBM which are recognized as equivalent to the above in respective fields by the Central or State Governments, will also be accepted

2.2 Minimum Experience (General)

Different EIAs will require inputs from diverse Functional Area Experts depending on the type and the magnitude of the projects and the depth /extent of anticipated environmental impacts, e.g. Air quality, Water quality, Ecology & Biodiversity, Socio-economy etc. To help EIA Consultant organizations select Functional Area Experts, the following guidelines are recommended.

Category B - to work as an independent Functional Area Expert, s/he should have a minimum 3 years of experience in the functional area. Out of these 3 years, at least 1 year should be in the application of the knowledge in the functional area/s to EIA, balance could be in consultancy/teaching and the like in the stated area/s of expertise. Experts with a total of minimum 3 year's experience will be able to work as independent FAEs for Category B projects (vide Section 9 of the Scheme for Category).

Category A - FAEs for Category A projects will need to have a total experience of minimum 5 years in the subject area, of which at least 3 years should be in the application of the knowledge in the functional area to EIA.

Experience in the relevant functional area during teaching and/or Ph.D. work may be considered, if found relevant.

To encourage entry of fresh graduates/post graduates in the profession, persons having less than 3 years overall experience in certain functional area/s may be considered as Associate Functional Area Experts in such areas provided they have reasonable knowledge in respective fields and score at least 60% marks during interaction with the Assessors. Such Associate FAEs may be permitted to work as FAEs for category B projects under the guidance of an approved FAE in the concerned functional area/s.

All Functional Area Experts should have in-depth knowledge and understanding of the relevant Acts & Rules pertaining to their areas of expertise.

Qualification and specific experience requirements for different functional areas are mentioned in Section 2.3 of this Appendix.

2.3 Minimum Educational Qualification and Experience for different functional areas –

2.3.1 Land Use

a. Specific disciplines (of Educational Qualification)

- 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 , or
- iii. Other than those stated above, Post graduate degree in science subjects, including Geography 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. Specific experience should include –

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

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.)

2.3.2 Air Pollution Monitoring, Prevention & Control

a. Specific Disciplines

- i. Engineering – Environmental/ Chemical/ Mechanical/ Civil/ Mining, or
- ii. Science subjects -Environmental Sciences/ Environment Management/Environmental Studies/ Industrial Pollution Control/ Physics / Chemistry and the like.

b. Specific Experience should include –

I. Air Pollution Monitoring -

- i. Meteorology - measurement of wind speed, wind direction, relative humidity, wet & dry bulb temperature, rainfall etc.
- ii. Air quality monitoring, Suspended Particulate Matter, Respirable Particulate Matter - PM 2.5 and PM 10, SO₂, NO_x, CO, hydrocarbons, & other relevant parameters like VOCs etc. including handling of relevant equipment
- iii. Stack monitoring - Particulate Matter, SO₂, NO_x, & other relevant parameters
- iv. Inventorization of Green House Gas emissions

II. Air Pollution Prevention & Control

- i. Reduction in process emissions at source
- ii. Reduction in fugitive emissions
- iii. Design and installation of emission control systems involving
 - Identifying & assessing quantum of emissions
 - Identifying the most suitable control device e.g. condensers, spray systems, scrubbers, cyclones, ESPs, bag filters etc.
 - Design of air pollution control systems and their efficiencies
 - Interlocking control systems with production plants
- iv. Adequate knowledge of EIA Legislation process in India
- v. Contribution to EIA documentation
- vi. 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.

2.3.3 Meteorology, Air Quality Modeling & Prediction

a. Specific Disciplines

- i. Engineering - Environmental/ Civil/ Chemical , or
- ii. Science subjects - Environmental Sciences/ Environment Management/ Environmental Studies/ Industrial Pollution Control/ Physics/ Chemistry/ Mathematics/ Statistics/ Atmospheric Sciences and the like.

b. Specific experience should include

- i. Designing ambient air quality monitoring network for use in prediction modeling
- ii. Developing micro meteorological data for use in modeling
- iii. Collecting and use of secondary data on meteorology like cloud cover, inversion related data, mixing heights etc., for modeling
- iv. 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 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.

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

- i. Adequate knowledge of EIA Legislation process in India
- ii. Contribution to EIA documentation
- iii. Understanding of policies, guidelines and the legislation related to Air Pollution

c. Training (Preferable)

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

2.3.4 Water Pollution Monitoring, Prevention & Control

a. Specific Disciplines

- 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. Specific experience should include

I. Water & Waste water Monitoring

- i. Designing sampling network for water and waste water
- ii. Techniques and requirements of sampling of water and waste water for EIAs
- iii. Monitoring of water and waste water quality

II. Water conservation and prevention & control of pollution

- i. Water use auditing, water balance, water budgeting, water conservation, and developing schemes for cascading use (recycle, reuse) of water
- ii. Identification, characterization and segregation of effluent streams
- iii. Design/ Erection/ Performance evaluation of water/ effluent treatment systems for physico-chemical and biotic treatment.
- iv. Water quality modeling for prediction of impacts of effluent discharge to receiving water bodies
- vi. Adequate knowledge of EIA Legislation process in India
- vii. Contribution to EIA documentation
- viii. Understanding of policies, guidelines and legislations related to Water Pollution

c. Training (Preferable)

Specialized course/ training on water pollution & control technologies.

2.3.5 Ecology and Biodiversity

a. Specific Disciplines

- i. Science subjects – Zoology/ Botany/ Forestry/ Environmental Sciences/ Ecology/ Natural Resource Management/ Subjects of Life Sciences and the like.

b. Specific experience/ Skills should 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 endangered species of animals and plants and experience of providing guidance and support for conservation of species and habitats
- iii. Adequate knowledge of EIA Legislation process in India
- iv. Understanding of policies, guidelines and legislations related to ecology biodiversity conservation
- v. Specialized training in the field of impact assessment and ecological monitoring will be an added advantage
- vi. Contribution to EIA documentation

c. Training (Preferable)

Training on Ecosystem analysis and evaluation, Landscape ecology, Impact Assessment on ecology/ biodiversity from various industrial, infrastructural and other developmental work projects

2.3.6 Noise and Vibration

a. Specific Disciplines

- i. Engineering - Mining/ Mechanical/ Electrical/ Instrumentation/ Civil/ Environmental
- ii. Science subjects - Environmental Sciences/ Environment Management/ Environmental Studies/ Physics/ Geophysics/ Statistics or in any other subject covering noise/ vibration measurement, prediction & control

b. Specific experience should include

- i. Monitoring of noise/vibration levels using specific instruments, processing and analysis of data
- ii. Prediction of noise/vibration isopleths levels using relevant pollution models in residential, sensitive (hospitals, educational institutions, religious places etc.), commercial and industrial areas and noise due to community activities, urban traffic, highway traffic, railroad, aviation, commercial & industrial activities.

- iii. Control of noise emanating from mining operations, vehicles, airport, industries, machines, community activities, highways, railways etc. along with design and optimization of noise/vibration attenuation devices.

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

- i. Adequate knowledge of EIA Legislation process in India
- ii. Contribution to EIA documentation
- iii. 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 behavior, noise modeling and prediction, protection devices against high noise levels, designing/review of noise reduction/control systems.

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

2.3.7 Socio-Economics

a. Specific Disciplines

Master's (post graduate) degree in

- i. Social Welfare / Sociology/ Political Science/ Psychology/ Geography/ Anthropology/ Economics, or
- ii. Rural Development & Management – rural economics, or
- iii. Economic Sociology, or
- iv. Demographic Studies, or
- v. Any Sociology related subject

2 years Post Graduate Diploma in Sociology from recognized Institution like Xavier Institute of Social Sciences, Ranchi/ Xavier Institute of Management, Bhubaneswar/ XLRI, Jamshedpur.

b. Specific experience should include

- i. Conducting base line socio economic surveys through interviews/questionnaire/ focused group discussions
- ii. Carrying out social need assessment studies
- iii. Carrying out R & R studies for people displaced due to developmental projects
- iv. Assessment of social changes arising out of development projects
- v. Evaluation of socio- economic status of both tribal and non tribal areas
- vi. Demonstrated capacity to interact and develop rapport at community level will be an added advantage

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

- i. Adequate knowledge of EIA Legislation process in India.
- ii. Contribution to EIA documentation.
- iii. Understanding of policies, guidelines and the legislation related to Socio-economy.

c. Training (Preferable)

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

2.3.8 Hydrology, Ground Water & Water Conservation

a. Specific Disciplines

- i. Engineering - Civil / Mining, or
- ii. Science subjects - Geology/ Applied Geology/ Geophysics/ Hydrology/ Surface Hydrology/ Hydrogeology/ Water resources Management

c. Specific experience should 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.

