

## FAQ - Scheme for Accreditation of Exploration Agencies in Mineral Sector

**Q 1: How does a new Applicant to this Scheme apply on the online portal?**

Answer:

1. Enter the URL: <https://aea.nabet.qci.org.in/Default.aspx>
2. Click on the 'New user Registration' to start filling a new application.

Home | Login | Registration

**SCHEME FOR ACCREDITATION OF EXPLORATION AGENCIES IN MINERAL SECTOR**

**WELCOME TO ACCREDITATION OF EXPLORATION AGENCIES IN MINERAL SECTOR**

About QCI | About NABET

**LOGIN**  
TO CONTINUE YOUR APPLICATION

**REGISTER**  
NEW USER REGISTER HERE

**About QCI**

QCI has been set up under a Cabinet Decision by Govt. Of India and Indian Industry . The Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, is the nodal ministry for QCI. The Quality Council of India (QCI) is a pioneering experiment of the Government of India in setting up organizations in partnership with the Indian industry.

[Learn More](#)

**For any type of assistance please contact at**

Tel: +91 11 23323416/417/418/419/420  
Fax: +91 11 23323415  
Ext No:125, 126, 128, 134, 135, 142, 143, 148, 159.

Home | Login | Registration

**SCHEME FOR ACCREDITATION OF EXPLORATION AGENCIES IN MINERAL SECTOR**

**ACCREDITATION OF EXPLORATION AGENCIES IN MINERAL SECTOR REGISTRATION**

Organization Name \*  
Address Line 1 \*  
Address Line 2

State \*  
City \*  
Pincode \*

Head of Organization \*  
Contact Person Name \*  
Designation \*

Tel.No.(With STD) \*  
Mobile No. \*  
Email Id \*

Website (if any)  
http Ex. http://www.google.com

Register Cancel

Now fill all the required details of the online form. The areas marked with \* are mandatory fields.

## Q 2: Which email Id to be used for registration?

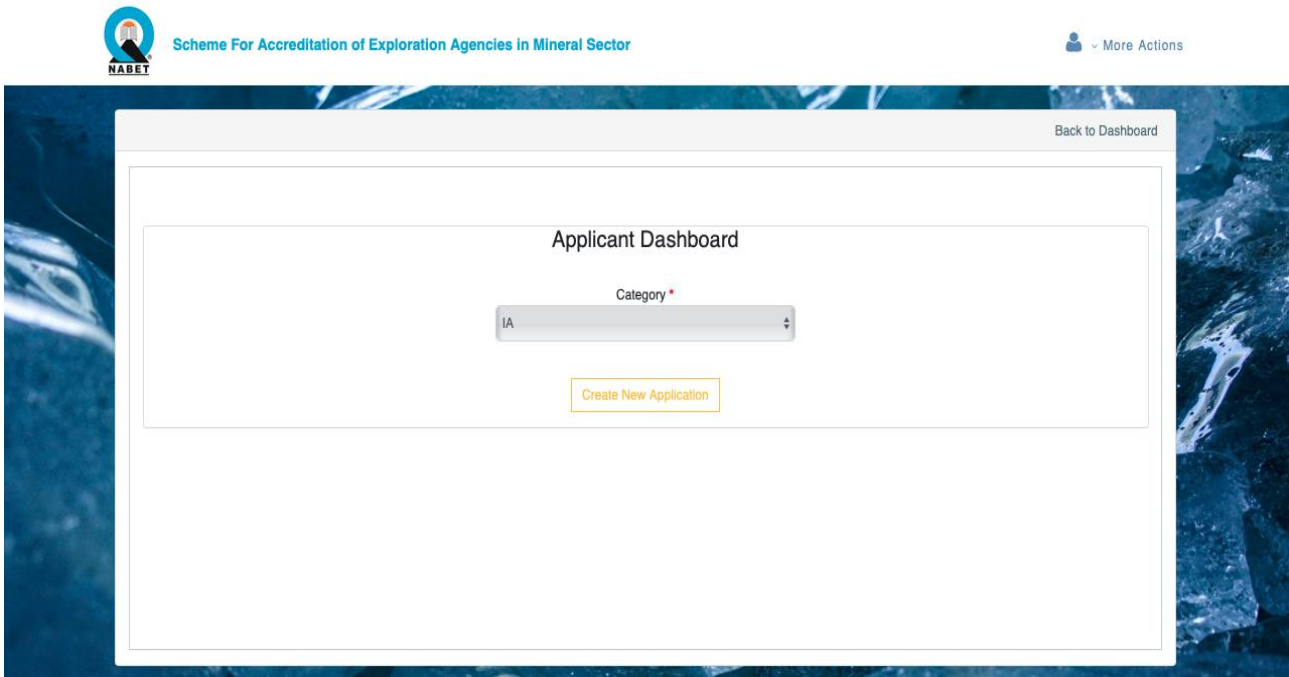
Answer:

The email id used by an organization for general communications with NABET is preferred to be used for registration since the same shall become user id for that particular applicant organization. Notifying emails shall also be sent on this email id.

## Q 3: How to create an application for the specific Accreditation

type? Answer:

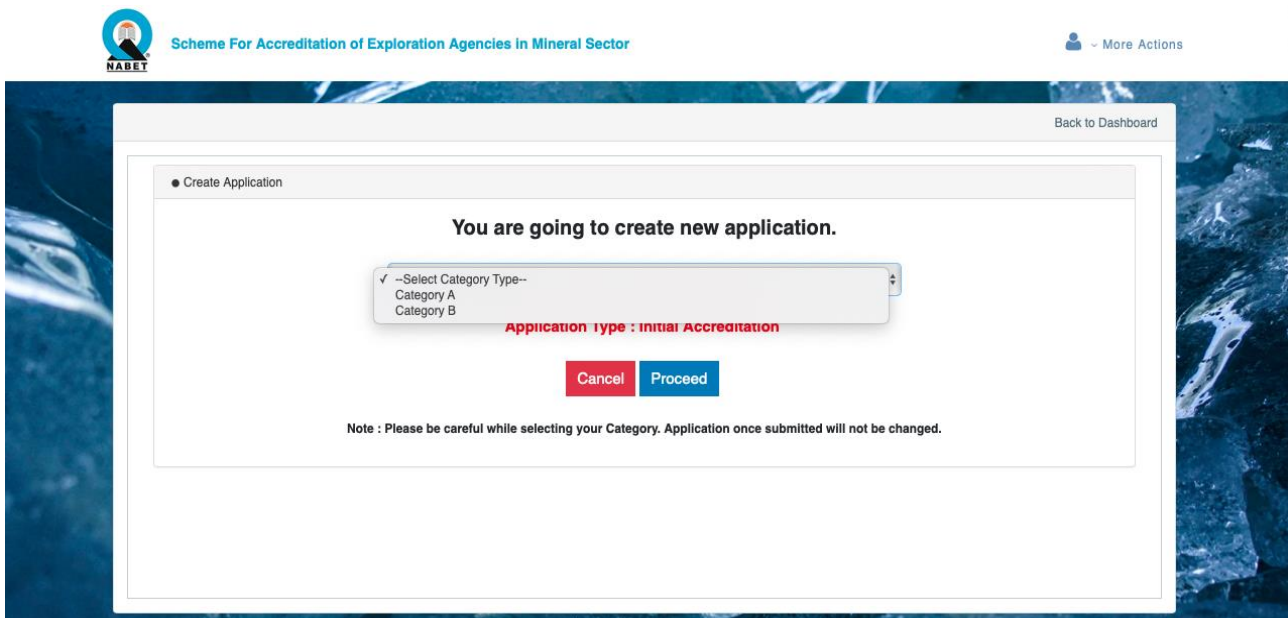
After logging in and password change; an option as 'Create New Application' shows up. Click on it and choose the type of application (IA/SA/RA) i.e IA for a fresh entry to the Scheme.



