



CENTRAL POLLUTION CONTROL BOARD, DELHI
Parivesh Bhawan, East Arjun Nagar, Delhi-110 032
(CPCB-Quality Cell)

No. A-11018/01/office circular/2018/QC-NABL 325

Dated: 8th May 2018

CIRCULAR

Sub: Time Target for Completion of Task related to Laboratory Management/ Activities –reg.

In continuation of Theme Based Presentations to the Chairman, CPCB, directed to undersigned to submit Time line/ Time Targets of attached activities submitted in Intra-portal of CPCB. The activities & their Target Date is Mentioned Below:

S. No.	S. No in attached I.P. Format	Summary of Activities	Concerned Divisions/Lab In-Charges/Officials, H.Q./RDs	Target Date
1	S.No.1	Activities related to Quality Assurance of Labs.	All Laboratory In-Charges	30/05/2018
2	S.No.2	Activities related to Internal Audit/ MRM/ External Audit/ Quality Control Check	Quality Cell & All Laboratory In-Charges	30/05/2018
3	S.No.3	Activities is related to Conversion of existing system of Lab from old standard to New Standard	Quality Manager, Deputy Quality Manager, Technical Manager, Deputy Tech. Manager & All Laboratory In-Charges.	31/12/2018
4	S.No.4	Activities related to Laboratory Information System(LIMS)	Dr. Sanjeev Agrawal, Sh Sanjay Kumar & Dr R.C. Srivastava	31/03/2020
5	S.No.5	Activities is related to Environmental Recognition/NABL Accreditation/ISO Certification/OHSMS	Quality Manager, All Laboratory In-Charges of Central Laboratory Delhi & Regional Directorates	30/07/2018

All the Laboratory In-Charges of Head office & Regional Directorates of CPCB are hereby requested to report the matter to undersigned before target date so that above matter can be appraise to Chairman, CPCB.

A copy of submission to the Intra-portal is attached for information.

09/05/2018

(Dr. Sanjeev Agarwal)
Additional Director, Divisional Head &
In-Charge Biosc. (BTM) Labs/Quality Manager-NABL

Distribution to: In-Charges of all the laboratories, H.Q. Delhi.

In-Charge -Air Lab	In-Charge-Bio Lab
In-Charge-Instrumentation Lab	In-Charge-NRTOL Lab
In-Charge-Water, wastewater, Soil Lab	Shri. B.K. Jakhmola -Technical Manager, CPCB
Dr. R.C. Srivastava - Deputy Quality Manager, CPCB, Delhi.	Shri. Sanjay Kumar- Deputy Technical Manager, CPCB, Delhi
RD Bangalore	RD Kolkata
RD Vadodara	RD Bhopal
RD Shillong	

C.C. to:
 1) PS to CCB
 2) PS to MS

0/c

केन्द्रीय प्रदूषण नियंत्रण बोर्ड
 निर्गत
 दिनांक 10/5/2018

S. No.	Activity	Progress	Target Date	Last Update Date
1	Manpower at supervisory & testing level/Training/ILC-PT Participation/Job Responsibility & Authorisation/Root-cause Analysis/Estimation of Uncertainty Measurement/Validation of Methods/Sampling Plan & Procedures/Replicate Analysis/ Intermediates Checks/Test Specifications- Test Methods/ Equipment's/ Scope/Complaints/ Calibration/ Test & Calibration Methods and Method Validation/Master List/Updation of Documentation/ Purchase, Services & Supplies/ Use of CRM/Test Reports and Calibration Certificates/ Reporting the Results/ Amendments to Test Reports and Calibration Certificates/ Continual Improvement/Accommodation and Environmental Conditions, etc.	as_per_schedule	30-05-2018	26-04-2018
2	Internal Audit/Management Review Meeting (MRM)/External Audit/System SOPs/ Tech. SOPs/ Quality Control Checks/Documents Changes/ Scope of Accreditation/ Complaints/ Preparation of Master List of Documents/Document Approval & Issue/ Control of Non-Conforming Testing/Review of Documentation/ Control of Records/ Continual Improvement, etc.	as_per_schedule	30-05-2018	26-04-2018

S. No.	Activity	Progress	Target Date	Last Update Date
3	Conversion of existing system of Lab. From Old Standard (ISO/IEC:2005) to New Standard (ISO/IEC:2017) and Updation of Documentation/Measurement Traceability, etc.	as_per_schedule	31-12-2018	26-04-2018
4	Laboratory Information Management System (LIMS)/ Awareness Program on Old and New Standards, etc.	as_per_schedule	31-03-2020	26-04-2018
5	Regional Directorates and Central Laboratory Delhi should initiate the process of Enviornmenal recognition / NABL Accreditation / ISO Certification / OHSMS etc. and appraise the matter to H.Q. Quality Manager	as_per_schedule	30-07-2018	26-04-2018