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

- i. Adequate knowledge of EIA Legislation process in India.
- ii. Contribution to EIA documentation.
- iii. Understanding of policies, guidelines and the legislation related to Ground Water.

d. Training (Preferable)

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

2.3.9 Geology

a. Specific Disciplines

- i. Engineering - Mining
- ii. Science subjects – Geology/ Applied Geology/ Geophysics

b. Specific experience should include

- i. Geology and Geo morphological analysis/ description.
- ii. Stratigraphy/ Lithology.
- iii. Vibration analysis in relation to mining operations.
- iv. Developing geological maps.
- v. Mining plan development incorporating environmental aspects like top soil preservation, waste dump management, reclamation/rehabilitation of mined out areas run off management etc.
- vi. 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:

- i. Adequate knowledge of EIA Legislation process in India
- ii. Contribution to EIA documentation
- iii. Understanding of policies, guidelines and the legislation related to Mining.

2.3.10 Soil Conservation

a. Specific Disciplines

Science subjects - Agricultural Sciences/ Soil Sciences/ Forestry/Chemistry/ Botany / Natural Resource Management and the like

b. Specific Experience should include

- i. Sampling, analysis and characterization of soil
- ii. Assessment of fertility/productivity of soil
- iii. Assessment of impact of gaseous, liquid & solid pollutants on soil
- iv. Management of soil salinity
- v. Remediation of soil pollution/contaminated soils

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

- i. Adequate knowledge of EIA Legislation process in India
- ii. Contribution to EIA documentation
- iii. Understanding of policies, guidelines and the legislation related to the subject area

c. Training (Preferable)

Assessment of soil contamination and remediation techniques

2.3.11 Risk Assessment & Hazard Management

a. Specific Disciplines

- i. Engineering - Chemical/ Mechanical /Fire Engineering
Mining – For Mining EIAs only
- ii. Science subjects – Toxicology/ Chemical Technology/ Industrial Safety/ Chemistry or in subjects dealing with identification, assessment and management of risk and hazards
- iii. Others - Post graduate diploma (1 year or above) in Industrial Safety from a University/ recognized Institute after graduation in engineering or post graduation in a science subject

b. Specific experience should include

- i. Identification of Hazards & Hazardous Substances
- ii. Risks and Consequences Analysis using latest software such as Phast Micro or SAFETI
- iii. Preparation of Impact Diagrams
- iv. Vulnerability Assessment
- v. Preparation of Onsite Emergency Preparedness Plan
- vi. Preparation of Offsite Disaster Management Plan

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

- i. Adequate knowledge of EIA Legislation process in India
- ii. Contribution to EIA documentation
- iii. Understanding of policies, guidelines and the legislation related to emergency response, off-site and on-site emergency plans, safety and occupational health etc.

2.3.12 Solid & Hazardous Waste Management

a. Specific Disciplines –

- i. Engineering - Chemical/ Civil/ Environmental
Mining – For Mining EIAs only
- ii. Science subjects - Chemical Technology/ Chemistry/ Toxicology/ Environmental Sciences/ Natural Resource Management/ Natural Science

b. This Functional Area comprises three parts

- i. Municipal Solid wastes (MSW)
- ii. Non hazardous industrial solid wastes (ISW)
- iii. Hazardous wastes including Biomedical Waste (HW)

c. Specific Experience/ Skills should include

- i. For Municipal Solid wastes
 - Methodologies for segregation and collection of MSW
 - Methodologies of gainful utilization of MSW
 - Designing of landfill sites for safe disposal of MSW
 - Familiarity with MSW Rules
- ii. For non-hazardous industrial solid wastes
 - Recycling and reuse of solid wastes
 - Handling and disposal methodologies of high volume non-hazardous solid wastes
- iii. For Hazardous wastes
 - Knowledge of Hazardous Wastes (Management, handling and transboundary movement) Rules, Basal Convention and other relevant legislations
 - Identification of Hazardous wastes
 - Neutralization, stabilization, treatment, storage and disposal of Hazardous wastes
 - Designing of TSDF

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

- i. Adequate knowledge of EIA Legislation process in India
- ii. Contribution to EIA documentation
- iii. 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 & 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.

d. Training (Preferable)

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

General Note -

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.

QUALITY MANAGEMENT SYSTEM

The applicant organization must maintain a Quality Management Systems (QMS) for the organization. The QMS should be based on ISO 9001:2008 standards. It is, however, not mandatory that the organization should be ISO 9001: 2008 certified. The QMS should address the requirements of ISO 9001: 2008 and also the specific requirements of the Scheme.

The Quality Manual should, at the minimum, reflect the following:

- i. Quality Policy
- ii. Control of Records & Documents
- iii. Performance Measurement and Review
- iv. Actions taken to address Non-Conformance
- v. Identification, retention and assessment of performance of empanelled experts
- vi. Collection of primary data
- vii. Collation, synthesis and interpretation of secondary data
- viii. Work outsourced
- ix. Laboratory work including calibration of equipment and lab safety
- x. Complaints and appeal

Items i to iv and x relate to general quality standards. Items v to ix address the requirements of the Scheme. Some broad guidelines on issues to be addressed for each of the above items are given below -

i. Quality policy – should clearly define :

- a. Appropriate to Company's business
- b. Commitment for continual improvement
- c. Framework for a review mechanism
- d. Methodology of communication
- e. Focus on customer satisfaction

ii. Control of records and documents – should give procedures for

- a. Approving documents prior to issue
- b. Updation of documents, as required
- c. Ensuring quick availability of relevant revision of the document
- d. Storage, protection and retrieval of documents
- e. Disposal of outdated/ superseded documents

iii. Performance Measurement and Review – should give procedures for

- a. Fixing Key Result Areas (KRAs) of experts involved in EIA
- b. Cross checking the accuracy of primary data generated

- c. Internal Audit defining the areas to be covered
- d. Management Review giving periodicity and issues to be taken up including feedback from project proponent/ public hearing/ ministry on quality of EIA reports prepared
- e. Follow-up actions on Internal Audit and Management Review

iv. Actions taken to address Non- Conformances– should give procedures for

- a. Analyzing the NCs to identify the actions (preventive or corrective) 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

v. 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
- d. Assessing performance of the expert’s work done 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)

vi. Collection/measurement of primary data –

‘Primary’ data will cover all forms of data collected through the field work, including the physical environment, the biotic environment and the socio-economic data. This item should address the due diligence to be adopted by the AO in the visit to the site by the EIA team to properly acquaint themselves with the ground realities, decide on sampling locations, type of sampling, survey regime and the protocol for ecological studies, questionnaire/ interview/ focused group discussions/other methodologies to be followed for biotic and socio-economic data. To give procedures for -

- a. Selecting the number and location of monitoring stations, the type of sampling and parameters to be monitored
- b. Assessing the availability of relevant laboratory instrument/ equipment, the competence of the laboratory staff for baseline environmental data generation
- c. Quality assurance for the baseline environmental data generation by NABL accredited/ MOEF registered laboratories
- d. Specifying the type of socio-economic and biotic environment data to be collected suiting the EIA requirements and methodologies to be followed
- e. Laying down steps to be taken to ensure the collection of quality primary data

vii. Collation, synthesis and interpretation of secondary data

Authenticity, credibility, appropriateness and relevance of the secondary data are the cornerstones of a good EIA. Minimum secondary data shall be used to supplement the primary data and under no circumstances this shall be used as a replacement of primary

data. To give procedures for -

- a. When secondary data would be resorted to
- b. Identifying the relevant secondary data to be collected suiting the EIA's requirements
- c. Identification of sources of secondary data ensuring their reliability and age
- d. Validating important secondary data by cross verification at the site or from other sources
- e. Ensuring the brevity of the data (eliminating irrelevant information)

viii. 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 a 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

ix. Laboratory work including calibration of equipment and lab safety – should give procedures for

- a. Upkeep and maintenance of the laboratory instruments/ equipment
- b. Calibration of the laboratory instrument/ equipment including the periodicity and the methodology for calibration by in-house laboratory expert and/or by external agency
- c. Ensuring the laboratory safety, developing the emergency plan and imparting the relevant training
- d. Assessing the capability of external laboratory, if applicable
- e. Quality assurance of the data generated from both in-house and outside laboratories

x. Complaints and Appeals – should give procedures for

Applicable to consultant organization

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

ASSESSMENT PROCESS

1.0 Assessment process comprises two parts

- a. **Part I - Initial Assessment** – carried out in three stages (details given below). On successful completion of the Initial Assessment, an applicant organization is given accreditation for 3 years, subject to yearly surveillance assessment.
- b. **Part II - Surveillance Assessment** – carried out in three stages (details given below) at the end of 1st and 2nd year of accreditation to assess compliance to conditions of accreditation.