The screenshot shows the NABET Applicant Dashboard. At the top, there is a header with the NABET logo, the text "Scheme For Accreditation of Exploration Agencies in Mineral Sector", and a "More Actions" link. The main content area is titled "Applicant Dashboard" and contains a "Category" dropdown menu with "IA" selected. Below the dropdown is a yellow button labeled "Create New Application". A "Back to Dashboard" link is visible in the top right corner of the dashboard area.

## Q 4: How to apply for different Category in online application?

Answer: Select the category between A and B.

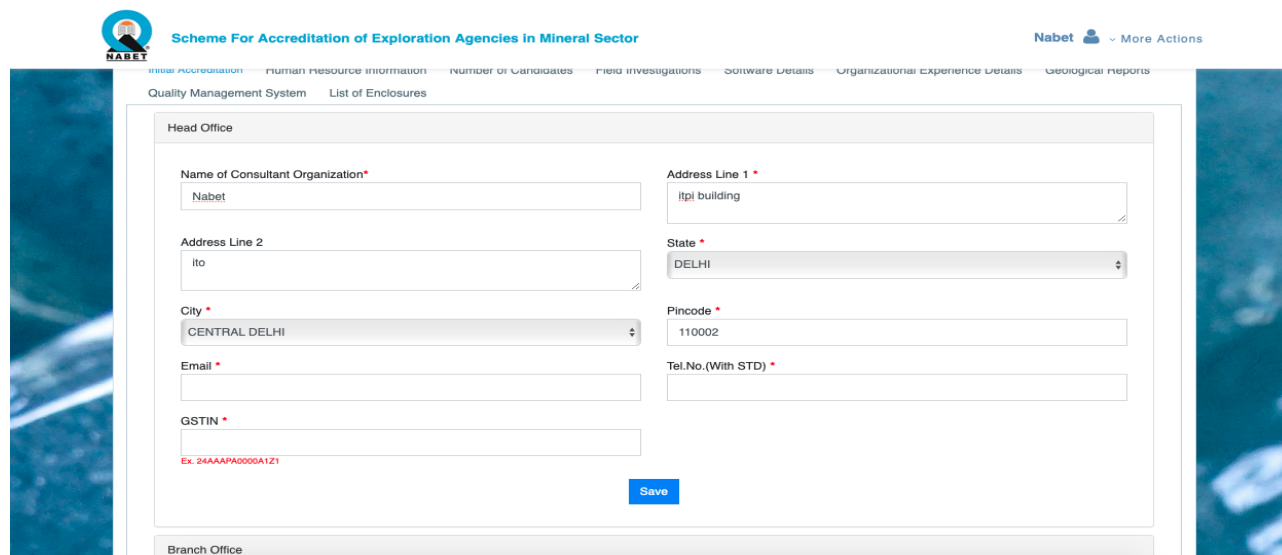


The screenshot shows the "Create Application" form in the NABET system. The header is the same as the previous screenshot. The main content area is titled "You are going to create new application." and contains a dropdown menu for "Select Category Type--" with options "Category A" and "Category B". Below the dropdown, the text "Application type : Initial Accreditation" is displayed in red. There are two buttons: "Cancel" (red) and "Proceed" (blue). A note at the bottom states: "Note : Please be careful while selecting your Category. Application once submitted will not be changed." A "Back to Dashboard" link is visible in the top right corner of the form area.

## Q 5: How to fill the application form of IA?

Answer:

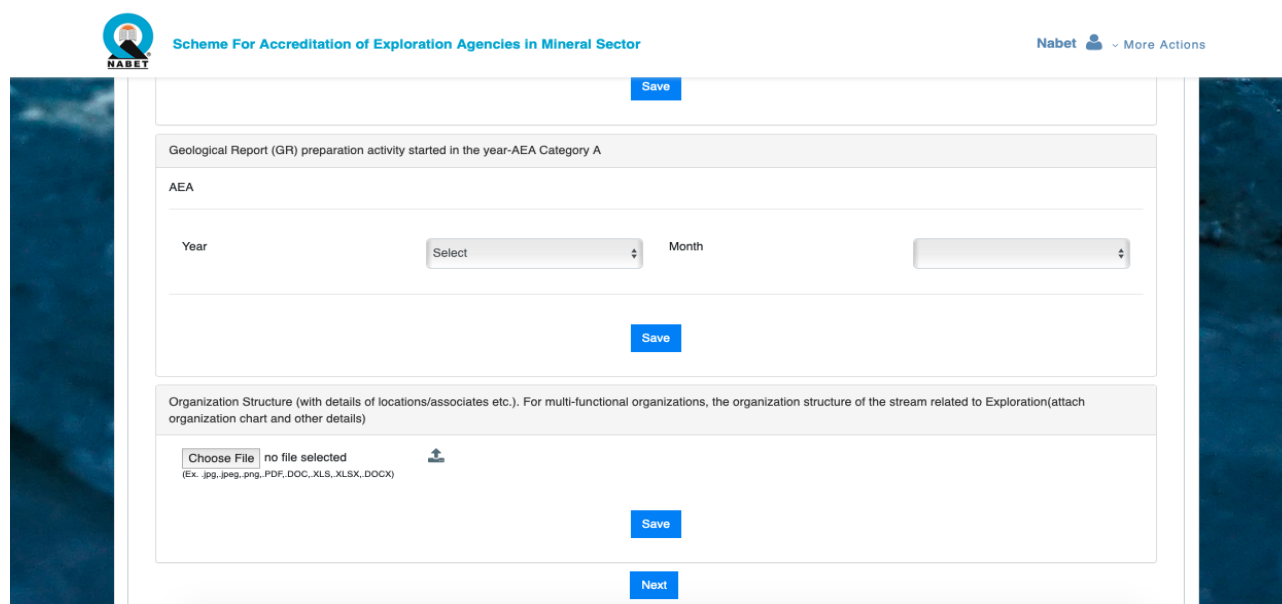
Fill all the details and upload all the files required/asked in the form.



The screenshot shows the 'Head Office' section of the NABET accreditation form. The form is titled 'Scheme For Accreditation of Exploration Agencies in Mineral Sector' and includes a navigation bar with links: 'Scheme Accreditation', 'Human Resource Information', 'Number of Candidates', 'Field Investigations', 'Software Details', 'Organizational Experience Details', and 'Geological Reports'. The 'Head Office' section contains the following fields:

- Name of Consultant Organization\* (Text input: Nabet)
- Address Line 1\* (Text input: Itpi building)
- Address Line 2 (Text input: Ito)
- State\* (Dropdown menu: DELHI)
- City\* (Dropdown menu: CENTRAL DELHI)
- Pincode\* (Text input: 110002)
- Email\* (Text input)
- Tel.No.(With STD)\* (Text input)
- GSTIN\* (Text input: Ex. 24AAAP0000A1Z1)

A 'Save' button is located at the bottom right of the 'Head Office' section. Below this section is a 'Branch Office' section.



The screenshot shows the 'Geological Report (GR) preparation activity started in the year-AEA Category A' section of the NABET accreditation form. The form is titled 'Scheme For Accreditation of Exploration Agencies in Mineral Sector' and includes a navigation bar with links: 'Scheme Accreditation', 'Human Resource Information', 'Number of Candidates', 'Field Investigations', 'Software Details', 'Organizational Experience Details', and 'Geological Reports'. The 'Geological Report (GR) preparation activity started in the year-AEA Category A' section contains the following fields:

- AEA (Text input)
- Year (Dropdown menu: Select)
- Month (Dropdown menu)

A 'Save' button is located at the bottom right of the 'Geological Report (GR) preparation activity started in the year-AEA Category A' section. Below this section is the 'Organization Structure (with details of locations/associates etc.). For multi-functional organizations, the organization structure of the stream related to Exploration(attach organization chart and other details)' section, which includes a 'Choose File' button and a 'Save' button. A 'Next' button is located at the bottom right of the 'Organization Structure' section.

**Q 6: How to add the Human resource of the organization in the application?** Answer:

1. Fill the First Name, Middle Name and then Last Name of the candidate proposed.
2. Select the designation of the proposed candidate.
3. Choose the employment status as In-house/Empaneled [IH/Emp] of the candidate.
4. Select the Sectors and Technical areas applied for the candidates.

