Criteria for Registration of Hospital & Healthcare Individual Consultants (NABH Standards)
A number of consultants are helping various Hospitals and Healthcare (HAH) sector. The selection of a capable Consultant by an organization is important in ensuring that their management system is capable of meeting the planned objectives of the organization in the most efficient and cost effective manner.

Hospitals may cater to multi disciplinary activities wherein inputs are required from specialists in different areas. Therefore besides capable consultants, a consultant organization would require to have a capable Coordinator or Team Leader who would lead the team of various consultants and/or experts to provide a comprehensive guidance to the HAH and develop an effective system as per NABH guidelines.

**Individual Consultants** – They may be individuals having requisite educational background and experience/expertise in their respective areas (details given in part A).

**Assessment Procedure**

**For Individual Consultants**

- Desk top review of documents pertaining to education, experience, etc.
- Interview with the NBQP panel of Consultant Examiners

The scheme for Registration of Hospital and Healthcare Consulting Organizations will help to certify the credentials of individual consultant and competent consultant organizations and also help the HAH to select a competent consultant through the register of consultants.

All information provided by the applicants can be verified and shared with the stakeholders at any stage during or after the assessment process. NBQP reserves the right to utilize the information provided by the applicants for legal, research with other IPC members or for any other purpose as may be deemed fit by NBQP. In case an applicant wants the information to be kept confidential, a communication must be sent to NBQP citing reasons for the same. NBQP has the right to take decision in this regard as it may deem fit.

Registration under this scheme is available without restriction to all applicants who satisfy the Registration requirements.

NBQP reserves all rights to amend its Registration criteria, procedures and fees etc. as it may deem fit. Applicants are requested to refer to the updated criteria before applying for their Registration.

We value your suggestions and feedback.

Please contact NBQP office for the latest information.
DEFINITIONS

1. Quality – Degree to which a set of inherent characteristics fulfills requirements.
   
   Note 1. The term "quality" can be used with adjectives such as poor, good or excellent
   2. "Inherent" a s opposed to "assigned" means e xisting in something, e specially permanent
      characteristic.

2. Continual Improvement – Recurring activity to increase the ability to fulfill requirements.
   Note: The process of establishing objectives and finding opportunities for improvement is a
   continual process through the use of Assessment findings and Assessment conclusions,
   analysis of data, management reviews or other means and generally leads to corrective
   and preventive action.

3. Care Plan – Documented assessment, diagnostic tests, diagnosis, treatment (including medication
   and/or surgery), evaluation, auxiliary service (including physiotherapy and occupational therapy),
   etc, in patient care.

4. Discharge – Termination of current care, this may include follow up care or transfer or referral to
   another HCO.

5. Health Service or Health Care – All care, service, training, research, etc, to evaluate, diagnose,
   treat and follow up on maintenance of required health, prevent illness as well as improve health.

6. Health Service Organization or Health Care Organization (HCO) – An organization providing,
   administering or managing health service. This includes hospitals, diagnostic service centers,
   clinics, dispensaries, etc.

7. Health Record – Documents containing pertinent health related information relating to a particular
   individual or a group receiving health care service.

8. Health Professionals – Persons directly providing health service such as physician, physician
   assistant, nurse, paramedic, therapist, psychiatrist, social workers, psychologist, pharmacist and
   others who are trainer and/or teacher of health care.

9. Rehabilitation – The process of restoring a person’s physical and/or cognitive functions. This
   includes physiotherapy, occupational therapy, speech therapy, etc, individualized towards patient.
   Rehabilitation enhances healing and facilitates a return to productive activity.

10. Support Services – Activities which support the core business of a HCO. They include billing,
    admitting, housekeeping, public relation, etc.

11. Technicians – Those who assist in diagnostic examination as well as working in medical and
    surgical support roles.

12. Health – It is a state of complete physical, mental and social wellbeing and not merely an absence
    of disease or infirmity.

13. Community Health – Health care activities for a community covering the individuals as well as
    targeted groups through the following in singularity or in combination:
       a) Health promotion,
       b) Specific protection,
       c) Early diagnosis and treatment,
       d) Disability limitation, and
       e) Rehabilitation.
14. **Assessment** – systematic, independent and documented process for obtaining Assessment evidence and evaluating it objectively to determine the extent to which Assessment criteria are fulfilled.

15. **Competence** – demonstrated personal attributes and demonstrated ability to apply knowledge and skills.