At the end of the 3rd year, the organization will be re-assessed as per the process followed for Initial Assessment

The completeness of applications/ documents, both for Part I & Part II above are checked by the NABET Secretariat. The Technical Review of the documents is carried out by the Principal Assessor (PA). For Office Assessment at the premises of the applicant, the PA is joined by the Associate Assessor (AA).

2.0 Initial Assessment

2.1 Issues to be considered

2.1.1. Quality of experts –

- a. **EIA Coordinators** – this will include assessment of the domain knowledge of the EC in the sectors applied for, clarity on the concept of EIA/ EMP, the knowledge of the relevant legislation and the approach towards coordinating an EIA team to achieve the best results
- b. **FAEs** – this will include the assessment of the subject knowledge for the functional area applied for, the ability to correlate environmental aspects in his/her functional area/s with EIAs and the ability to vet/suggest mitigation measures.

2.1.2 Field Investigation & Laboratory work –

- a. **Field investigation work** - due diligence observed by the AO in ensuring thoroughness in the field investigation work and the integrity in the laboratory data, will be assessed in this section. This will include a visit to the site by the EC and the FAEs and their involvement in finalizing the sampling network, the type of samples and the collection of samples. This will cover the field work for physical, biotic and social environment at the site.

- b. **Laboratory work** – the laboratories being used should be NABL accredited or MOEF recognized. The scope of accreditation/recognition should cover at least the basic requirements of EIAs namely ambient air quality, stack emissions, water & waste water quality, soil characteristics and noise monitoring. Documentary evidence of such scope shall be checked.

In case the laboratory is not NABL accredited/MOEF recognized, it will be assessed for the knowledge and expertise level of lab personnel, the coverage of tests carried out, the calibration status of equipment, systems, procedures and documentation, safety & environmental issues etc .

2.1.3 Development of and compliance to Quality Manual - This will include the assessment of whether all the requirements of **Appendix 2** above have been covered by documented procedures, the quality of the content of the procedures developed, the status of implementation of the system in the organization including organizational awareness and knowledge about the quality management system

2.1.4 Completeness of EIAs – This will include studying an EIA prepared by the consultant to assess the adequacy of the site description, the completeness and the authenticity of the baseline data, addressing the concerns raised during the public consultation, the completeness of the impact assessment and mitigation plans and compliance to TOR

2.1.5 Organizational Evaluation – issues to be considered will include efforts made by the consultant towards capacity building in the organization, efforts made for doing quality work and innovative approach adopted and office facilities provided like space allotted for work stations, work environment in the office, facilities of meeting/ discussion room, documentation centre and library, availability of relevant office equipment etc.

2.2 Stages of Initial Assessment

2.2.1 Stage I Assessment: Checking completeness of Application by NABET

Applications must be complete in all respects including the supporting documents as mentioned in the checklist in **Annexure VI** of this Scheme. The NABET Secretariat will check if (a) the application is complete in all respects, (b) the information submitted is in requisite formats and (c) the application is accompanied by the requisite fee.

The following must necessarily be available in the application for NABET to proceed further

- a. In-house FAE candidates meeting the qualification & experience requirements for AP, WP & SHW

- b. Preferably in-house or empanelled FA experts for EB & SE. In case these are empanelled experts, the Organization must have in place in-house experts for these functional areas prior to the first Surveillance Assessment.
- c. Declarations in requisite formats for empanelled experts as mentioned in **Annexure V Rev. 1**
- d. In addition to the CV, experience details of EIA Coordinators and FAEs in formats mentioned in **Annexure IV A & IV B** of the Scheme, respectively.

2.2.2 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 their conformity with the Scheme. After the evaluation, NABET will inform the organization of the non-conformances (NC) and/or observations, if any, in a specific format.

The organization shall be required to provide appropriate response to all observations and non-conformances (NC) particularly on the availability of experts meeting the Scheme's requirements for the core functional areas of AP, WP, SHW, EB & SE before the next stage of assessment. The other important requirement for processing the application for the next Stage of assessment is the availability of an in-house EIA Coordinator meeting the requirements of Scheme. The closure actions submitted by the Consultant shall be assessed for completeness by the Assessor.

An assessment fee will be charged for the documentation review vide **Appendix 6**. In the case verification/assessment of the closure action proposed needs the assessment of more than two proposed FAEs or one proposed EC, the additional fee charged will be in line with the fee proposed in **Appendix 6** for initial assessment.

2.2.3 Stage III - Office Assessment including Interaction with Experts

After the successful closure of NCs and observations as mentioned above, by the Consultant, NABET shall undertake at least one full office assessment including interactions with the experts, verification of compliance to systems and procedures submitted with the application, laboratory and office/support structure and the reports prepared by the organization, by a team of two Assessors.

The office assessment shall cover interactions with all EIA coordinators and Functional Area Experts proposed and found meeting the requirements of the Scheme, during the Stage II Assessment. Experts to be interacted with will include both full time employees and empanelled experts. NABET will inform the AO, at least 10 days in advance, the date of the Office Assessment. If any, EC/(s) and/or FAE/(s) proposed is not available during the interaction process, the sectors and functional areas proposed for her/him respectively shall not be considered for Accreditation. Markings shall be done out of 100 as mentioned below, based on the Stage III Assessment. During the interaction with experts, relevant documentary evidences of educational qualifications and experience are to be obtained by the Assessors.

In case the organization has multiple locations, a partial assessment of few selected

locations may be conducted by NABET. The choice of locations shall be at the discretion of the NABET assessment team. Also, the NABET Assessor (s) if they so decide may inspect an external laboratory or an on-going base line data generation work.

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 & hard formats must be submitted to NABET by the applicant within one week of the Stage III Assessment.

On receipt of all such clarifications/ additional information, the final findings of the assessment are sent to NABET by the Assessors. NABET Secretariat after checking the availability of all back up documents puts up the cases to the Accreditation Committee (AC) for its review and decision. The decisions of the AC are posted on the QCI website. For full accreditation, the AO must have approved FAEs for all the functional areas. The minimum requirement for an organization to be considered for provisional accreditation will be to have at least one in-house EIA Coordinator together with minimum three functional areas approved. For balance functional areas, the applicant will be given three months time to propose new experts meeting the requirements of the Scheme and get them approved within three months. Such experts could be both, in-house or empanelled, as required by the Scheme. NABET also informs the applicant organization separately about the decision of the AC and other formalities required to be completed by the Applicant (like payments of requisite fees etc.) prior to issuing the Accreditation Certificate.

2.3 Assessment Criteria

The assessment shall be on the basis of 100 marks to be provided at Stage III as mentioned below

S.No.	Item	Marks
1	Quality of personnel based on interview	
	i. EIA Coordinator/ s	20
	ii. Functional Area Expert/ s	20
2	Development of and conformance to Quality Manual	15
3	Field investigation and laboratory work	20
4	Completeness of EIA prepared by Applicant	10
5	Organizational Evaluation (including office facilities)	15
	Total	100

For being recommended for Category A, an applicant has to score minimum 60% marks in I above.