After filling all the information, press the '**Save**' button.



Back to Dashboard

Initial Accreditation **Human Resource Information** Number of Candidates Field Investigations Software Details  
Organizational Experience Details Geological Reports Quality Management System List of Enclosures

● Human Resource Information +

Approve Status\*  
Newly Proposed

Proposed as\*  
--Select--

First Name\*

Middle Name

Last Name

In-house/Empanelled\*  
☐ In-house ☐ Empanelled

Upload CV\*  

Choose File no file selected

(Ex. .PDF, .DOC, .DOCX)

Area of Expertise\*

Geology (GEO) ☒ Yes ☐ No

Geophysics (GP) ☒ Yes ☐ No

Remote Sensing & GIS (RS) ☒ Yes ☐ No

Hydrogeology (HG) ☒ Yes ☐ No

Back

Save

Next

**Q 7: Do we need to apply for all the areas of expertise given in the application form?**

Answer:

Please choose only those areas of expertise for which you have eligible experts available with your organization.

Area of Expertise\*

Geology (GEO) ☒ Yes ☐ No

Geophysics (GP) ☒ Yes ☐ No

Remote Sensing & GIS (RS) ☒ Yes ☐ No

Hydrogeology (HG) ☒ Yes ☐ No

**Q 8: How to submit details of an individual candidate being proposed as a PC/TAE in the application? Answer:**

Click 'Fill Form', Annexure V shall open wherein you are required to fill in the desired information/details. In case, some wrong entry has been made while entering the data for a candidate, kindly 'delete' and 'fill form' again.

● Contact Details +

Address Line1\*

Address Line2

State\*

City\*

Pincode\*

Tel.No.(With STD)\*

Fax No.

Email Address\*

Mobile Number\*

PAN Number\*

**Save**

● Office Details +

**While filling in the form, please ensure following things:**

- Fill the D.O.B (date of birth) according to the given calendar format.
- Upload photograph of the candidate (file type:- .jpeg/.png/.jpg).
- Add Current Status of Applied/Approved with the Organization(s), if applicable
- Fill the Academic Qualification(graduation level and above)
- Add Registered/Recognized training courses attended(for those with duration- 3days or more)
- Fill the details of the Membership of Professional Bodies of the candidate, if applicable.
- **Add the experience**(write in chronological order with the most recent experience listed first)
- **Add the experience for different technical areas applied as TAE**(write in chronological order with most recent experience listed first)
- Fill Information with respect to your application as Team member, if applied.
- Tick both the Declarations (by the applicant and by the employer) and 'submit' the form.

**Q 9: How to provide information for any software available with our organization? Answer:**

Enter names of the Instruments/Software and upload relevant documents & licences.

Press the **“Save”** button.



Back to Dashboard

Initial Accreditation Human Resource Information Number of Candidates Field Investigations **Software Details** Organizational Experience Details

Geological Reports Quality Management System List of Enclosures

● Software Details +

Availability of \*  
-Select-

Enter the Name of Instrument/ Software \*

Upload Relevant Document / License\*  
Choose File no file selected  
(Ex. .jpg, .jpeg, .png, .PDF, .DOC, .XLS, .XLSX, .DOCX)

Back Save Next

**Q 10: How to add/submit the Organizational Experience Details, No. of GRs in the last 3 years?** Answer:

Details of the Geological Reports prepared by the organization in the last three (3) years can be given. The GR, if sought by NABET, is to be sent via mail or Google drive.

Back to Dashboard

Initial Accreditation Human Resource Information Number of Candidates Field Investigations Software Details **Organizational Experience Details**

Geological Reports Quality Management System List of Enclosures

● Organization's experience in Geological Report preparation +

Name of Report \*

Client Name\*

Report Type\*

Period\*  
Select

Upload Completion Certificate\*  
Choose File no file selected  
(Ex. .jpg, .jpeg, .png, .PDF, .DOC, .XLS, .XLSX, .DOCX)

Upload Report\*  
Choose File no file selected  
(Ex. .jpg, .jpeg, .png, .PDF, .DOC, .XLS, .XLSX, .DOCX)

Back Save Next

**Q 11: How to fill the QMS (Quality Management System)?** Answer:

The information with respect to the QMS is to be submitted according to the format provided on the portal ensuring the following.

