

**Ministry of Environment & Forests, New Delhi  
Central Pollution Control Board, Delhi**

**Proforma for Surveillance of Recognized Environmental  
Laboratory under the Environment (Protection) Act, 1986**

Surveillance Visit Date:	
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1. Name of Organization / Laboratory : \_\_\_\_\_

2. Address of the Laboratory : \_\_\_\_\_

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3. (i) Gazette Notification No. : \_\_\_\_\_

(ii) Validity of Recognition : \_\_\_\_\_

4. Laboratory Incharge  
Name & Designation : \_\_\_\_\_

Contact No.                      Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Mobile No. \_\_\_\_\_ E-Mail \_\_\_\_\_

5. Notified Govt. Analysts in positions at the Laboratory as per Gazette Notification and their availability / confirmation:

S. No.	Name	Designation	Qualification	Confirmation of Availability

6. Status of Analytical Infrastructure:

(a) Check physical parameters maintenance / analysis. Report discrepancies (if any)

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(b) Check Inorganic (General & Non-metallic) parameters: Analytical Infrastructure maintenance & their analysis. Report discrepancies (if any)

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(c) Check Inorganic (Metals) parameters: Analytical Infrastructure maintenance & their analysis. Report discrepancies (if any)

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(d) Check Organic parameters: Analytical Infrastructure maintenance & their analysis. Check proper functioning of Gas Chromatograph and obtain latest calibration graph. Report discrepancies (if any)

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(e) Check Microbiological parameters: Analytical Infrastructure maintenance & their analysis. Report discrepancies (if any)

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(f) Check Toxicological parameters: Analytical Infrastructure maintenance & their analysis. Report discrepancies (if any)

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(g) Check Biological parameters: Analytical Infrastructure maintenance & their analysis. Report discrepancies (if any)

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(h) Check soil, sludge, sediment parameters: Analytical Infrastructure maintenance & their analysis. Report discrepancies (if any)

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(i) Check Analytical Infrastructure maintenance & their analysis for characterization of hazardous waste - Report discrepancy (if any)

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7. Check status of Analytical Infrastructure maintenance & analysis of:

(a) Ambient air / Fugitive Emission parameters – Report discrepancy (if any)

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(b) Stack Emission parameters – Report discrepancy (if any)

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(c) Noise parameters – Report discrepancy (if any)

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(d) Micrometeorological parameters – Report discrepancy (if any)

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(e) Vehicular Emission parameters - Report discrepancy (if any)

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8. List of parameters not analyzed for more than one year:

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9. Availability of latest methods i.e. APHA, EPA, BIS etc.

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10. Check calibration records of instruments / equipments. Report non-conformities / discrepancies

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11. Check Maintenance of Instruments / Equipments: Report discrepancies (if any):

(i) Log book of major instruments / equipments \_\_\_\_\_

(ii) Upkeep & utilization of sophisticated instruments \_\_\_\_\_

(iii) Maintenance service contracts of sophisticated instruments \_\_\_\_\_

12. Check Reference Material / Certified Reference Material for Metals / Pesticides / Other organics and their storage conditions

(i) Reference Material Expired / Not replenished \_\_\_\_\_

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(ii) Status of Storage & maintenance of Reference Material and its record \_\_\_\_\_

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13. Check Existing layout plan with original layout plan submitted. Report observations / deviations

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14. Remarks about General cleanliness & systematic analytical operation of the laboratory

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15. Accreditation / Certifications of the laboratory:

**ISO 9001** : Validity upto \_\_\_\_\_

**ISO 17025** : Validity upto \_\_\_\_\_

External Audit undertaken on \_\_\_\_\_

Internal Audit undertaken on \_\_\_\_\_

**OHSAS 18001**: Validity \_\_\_\_\_

16. Check Proficiency Testing Results (PT Score) (External / Internal): Observations

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17. Status of participation in latest Analytical Quality Control (AQC) Exercises conducted by Central Pollution Control Board

AQC Exercise No.	Month / Year	Percentage achieved	Remark

18. (i) Status of Intra Laboratory Quality Control exercise

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18. (ii) Status of Professional trainings imparted to analysts – check records

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19. Checking of Records / Registers, calculations and Test Results concluded. Report discrepancies (if any)

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20. Check safety aspects – Fire escape / Fire Extinguishers and their maintenance. Check expiry date of Fire Extinguishers. Report discrepancies (if any)

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21. Status of Quarterly Progress Reports submitted by the Laboratory

<b>Year</b>	<b>Period</b>	<b>No. of Environmental samples analyzed</b>	<b>Report submitted to MoEF / CPCB on</b>

22. Previous Surveillance visit date & verification on observations

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23. Other observations / Remarks

Signature of Official  
Inspecting the Laboratory

Name \_\_\_\_\_

Designation \_\_\_\_\_

Organization \_\_\_\_\_