Applicants scoring 40 % and above but below 60% in I above will be recommended for accreditation in Category B.

The applicants scoring less than 40% marks in I and II above will not be considered for accreditation.

3.0 Surveillance Assessment

Surveillance Assessments shall be carried out at the end of the 1st and the 2nd year after accreditation.

3.1 Issues to be considered for Surveillance Assessment

These assessments are primarily aimed at assessing compliance to the conditions of accreditation, systems and procedures proposed by the consultant during initial assessment, integrity of field investigation and laboratory analysis and data, incorporation of concerns expressed during public consultation, quality of EIAs developed during the year, performance of the approved experts and organizational commitment towards developing quality EIAs. The aspects to be covered would include:

3.1.1 Compliance with conditions of accreditation – This will include changes made in respect of the Organization, administrative procedures, quality manual etc., changes in the list of approved experts, and the maintenance of all records as per the requirements of the Scheme etc.

3.1.2 Field investigation and laboratory analysis – implementation of systems and procedures to ensure data integrity – This will include assessment of the involvement of experts in the field-work, sampling protocols followed, quality assurance and documentation of laboratory work, scope of coverage if the laboratory is NABL accredited or MOEF recognized.

3.1.3 Systems & Procedures – This will include compliance to the various procedures mentioned in the Quality Manual of the Consultant addressing the general quality management system elements as well as the specific requirements of NABET as mentioned in **Appendix 2** of the Scheme

3.1.4 Content & Quality of EIAs – This will include the assessment of two EIAs completed during the year by the Consultant for essential elements like the comprehensiveness of the site description, completeness and authenticity of baseline data, impact assessment including social and ecological aspects, environmental management plan etc. Comments made during the presentation of the EIAs to the appraising authorities (MoEF or SEACs/ SEIAAs) would also be taken into consideration while assessing the quality of EIAs prepared by the consultants

3.1.5 Public Consultation – This will include the assessment of the completeness of the executive summary of the EIA, concerns raised during the public consultation and incorporation of the time bound action plan to address the same giving necessary details.

3.1.6 Performance of approved experts – This will include assessing the familiarity of the experts with the site conditions, completeness of the TOR formulated, inclusion of the relevant and complete baseline information, completeness of the EMP including the provision for budget, manpower etc., timely completion of the EIA project

3.1.7 Organizational Evaluation – This will include assessing the commitment of the organization towards preparation of quality EIAs, capacity building of the EIA team and innovative approach adopted during the year.

3.2 Stages of Surveillance Assessment

3.2.1 Stage I: Completeness of Documents – The accredited consultants will be advised by NABET to submit relevant documents which would include a list of EIAs carried out during the year, list of experts involved in the EIAs, copy of the Quality Management System manual, details about laboratory arrangements, copies of the minutes of public consultation and EAC/SEAC meetings etc. A checklist of the documents to be submitted is given at **Annexure VI A.**

Completeness of the documents received will be checked by the NABET Secretariat.

3.2.2 Stage II: Technical review of documents by NABET Assessor – After satisfying that necessary documents have been received, the NABET Secretariat will forward the documents to the Principal Assessor for a technical review of the same. Non conformances (NCs) and Observations (Obs), if any, shall be raised by the PA in a specific format. The consultant is required to close all NCs and Obs. to the satisfaction of the PA for further processing of the case.

3.2.3 Stage III: Office Assessment including interaction with experts – The Principal Assessor along with an Associate Assessor shall carry out this Stage of assessment which will include the checking documentary evidences, visit to the laboratory, interaction with the CEO and experts involved in preparation of EIAs including laboratory and field personnel. NABET will normally give at least 10 days notice for conducting Stage III assessment and consultants are requested to co-operate.

3.3 Assessment Criteria

The assessment shall be on the basis of 100 marks to be provided at Stage III as mentioned below

S. No.	Item	Marks
1	Compliance with conditions of Accreditation	10
2	Field investigation and laboratory analysis – implementation of systems and procedures to ensure data integrity	15
3	Quality assurance – organizational systems & procedures to meet Scheme's requirements	20
4	Content & quality of EIAs	20
5	Public consultation and due diligence on the outcome giving action plan	10
6	Performance of approved experts	10
7	Organizational evaluation	15
	Total	100

NOTE –

1. A consultant organization must score minimum of 50 % in each of the above 7 items (1 to 7)
2. If an organization scores less than 40% the accreditation will be withdrawn.
3. If the score is 40% to less than 50%, an alert letter would be issued to the organization to improve its performance in the concerned area/(s) before the next surveillance assessment. If the score still remains less than 50% in the second surveillance assessment, the accreditation will be withdrawn.
4. The approved experts will be assessed during interaction with NABET Assessors on the basis of criteria mentioned at Section 3.1.6 above and given scores out of 10 marks as mentioned at S.No. 6 of the table. The above norms of withdrawal of approval and issuance of alert letter would also be applicable to individual experts (ECs and FAEs).

In the surveillance assessment carried out at the end of 2nd year, a Consultant Organization is expected to improve its score to 60% or better

3.4 Miscellaneous

- a. In case an accredited consultant requests modification/ extension of scope, assessment of new experts, change of laboratory arrangement etc, the same must be informed to NABET with all necessary documents at-least one month in advance before the due date of Surveillance Assessment. Such assessment will follow the initial assessment process and will be carried out along with the Surveillance Assessment.
- b. Requisite fees will be applicable for Surveillance Assessment as detailed in Section 5.
- c. NABET reserves the right to carry out more frequent or longer surveillance as necessary in case of complaints/concerns against the organization. Cost for the same shall be borne by the consultant organization. NABET may also conduct surprise surveillance, if deemed necessary.

4.0 Re- accreditation -

NABET shall carry out re-accreditation of Consultant Organization after every 3 years. The scope of such an assessment will be same as that for the Initial Assessment including document review, interaction with experts, adequacy of facilities, office procedures and documentation to verify the compliance with the NABET scheme. Fees applicable will be the same as that for the Initial Assessment
The organization shall apply in the requisite application form for the reassessment enclosing the necessary papers and the application fee.

ACCREDITATION PROCESS

On completion of Stage III of assessment process, the case of an AO is recommended jointly by the PA and AA to NABET provided it meets the requirements mentioned below. NABET secretariat goes through the completeness of all documents and then puts up the cases to the Accreditation Committee for its consideration. The minutes of the AC meeting will be posted in the QCI website. AO will also be separately informed by NABET.

Accreditation under this Scheme will be done in two categories –

1.0 Category A -

These EIA Consultant Organizations will be entitled to carry out EIAs for all Category A as well as Category B projects as defined in the EIA Notification of the MoEF dated September, 2006 and its subsequent Amendments. The applicant will have to meet each of the following requirements, (apart from those mentioned elsewhere in this document e.g. qualification and experience of EIA Coordinator/s and FAEs for the Sectors applied for etc.) –

- i. One EIA Coordinator for a maximum 5 sectors
- ii. One FAE representing a maximum for 4 areas of expertise
- iii. At least one EIA Coordinator as a full-time employee
- iv. At least 2 FAEs as full-time employees (vide section 4.3 of the Scheme)
- v. The AO shall be considered for accreditation for only those sectors for which EIA Coordinator/(s) fulfils the requirements of Qualification & experience and also clears Stage III Assessment (e.g. if an EIA Consultant Organization has applied for 15 sectors showing 3 EIA Coordinators and while two of them meet all requirements for all Sectors and one meets the requirements of two sectors, then the organization shall be considered for 10 + 2 i.e. 12 sectors only)
- vi. The Applicant Organization should have scored 60 % or above in the Stage III Assessment process.

An AO may be recommended for Category A for some sectors and Category B for some others, depending on the quality of experts, experience etc., as assessed by NABET Assessors. A Consultant Organization accredited for Category A will be able to carry out EIAs for both, Category A and B projects for the sector/(s) specified.

2.0 Category B -

The AO will have to meet each of the following requirements –

- i. Conditions (1.0 i-v) above

- ii. Having scored 40 % and above but below 60 % in the Stage III Assessment

The AOs who fail to score 40 % marks in Stage III Assessment would not be recommended for accreditation to the Accreditation Committee.