- Procedure Number and the page number of manual wherein that procedure is available



- Forms/Formats/ Checklist/ Reference Number and the page number of manual wherein these are available
- Remarks, if any

Also, the QMS Manual and the related documents are to be sent to NABET via 'Mail' and 'Google drive'.

### Q 12: What information should be filled in Field Monitoring.

Answer:

Field monitoring deals with the information with respect to the laboratories being used for primary data collection. For e.g. Their MoEFCC recognition/ NABL accreditation, their validity, scope of accreditation etc.

- Fill all the details and upload the required certificates of NABL accreditation/MoEFCC recognition/Gazette Notification etc.

**Scheme For Accreditation of Exploration Agencies in Mineral Sector**

Nabet [More Actions](#)

[Back to Dashboard](#)

Initial Accreditation   Human Resource Information   Number of Candidates   **Field Investigations**   Software Details   Organizational Experience Details

Geological Reports   Quality Management System   List of Enclosures

● Field Investigations and Laboratory Systems

Name of the Laboratory	In-House/External	Government recognised/NABL accredited / CSIR lab/Institution/lab/University lab	Cert No. / Gazette Notification Date		Validity (from - to)		Upload Certificate
			Cert No.	Gazette Notification Date	From Date	To Date	
<input type="text"/>	IH	NABL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<p>If laboratory is accredited by NABL, please submit copies of the Accreditation scope certificate and the parameters accredited for. For other recognized laboratories, please submit a copy of the relevant Notification / Document and also a copy for assessing the scope recognition.</p>							

If the laboratory is accredited by NABL, please submit copies of the Accreditation scope certificate and the parameters accredited for. For other recognized laboratories, please submit a copy of the relevant Notification / Document and also a copy for assessing the scope recognition.

### Q 13: What is the purpose of giving List of

**Enclosures?** Answer:

This module tells us what all Certificates/Reports/Annexures are mandatory for an application to be considered as completed and ready for submission. If the required documents are submitted, it shows green ticks otherwise shows red crosses as given below:



## Declaration

Download Sample Declaration

Upload Declaration \*

## Documents to be enclosed

S. No.	Description	Status
1	Filled in Application form with the photograph of the contact person ( <b>Annexure 1</b> ). *	✓
2	Application fees *	✓
3	Copy of the legal status of the organization including the date of registration/incorporation. *	✓
4	Organization's Balance Sheet and Income Tax Returns, for the last three years (depending on date of registration of organization).*	✓
5	Organizational structure with respect to the people involved. *	✓
6	<b>Annexure V</b> - signed resume of Project Coordinator/s (PC) with photograph. *	✓
7	<b>Annexure V</b> - signed resume of Technical Area Experts with photographs. *	✓
8	<b>Annexure XII</b> -Declaration of empanelled Technical Area Experts of their association with applicant organization AO or other organizations, if applicable. Also, a NOC, as applicable *	✓
9	Copy of the certificate, scope of accreditation for NABL accredited laboratories and MoU/ Agreement. *	✓
10	QMS Manual meeting the requirements of <b>Appendix C</b> of the scheme. *	✓
11	Names of models/ software being used for generation/interpretation of data *	✓
12	Geological Reports *	✓
13	Copy of the MoU for Survey Engagements , scope of work covered under the MoU/ Agreement *	✓
14	For Government recognised/ CSIR lab/ Institution lab/ University lab, submit a copy of the relevant Notification/ Document and also a copy for assessing the scope recognition. *	✓

**Q 14: What is the procedure for Payment?** Answer: Go to the link

['Click Here to Pay Application Fee'](#) to pay the application fee

Generate Invoice

[Click Here To Pay Application Fee](#)

## Declaration:

We have carefully read all NABET guidelines of Accreditation Scheme for Exploration Agency for Minerals Sector. The conformity of eligibility of the experts proposed, employment status of proposed experts to the requirements of the Scheme, has been verified by us at our end.