The consultants who fail to get Category A classification or any Category of accreditation, will be informed by NABET of the areas in which they need to improve to get desired accreditation. Such consultants may re-apply to QCI after a gap of at least 3 months, once they feel confident of having fulfilled the necessary requirements.

The decision of the Accreditation Committee, NABET, will be the final in this respect.

3.0 Additional Points on Accreditation –

- a. If an approved EC moves from one accredited Consultant A to another accredited Consultant B, the Sector/(s) approved for the Coordinator will not automatically add up to the scope of Consultant B. The Consultant B needs to inform NABET of joining of the new EC. NABET will issue a letter or a revised certificate confirming acceptance of the new EC only for Sectors originally approved for Consultant B. For incorporation of additional sectors (if any) with newly inducted EC, the Consultant needs to apply to NABET and join the queue.
- b. In case an approved FAE moves from an accredited Consultant A to another accredited Consultant B, the functional area/(s) approved for her/him for the accredited consultant A may be utilized by Consultant B. The Consultant B must inform NABET of such arrangement within one month of the FAE joining them.
- c. It may please be noted that initially the EIA Consultant Organizations are being classified 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.
- d. Clients wishing to carry out an EIA for reasons not covered by the MoEF Notification dated Sep 14, 2006 and its' subsequent amendments, may select any EIA Consultant Organization.

4.0 Changes after Accreditation

4.1 In Organization, Arrangements and Experts –

- a. The EIA consultant organization shall notify NABET of any major changes that it makes in its Quality Management System Manual, documents, locations etc. Such intimation should preferably be given as early as possible of affecting the changes, or at least once in 6 months after receiving initial accreditation or prior to Surveillance Assessment.
- b. In case of any change in experts, who have been considered in the assessment process, immediate intimation must be given to NABET. The replacements (in-house/empanelled, as the case may be, meeting NABET requirements) should have equivalent or higher qualification and experience. Necessary documents supporting educational qualification and experience of such replacement experts shall be submitted to NABET within one month of such change/s. Such expert/s proposed shall go through the process of Stage I, II and III assessment. NABET would intimate the Consultant of its acceptance or otherwise.
- c. For EIA Coordinator/(s), if the replacement expert does not clear NABET's assessment and happens to be the only EIA Coordinator for the concerned sector/(s), such sector/(s) will stand withdrawn from the Scope of Accreditation of the Consultant Organization
- d. For Functional Area Experts, in case a replacement expert proposed does not clear NABET's assessment, one more opportunity will be given to the Consultant to propose an alternate name and get it approved. If the expert/(s) still fails to get approved and happens to be the only expert in the concerned functional area, the accreditation of the Consultant Organization shall be suspended till it gets a suitable alternate expert/(s) approved for the same. All steps of the above process will have to be completed within 3 months of the change.

4.2 In scope of Accreditation

- a. For any change in the scope of accreditation, the Consultant needs to apply to NABET and join a separate queue of such applications, which will be posted on the QCI website. Such changes will be considered as and when its turn comes in the queue or during the next surveillance assessment, whichever is earlier.
- b. The assessment for changes in the scope shall follow the Initial Assessment process. All necessary documents, as required for initial assessment, shall be submitted along with the application for change in scope.
- c. Charges for such alterations/additions as applicable, over and above the Surveillance Assessment charges, will be intimated to the Applicant by NABET.

5.0 Steps to be taken after Accreditation

The accreditation of an EIA Consultant Organization will be subject to compliance to the requirements of the QCI – NABET Scheme. These include, but not limited to -

- i. Implementation of systems/ procedures documented in the Quality Management System Manual of the Consultant Organization.
- ii. Timely replacement of experts - in case of absence of the accepted EIA Coordinators/Functional Area Experts for any of the accredited sector/expertise area/s, the Consultant Organization shall ensure that a suitable replacement following the procedure mentioned in Section 4.1 above.
- iii. Intimation of Changes – In case of any change in the organization related to systems, procedures, laboratory and other facilities, the same shall be intimated to NABET once in 6 months. Such changes shall be audited by NABET in the next surveillance assessment or as deemed fit by NABET
- iv. Submission of annual fees to NABET as per the terms of accreditation and detailed in **Appendix 6**.
- v. An EIA report will be deemed to have been completed when it has been submitted to the approving authority namely MOEF or the State level EACs, as applicable. In case there is delay in holding public consultation (PC), for reports falling in that category, it would be considered to have been completed, once it is made ready for PC including the Executive Summary in the local language.
- vi. The name of EIA Coordinators and FAEs involved shall be recorded in all EIA reports. These reports should contain requisite signatures of the EIA Coordinator and the FAEs involved. This should be also authenticated by the head of the consultant organization under his/her signature.
- vii. The Consultant Organization shall strictly follow the requirements pertaining to conditions for suspension or cancellation of Accreditation as mentioned in Section 13.2 of the Scheme.
- viii. The Consultant Organization shall maintain the following records –
 - A register of attendance of employees involved in EIA assignments
 - Names of the experts (both in-house and empanelled) involved for various EIA projects handled by the Consultant Organization.
 - Details of involvement of empanelled experts, in terms of time devoted to various EIA projects.
 - Updated declaration of Empanelled Experts indicating the number of organizations they are associated with.

CLOSURE OF APPLICATION

An application has to be complete in all respects for the assessment process to be completed. At all stages of assessment certain vital information must be available, which is explained below –

1. Stage I – Completeness of Application by NABET Secretariat –

At this stage, apart from other aspects as indicated in the Application Form, availability of Experts is a must –

- At least 3 in-house experts comprising one EC who together with another two in-house FAEs would meet the requirements in terms of qualification and experience to cover the core functional areas namely, AP, WP, SHW, SE and EB.
- For AP, WP and SHW there have to be in-house experts, while for SE and EB it could be in-house or empanelled. However, if the SE and EB experts are empanelled, then prior to the first surveillance assessment, these should be available as in-house full time employees.

2 Stage II – Document Review by Principal Assessor

On the basis of document assessment, certain non conformances (NCs) or Observations (Obs) may be raised by NABET. These may relate to experts being ineligible (not meeting scheme's requirements), information regarding the organization or laboratory arrangements or on completeness of the Quality Manual to be submitted by the Applicant. These NCs and Observations are to be closed by the Applicant before the Stage III of the assessment may be taken up.

3. Stage III – Office Assessment by Principal and Associate Assessors

After the Stage III assessment also certain queries and information may be sought from the Applicant. These may include submission of experience details of experts in format IV A and IV B for ECs and FAEs respectively, if not already submitted, scope of accreditation of the laboratory, scanned copies of some of the documents seen by NABET Assessors etc. Such requirements will be intimated during the Stage III by Assessors.

It may please be noted that generally two weeks time will be given to the Applicant to furnish the required information. In case it requires appointment of an in-house expert, three months time may be given to fulfill such requirements. In case complete information/clarifications meeting the requirements of the Scheme are not received within the above time frame, 15 days notice will be given to submit the same. In case complete information/clarifications are not received by the end of the above notice period, the concerned application will be sent to the 'pending' list. If even after 6 months of that all requisite information are not submitted to NABET, the concerned application will be treated as 'closed' and the AO informed accordingly.

FEE STRUCTURE

S.No	Fees Details	Fees (in Rs.) (actual or the basis of charges)
	Application Brochure	500/-
A	1st Year – Initial Assessment	
1	Application Fee	30,000
2	Document Review (Based on the number of ECs & FAEs proposed in the original application and subsequently till the closure of NCs & Obs in F2) <ul style="list-style-type: none"> ➤ Up to 15 Experts¹ ➤ 16 to 30 Experts ➤ 31 to 45 Experts ➤ 45 and above 	2 Person days ² 3 Person days 4 Person days 5 Person days
3	Office Assessment (Based on No. of ECs & FAEs put up for interview) <ul style="list-style-type: none"> ➤ Up to 15 Experts³ ➤ 16 to 30 Experts ➤ 31 and above 	2x2 Person days 2x3 Person days 2x4 Person days
4	Analysis of the office assessment and the preparation of final report (Based on No. of ECs & FAEs proposed) <ul style="list-style-type: none"> ➤ Up to 30 experts³ ➤ More than 30 experts 	1x1.5 Person day 2x1.5 Person days
5	Travel, Boarding and Lodging	At actuals ⁴
6	Annual Fee <ul style="list-style-type: none"> ➤ Accreditation costs⁵ ➤ Fees for Sectors accredited⁶ 	Rs 20,000/- Rs 6,000/- per Sector accredited
B	2nd year – Surveillance Assessment including modification in scope of accreditation	
1	Document Review – <ul style="list-style-type: none"> ➤ Up to 5 Sectors (not exceeding 15 Experts⁷) ➤ Between 6 and 10 Sectors (not exceeding 20 Experts) ➤ > 10 sectors 	1x2 Person days 1x3 Person days 1x4 Person days
2	Office Assessment <ul style="list-style-type: none"> ➤ Up to 5 Sectors (not exceeding 10 Experts⁸) 	2x2 Person days*

	<ul style="list-style-type: none"> ➤ Between 6 and 10 Sectors (not exceeding 20 Experts) ➤ > 10 sectors 	<p>3x2 Person days*</p> <p>4x2 Person days*</p>
3	<p>Analysis of office assessment and preparation of the final report (Based on the number of ECs & FAEs proposed)</p> <ul style="list-style-type: none"> ➤ Up to 10 Sectors or 20 experts³ ➤ More 10 Sectors 	<p>1x1.5 Person day</p> <p>2x1.5 Person days</p>
4	Travel, Boarding and Lodging	At actual
5	Annual Fee – Same as for 1 st Year	
C	3rd Year – Surveillance Assessment including modification in scope of accreditation – Same as B 1 to 5 for 2nd year	
D	4th Year – Reapplication and Reassessment – Same as Initial Assessment (A 1 to 6 above)	

1. 'Experts' means EIA Coordinators and Functional Area Experts proposed in the Application and up to closure of Non-conformances and Observations raised based on Document review. If an expert has been proposed as an EIA Coordinator and FAE both, it would be considered as 2.
2. 'Person days' charges are Rs 15,000/- at the present rate. Numbers of days for assessment are estimated based on the number of experts 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.
3. 'Experts' here means those eligible for interview. If an expert has been proposed both as an EIA Coordinator and FAE and is eligible for interview for both then it will be counted as 2.
4. Economy class air fare/ Organization's guest house or 3 Star (minimum) Hotel (boarding and lodging), local travel by AC car/ taxis. The consultant organization may also make the ticketing & other arrangements as per the requirements, if requested by NABET.
5. 'Accreditation costs' would cover the costs of compiling the assessment reports, organizing Accreditation Committee meetings, presentation of the cases to the AC etc .
6. Fees charged towards Accreditation for Sectors would go for partially meeting the costs of operating the Scheme.
7. 'Experts' here means those approved in the initial assessment process plus those proposed for the modification/extension of the scope.
8. 'Experts' here means those approved in the initial assessment process and those found eligible for interview amongst those proposed for the modification/extension of the scope.

General Information on Payment of Fee for Accreditation

1. 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".

2. Only the Application fee is to be sent along with the application. Applications not accompanied by the application fee will not be considered.
3. 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 will be sent after receipt of full fees and expenses at NABET.
4. Yearly renewal of accreditation will be given only on payment of all dues to NABET.
5. The fees are not refundable.

List of Annexures

1. **Annexure I** : Application Form
2. **Annexure II** : Project sectors
3. **Annexure III** : Laboratory details
4. **Annexure IV** : Resume Format
5. **Annexure IVA** : Sectoral Experience of ECs
6. **Annexure IVB** : Specific experience of FAEs
7. **Annexure V(Rev1)** : Declaration for empanelled experts
8. **Annexure VI** : Checklist for documents to be submitted with initial application
9. **Annexure VI A** : Checklist for documents to be submitted for surveillance assessment
10. **Annexure VI A1** : List of EIAs prepared during the year
11. **Annexure VI A2** : List of Approved Experts
12. **Annexure VI A3** : Laboratory details

Application Form for NABET Accreditation
(Kindly attach separate sheets if necessary for more information)

1) Name and Address of the Consultant organization

2) Name of the Head of the Organization

3) Contact details with the name of the contact person

Name : _____

Address: _____

Tel No. _____ Mobile _____

Email _____

Affix Passport Size
photograph of the
contact person

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

- a) Public / Private / Government _____
- b) Company / Partnership / Proprietorship / Registered Society _____
- c) Research / Academic Institute _____
- d) Industry Association _____
- e) Others (please specify and attach necessary evidence) _____

5) Date of Registration/ Incorporation (attach copy of certificate of incorporation / registration)

DD
 MM
 YY

6) Established in Year

7) Services provided by the Organization

8) EIA activities started from Month.....Year.....

9) Number of Employees

- Total
- For EIA / Environmental activities

10) Annual Income of the organization in Indian Rupees (attach balance sheet and IT returns for the last 3 years)

- Total
- EIA related
- Other environmental services

- 11) Organization Structure (with details of locations/associates etc.). For multi-functional organizations, the organization structure of the stream related to EIA work may be detailed out (**attach organization chart and other details**).
- 12) Please state the project Sectors with their numbers for which you are seeking accreditation. (tick the project sector/(s) for which you are seeking accreditation with NABET in **Annexure II**).
- 13) Technical Expertise (full time employees and/ or empanelled) available with the organization (**attach CVs** in formats IV, IV A and IV B) for experts' qualification, experience, exposure etc. In case of empanelled experts, please also attach declarations of EIA Coordinators/ Functional Area Experts of their association with your organization and with others, in the format given in **Annexure V Rev.1**)

- EIA Coordinator

Names	Full Time employee/ Empanelled	Sector (Sl. as per Annexure II)	C.V. Attached
i. _____			Y/ N
ii. _____			Y/N
iii. _____			Y/N
iv. _____			Y/N

Total Numbers a) Full Time employee _____ b) Empanelled _____

- Functional Expert/(s). Please use abbreviations mentioned below

Names	Full Time employee/ Empanelled	Functional Area (LU/ AP etc.)	C.V. Attached
i. _____			Y/N
ii. _____			Y/N
iii. _____			Y/N
iv. _____			Y/N

Total Numbers a) Full Time employee _____ b) Empanelled _____

Documentary evidence for the stated experience, exposure and training of the proposed EIA Coordinators and Functional Area Experts to be provided to NABET Assessors during interview.

Abbreviation for the Functional Areas*

1. Land Use	LU	8. Hydrology and Ground Water	HG
2. Air Pollution Control	AP	9. Geology	GEO
3. Air Quality Modeling	AQ	10. Soil Conservation	SS
4. Water Pollution Control	WP	11. Risks & Hazard	RH
5. Ecology & Bio Diversity	EB	12. Solid & Haz. Waste	SHW
6. Noise/ Vibration	NV	(MSW/ISW/HW)	
7. Socio Economy	SE		

* Please see the scheme document (section 3.2) for the subject coverage of each of the above functional areas
 Use separate sheet for additional names.

14) How do you get field monitoring done to collect baseline physical environmental data?

In-house laboratory

External laboratory

14.1 If in-house arrangement, then please provide details as per **Annexure III**

14.2 If external laboratory, but not accredited with NABL or not recognized by MoEF, please submit same details as 14.1 above along with the following

- i. The Procedure for identifying, selecting and approving the field monitoring agencies
- ii. The Procedure for performance monitoring of the outside laboratory
- iii. The Registration certificate, yearly income of the laboratory and certificate of satisfactory work completed from 2-3 clients

14.3 If the external laboratory is accredited by NABL, please submit copies of the Accreditation certificate and the parameters accredited for. For external MOEF recognized laboratories, please submit a copy of the relevant Govt. Gazette Notification and also a copy of the application made to MoEF for assessing the scope recognition.