We agree to code of conduct terms in clause no. 11.0. 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 concerned ministry 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.

[Generate Report](#)[Generate Manpower Report](#)[Other Report](#)

After clicking on the above-mentioned link, following page shows up which gives the amount payable based on number of candidates applied by an organization



Welcome To Payment Gateway

Do you want to claim GST on this payment?

☐ Yes ☒ No

Do you want deduct TDS?

☐ Yes ☒ No

Fee Type And Amount Details		
Application No.:	QCI/NABET/APA_MPPA/0061/IA	
GW Name:	ORG000078	
Fee Type:	DA-2 Fee	
Application Fee:	36000	
GST (18%):	6480	
TDS Deduct (10%):		
Transaction Amount:	42480	

Confirm

Close

May please note that the submit button will be operational only if the payment has been made.

**Q 15: How does the user get the confirmation of the completeness of application and payment of fees?** Answer:


Once the application is completed, the payment is done and the application is submitted.


An email is sent to the user on the registered email id confirming the payment and submission of the application.

**Q 16: How can users pay for the desktop assessment and office assessment in due course of time?** Answer:

The user can generate invoice of the payment by clicking on the link Generate Invoice as shown


APPLICATION STATUS			
Current Application Status: <b>Final F3 Submitted by Assessor.</b>			
Stage Calender			
NCs Details of DA1	NCs Details of DA2		
Application Fee	Desktop Assessment 2 Fee	Office Assessment Fee	
Rs. 32400.0000	Rs. 29160.0000	Rs. 68040.0000	
Generate Invoice	Generate Invoice	Generate Invoice	
Payment Receipt	Payment Receipt	Payment Receipt	


**Scheme For Accreditation of Exploration Agencies in Mineral Sector**

**FCI ARAVALI GYPSUM AND MINERALS INDIA LIMITED**
 More Actions

[aea.nabet.qci.org.in](#)

### PERFORMA INVOICE

	<b>QUALITY COUNCIL OF INDIA</b> 2ND FLOOR,INSTITUTION OF ENGINEERS BAHARDURSHAH ZAFAR MARG NEW DELHI - 110 002 TELEFAX - 23379321 /9621 E-Mail - accounts@qcin.org GSTIN - 07AAATQ0055D1Z0	Delivery Note	Dated <b>10-October-2024</b> Mode/Terms of Payment <b>30 Days</b>		
		Supplier's Ref.	Other Reference(s)		
<b>FCI ARAVALI GYPSUM AND MINERALS INDIA LIMITED</b> INSTITUTIONAL AREA SECTOR B VIVEK VIHAR YOJNA JODHPUR, RAJASTHAN-342005 <b>CONTACT NO.</b> - 9468720943 <b>EMAIL ID</b> - FAGMIL1@REDIFFMAIL.COM <b>GSTIN</b> - 08AAACF8065H1Z1	Buyer's Order No.	Dated			
	Dispatch Document No.	Dated			
	Dispatched through	Destination			
	Terms of Delivery				
SL No.	Particular	Quantity	Rate	per	Amount
1.	DA-2 Fee				18000
2.	GST (OUT PUT) ( On Assessable Amount 18000 )		18	%	3240 .00
Total					21240.00

**Q 17: Once the application is submitted by the applicant organization, how to pursue it further?** Answer:

After receiving the complete application and payment, NABET shall proceed further by sending them the shortfalls/Obs and NCs, if any, observed by the assessors during desktop assessment. These NC/Obs shall be visible to the applicant as 'Application Alerts'. These are to be replied back by the applicant on the portal itself. Where ever necessary, additional documents may be uploaded/ furnished. Once the NCs/Obs are closed by the assessors, applicants shall be informed about the office assessment dates. The office assessment shall be carried out by the QCI-NABET assessors on the dates mutually agreed by both QCI-NABET and the applicant organization.