14.4 For all external laboratories, please submit the copy of the agreement with the scope of coverage

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

- a) Air environment _____
- b) Water environment _____
- c) Noise environment _____
- d) Any other _____

16) Organization's experience in EIA Studies

- a. The number of EIA studies carried out in the last three years
- b. For above attach the complete list of EIAs conducted for 'Centre & State Level' giving complete name of Project, Name of Client, Clearance Status & Period
- c. Attach the list of clients in last three years (not exceeding ten in number) and copies of their work orders
- d. Provide name/(s) and sector/(s) of projects mentioned at (b) above with capital investment (for three projects)
- e. Provide completion certificates from clients for the projects mentioned at (b) above

17) Out of the EIA studies carried out in last three years -

- a. Numbers that went through public consultation process
- b. Number of public consultations required for these EIAs
- c. Please attach minutes of public consultation for two cases including actions taken

18) Number of EIA studies presented before the EAC of MoEF or State EIAA Committee

- a. To MoEF – Number of EIAs presented and average number of hearings Committee
- b. Do for State level

18.1 Enclose a copy of one EIA Report (Hard Copy) prepared by the organization in the preceding two years from the date of application.

- 19. Enclose a copy of Quality Management System Manual Yes/No
- 20. Please find enclosed the Demand Draft / Cheque (Delhi only) no. for Rs..... dated.....drawn on in favor of **Quality Council of India**, payable at New Delhi towards the application fee.

21. **Declaration**

We have carefully read all NABET guidelines for accreditation of EIA Consultant Organization. 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, research, training, sharing with MoEF and IPC members and/or for any other purpose as may be deemed fit by NABET.

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

Signatures _____
Name (Authorized Signatory) _____
Designation _____
Organization _____
Date _____

Annexure –II**Project Sectors**

Please tick the desired project sector/s for NABET accreditation

S. No.	Sectors	Tick
1	Mining of minerals including Opencast / Underground mining	
2	Offshore and onshore oil and gas exploration, development & production	
3	River Valley, Hydel, Drainage and Irrigation projects	
4	Thermal Power Plants	
5	Nuclear power projects and processing of nuclear fuel	
6	Coal washeries	
7	Mineral beneficiation including pelletisation	
8	Metallurgical industries (ferrous & non ferrous) – both primary and secondary	
9	Cement plants	
10	Petroleum refining industry	
11	Coke oven plants	
12	Asbestos milling and asbestos based products	
13	Chlor-alkali industry	
14	Soda ash Industry	
15	Leather/skin/hide processing industry	
16	Chemical fertilizers	
17	Pesticides industry and pesticide specific intermediates (excluding formulations)	
18	Petro-chemical complexes (industries based on processing of petroleum fractions & natural gas and/or reforming to aromatics)	
19	Textile – cotton and manmade fibers	

20	Petrochemical based processing (processes other than cracking & reformation and not covered under the complexes)	
21	Synthetic organic chemicals industry (dyes & dye intermediates; bulk drugs and intermediates excluding drug formulations; synthetic rubbers; basic organic chemicals, other synthetic organic chemicals and chemical intermediates)	
22	Distilleries	
23	Integrated paint industry	
24	Pulp & paper industry excluding manufacturing of paper from wastepaper and manufacture of paper from ready pulp without bleaching	
25	Sugar Industry	
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	
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)	
29	Air ports	
30	All ship breaking yards including ship breaking units	
31	Industrial estates/ parks/ complexes/areas, export processing Zones(EPZs), Special Economic Zones(SEZs), Biotech Parks, Leather Complexes	
32	Common hazardous waste treatment, storage and disposal facilities (TSDFs)	
33	Ports, harbours, jetties, marine terminals, break waters and dredging	
34	Highways, railways, transport terminals, mass rapid transport systems	
35	Aerial ropeways	
36	Common Effluent Treatment Plants (CETPs)	
37	Common Municipal Solid Waste Management Facility (CMSWMF)	

38	Building and large construction projects including shopping malls, multiplexes, commercial complexes, housing estates, hospitals, institutions	
39	Townships and Area development projects	
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 –III**Laboratory Details**

1	Name of the firm	
2	Address of the firm (Include email address)	
3	Contact person with designation	
4	Branch(es) and its (their) address(es) (include email address)	
5	Income of the laboratory during last three years (in Indian Rupees)	
6	Are you an ISO - 9001 and / or an ISO-17025 certified Organization?	
7	If NABL accredited If MOEF recognized	Attach copy of certificate and scope of accreditation Attach copy of Govt Gazette Notification and copy of application to MoEF
8	List of Services provided (provide details)	Ambient air quality monitoring - Stack monitoring - Water sampling and analysis - Wastewater sampling and analysis - Soil sampling and analysis - Noise monitoring - Meteorological data monitoring - Terrestrial ecological survey - Marine ecological survey - Satellite imagery data interpretation - Hydrology survey - Marine studies - Treatability studies - Other (specify)

9	List of Laboratory equipments (Provide details including type and make)			
10	List of monitoring equipment (Provide detailed list with type and make)	Meteorological data collection: Automatic - Manual - High volume sampler - Noise meter - Respirable particulate matter sampler - HC sampler - Soil sampler - Marine ecology sampling kit - Water sampling kits - DG set - Stack air sampler kit - Other (specify)	No.	
11	Calibration of equipment	Is a Documented Procedure available? (If yes, provide the same)		
12	Details of Laboratory Personnel			
13	Total no. of employees			
	Designation	No. of employees	Basic qualification	Years of experience in this field

14	Sampling and sample control.	<p>Provide details of the followings</p> <p>Sample Plan</p> <p>Sample identification</p> <p>Sample registration</p> <p>Sample retention and storage.</p> <p>Sample Trailing</p>	
15	Laboratory safety program provide details	Documentary procedure for laboratory safety including emergency plan and training	
16	List of jobs executed in the last one year (provide satisfaction certificate from at least three clients)		
17	<p>Do you have capability for mobile laboratory set up ?</p> <p>If yes, state details (equipments, personnel etc.)</p>		



Annexure IV

Resume Format
(For EIA Coordinator / Functional Expert)

Affix
Passport
Size
Photograph

Mr./Ms./Mrs.

(First Name) (Middle Name) (Last Name)

1. Role in the Organization: Full Time Employee Empanelled Expert

EIA Coordinator Functional Expert

i) Sector(s) _____

ii) Area(s) of Expertise _____

2. Date of Birth _____

3. Home address

_____ Pin Code _____

4. Tel. No. _____ 5. Fax No. _____

6. Email address _____

7. Office address _____

_____ Pin Code _____

8. Tel. No. _____ 9. Fax No. _____

10. Email address _____

11. Mailing address

Home | Office

12. General Education (Senior Secondary)

Period (Year)	Board	Qualification	Educational Institution & Address	Subjects	Grade

13. Technical Education (Graduation & above):

Period (Year)	Institution Name & Address	Qualification	Subjects	Grade / % Marks

14. Registered / recognized training courses attended:

S.No.	Title of the Course	Conducted / Organized by (Name & Address)	Dates		Result
			From	To	

15. Membership of Professional Bodies:

S.No.	Professional Body (Name & Address)	Membership		Valid Till
		Grade	No.	

16. Experience (Please write in chronological order with present experience listed first):

A. General:

Period (Month and Year)	Organization with address	Department	Designation	*Role/Duties/ Responsibilities

B. Related to Environmental Impact Assessment:

Period (Month and Year)	Organization with address	Department	Designation	*Role/ Duties/ Responsibilities

* Specific Role (like EIA Preparation Team or Client of EIA)

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 ____/____/____

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 for EIA Consultant accreditation.

Attested By _____
 Authorized Signatory: _____
 Name _____
 Designation _____

EIA COORDINATOR – Sectoral Experience

1. **Name:**

2. **Educational Qualification**

S.No.	Qualification (Degree/Diploma)	Subject/ Field	University/ Institution	Duration of Course (yrs) & Year of completion
1				
2				
3				
4				
5				

3. **Sectors applied for:**

- i.
- ii.
- iii.
- iv.
- v.

4. Sectoral Experience (in chronological order) –

- a. As an employee in an industry in the sector/(s) for minimum 2 years **(not as a consultant)**
- b. Please 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 role
<u>1</u>				
<u>2</u>				
<u>3</u>				
<u>4</u>				
<u>5</u>				

*please mention the period of employment. For e.g.: 1971 - 74

c. Environmental Assignments (auditing/ monitoring/ performance evaluation etc.)

S.No.	Sector	Name of the Employer	Name of the Project (also mention the capacity & Cat. A/B, if applicable)	Name of the Client (for whom the work was carried out)	Period* (Year/ Months)	Type of Assignment
<u>1</u>						
<u>2</u>						
<u>3</u>						
<u>4</u>						
<u>5</u>						

*please mention the period of assignment e.g.: Feb. to April 1978

d. EIAs

S.No.	Sector	Name of the Employer	Name of the Project (also mention the capacity & Cat. A/B, if applicable)	Name of the Client (for whom the work was carried out)	Year	Role (EIA Coordinators or as Team Member)	Whether approved by MoEF/SEIAA
<u>1</u>							
<u>2</u>							
<u>3</u>							
<u>4</u>							
<u>5</u>							

NOTE:

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

Functional Area Expert – Specific Experience

1. **Name:**

2. **Educational Qualification**

S.No.	Qualification (Degree/Diploma)	Field	University	Duration of Course (yrs) & Year of completion
<u>1</u>				
<u>2</u>				
<u>3</u>				
<u>4</u>				

3. **Functional Area/s applied for:**

- i.
- ii.
- iii.
- iv.

4. **Specific experience in the area/s of expertise (E.g.: Land Use/ Ecology/ Solid Waste etc.)**

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

S. No	Area of Expertise	Name of the Employer	Name of the Project (also mention the Capacity & Cat. A/B, if applicable)	Whether related to EIA Y/N	Name of the Client (for whom the work was carried out)	Nature of Experience*	Period & Year
1.							
2.							
3.							
4.							

*please explain the specific nature of work done

**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 -

1a. As an EIA Coordinator

Sl. No.	Name of the Project	Period	Sector (As per <u>Annexure II</u>)

1b. As a Functional Area Expert

Sl. No.	Name of the Project	Period	Functional Area (As per Scheme)

2. With other Organization/s -

2a. As an EIA Coordinator

Sl. No.	Name of the Organization	Name of the Project	Period	Sector (As per <u>Annexure II</u>)

2b. 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/ Functional Area approved/ applied (as per NABET Scheme)	If interviewed by NABET (Date)	Duration of Association with the Organization(Period)

I hereby confirm that the(mention the number) Consultants mentioned above are the only ones that I am involved with. I also confirm that I am not a part of an Expert Appraisal Committee for environmental clearances of the Centre or any of the States, 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 as Full time employee (If yes, name of organization)

Complete Correspondence Address :

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 _____

Signature & date _____

Checklist of Enclosures – Original 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 (Annexure III)	
2. Application Fees	
3. Copy of the Legal Status of the organization including the date of registration/ incorporation	
4. Organization Balance Sheet and Income Tax Returns, for the last three years (depends on date of registration of organization)	
5. Organizational Structure with respect to the people involved in EIA as well as in other activities (Flow Chart in Hierarchy)	
6. Signed Resume of EIA Coordinator/s with photographs (Annexure IV) ORIGINAL COPIES	
7. Signed Resume of Functional Area Experts with photographs (Annexure IV) ORIGINAL COPIES	
8. Declaration of in-house and empanelled EIA Coordinator/ s and Functional Area Expert/s of their association (as per Annexure V Rev. 1) and declaration of their association with other organizations, if applicable	
9. Procedure for identifying/ approving/ deploying/ monitoring performance and ensuring knowledge updation of empanelled experts	
10. Procedure for ensuring updation of knowledge of full time experts	
11. Laboratory – Details as per Annex III for labs not NABL accredited or MoEF recognized. For NABL accredited – copy of certificate & scope of Accreditation For MoEF recognized – copy of Gazette Notification & copy of application to MoEF Following details vide Annexure III (for in-house/ out-side laboratories)	
i. CVs of laboratory staff	
ii. Details of field monitoring and laboratory instruments / equipment	
iii. Procedure for calibration of equipment	
iv. Procedure for laboratory safety including emergency plan and training	
v. Procedure for identifying, selecting and approving field monitoring agencies (for out-side laboratories), if applicable	
vi. Procedure for performance monitoring of out-side laboratories, if applicable	
vii. Registration certificate, yearly turn-over and certificate of satisfactory work completed from 2 – 3 clients (for out-side laboratories)	

Documents to be enclosed	Yes/ No
12. Copy of the certification and scope of accreditation for NABL accredited laboratories	
13. Gazette Notification and the copy of application for MOEF recognized laboratories	
14. Procedure followed for ensuring credibility and appropriateness of gathering of Primary and Secondary data	
15. Procedure for work outsourced including methodology for assessing capability of the agency and quality of work outsourced	
16. Names of models/ software being used for data generation	
17. Client list, work orders and completion certificates vide point 16 c. of the application form	
18. Names and sectors of three projects for which EIAs were carried out by your organization, with capital investment (vide point 16 d. of application form)	
19. Records of public consultation for two cases including actions taken	
20. One EIA report (prepared within preceding two years)	
21. Quality Management System Manual	
22. Copies of promotional material	
23. Complete list of EIAs conducted for 'Centre & State Level' giving complete name of Project, Name of Client, Clearance Status & Period	
24. Hard Copy of the application must be printed on both sides of the page. Please also send a soft copy of the application with all documents	

Checklist of Enclosures – Surveillance Assessment

Ensure that the following are enclosed with the application:-

Documents to be enclosed	Yes/ No
1. List of EIA Reports prepared during the last one year giving requisite details as per <u>Annexure VI A (1)</u>	
2. Updated Quality Management System Manual	
3. Complete list of approved experts with Sectors/FAs in the format given in <u>Annexure VI A (2)</u>	
4. Declaration of Association/ Agreement/ NOCs for employees /empanelled experts, as applicable	
5. Details of laboratories used along with the Scope and Work orders as per <u>Annexure VI A (3)</u>	
6. Hard copy of 2 EIA Reports (as indicated by NABET)	
7. Copies of the minutes of the public consultation and EAC/SEAC meetings	
8. Hard copy & Soft copy of the complete application document	

List of EIAs prepared during the year

1. Name of Consultant Organization :
2. Contact Person & Address :
3. EIAs/ Assignments done in last 1 year

S.No.	Name of Sector (as per Annexure II)	Name of the project (specifying Cat./Capacity/ Area, as applicable)	Name of Client	Name of EIA Coordinator/ Assignment Head involved	Functional Area Experts involved		Public Consultation Conducted Yes/ No	Period of EIA/ Assignment	Status of Approval from MOEF/SEIAA	
					FA	Name/s			Number of times discussed in MOEF/SEIAA	Yes/No
1					LU					
					AQ					
					AP					
					WP					
					EB					
					SE					
					NV					
					GS					
					HG					
					RH					
	SHW									

Please provide sector wise information

List of Approved Experts

S.No.	Name	IH/ Empanelled	Sector/s or Area/s as per NABET Certificate/ Letter	Category	Status (whether still with organization or Not)	Change/ Redistribution of Sectors/ FAs, if any
EIA Coordinator/s						
1						
2						
Functional Area Expert/s						
1						
2						

Details of laboratories utilized during the year for baseline data generation

S.No.	Name of the Laboratory with complete address	Accreditation/ Registration Status			Name of the Project (EIA/ Assignment)	Name of experts involved in sampling from Applicant Organization	Whether any negative comment by EAC/SEAC about laboratory data
		NABL/ MOEF	Scope	Yes/No			
1			Ambient Air				
			Water & Waste water				
			Stack emission				
			Soil				
			Noise				
2			Ambient Air				
			Water & Waste water				
			Stack emission				
			Soil				
			Noise				
3			Ambient Air				
			Water & Waste water				
			Stack emission				
			Soil				
			Noise				

For further details contact:

Director,**National Accreditation Board for Education and Training (NABET)**

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 2nd Floor, Bahadur Shah Zafar Marg, New Delhi – 110002, India
 Tel: +91-11-2337 9321, 2337 9821, 2337 0567 Fax. No: 2337 9621
 Email: nabet@qcin.org, akg@qcin.org, abhay.nabet@qcin.org