16. **Customer satisfaction** - Customer’s perception of the degree to which the customer’s requirements have been fulfilled.

17. **Quality Management System** - Management system to direct and control an organization with regards to quality.

18. **Quality Policy** - Overall intentions and direction of an organization related to quality as formally expressed by top management.

19. **Audit** - Systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled.
# NBQP Criteria for Registration of Hospital & Healthcare Individual Consultants (NABH Standards)

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Section – 1  REQUIREMENTS FOR REGISTRATION

1.1  Personal Attributes

Applicants for Registration shall be able to demonstrate the personal attributes needed for the effective and efficient performance of the consulting services. Personal attributes for consultants are described in ISO 10019 Clause 4.2.1.

A Consultant shall demonstrate to be:

a) ethical  - fair, truthful, sincere, honest and discreet;

b) open minded  - willing to consider alternative ideas or points of view;

c) observant  - actively conscious of organizational culture and values, physical surroundings and activities;

d) perceptive  - aware of and able to understand the need for change and improvement;

e) versatile  - able to adapt to different situations and provide alternative and creative solutions;

f) tenacious  - persistent, focused on achieving objectives;

g) decisive  - reaches timely conclusions based on logical reasoning and analysis;

h) self-reliant  - acts and functions independently while interacting effectively with others;

i) communicative  - able to listen to and interface with all levels of an organization, confidently whilst sensitive to its culture;

j) practical  - realistic and flexible in approach with good time management and leadership abilities (concerned with facts and experiences);

k) accountable  - take responsibility for their own actions
1.2 Skills and Knowledge

Applicants shall through education, training, work experience and consulting experience be able to demonstrate a satisfactory level of competence in all of the following areas:

1.2.1 Management Systems specific knowledge and skills

1.2.1.1 Relevant Standards

Applicants shall be able to understand and apply relevant national and international standards which may be as follows:

a) NABH standards for Hospitals and Healthcare Providers Registration (latest issue)
b) IS/ISO 15189:2003 - Medical Laboratories: Particular requirements for quality and competence

The applicants are suggested to have a broad understanding of the following standards:

a) ISO 9000:2005 Quality Management systems – Fundamental & Vocabulary
d) ISO 19011:2002 Guidelines for quality and/or environmental management systems auditing
e) ISO 10019 Guidelines for the selection of quality management system consultants and use of their services

In addition the applicants shall have knowledge of other standards that are necessary for the consulting services such as:

i) sector specific standards
ii) measurement control systems standards
iii) product standards
iv) safety related standards

The applicants are suggested to have a broad understanding of the following:

a) registration standards
b) conformity assessment standards

1.2.1.2 General quality management principles, methodologies and techniques

Applicants shall demonstrate to have the knowledge of, and the ability to apply Quality Management principles, methodologies and techniques such as:

a) quality management principles
b) continual improvement tools and techniques
c) appropriate statistical techniques
d) auditing methodologies and techniques
e) team work techniques
f) PDCA (Plan-Do-Check-Act) Methodology
g) Problem solving techniques
h) Techniques for monitoring customer satisfaction
i) Brainstorming techniques

1.2.1.3 National and international quality systems

Applicants shall have general knowledge of:
the standardization, certification and registration systems at national and international level
the processes and procedures for national certification of products, systems and personnel.

1.2.2 Organization specific knowledge and skills

1.2.2.1 Statutory and regulatory requirements

Applicants shall demonstrate the ability to recognize the existence and the significance of the relevant statutory and regulatory requirements (e.g., local, national or international) applicable to the organization’s activities.

In particular, applicants shall demonstrate how they recognized these to be applicable to the organization’s activities where they provided consulting services.

Basic knowledge in this area should typically include the statutory and regulatory requirements for the organization’s service and it should also include the following aspects as appropriate:
Contracts and agreements
Labour and workplace
Occupational Health and Safety (OHSAS)
Food Safety
International treaties and conventions

1.2.2.2 Service, process and organizational requirements

Applicants should demonstrate a reasonable knowledge of the organization’s Services, processes and customer expectations and shall demonstrate to understand the key factors relevant to the sector in which they provided their consulting services. They shall be able to demonstrate how to apply this knowledge to:
identify the critical characteristics of the organization’s processes and related services, with a focus on their measurement and monitoring
understand the sequence and interaction of the organization’s processes and their effect on meeting service requirements
understand the terminology of the specific sector
understand the nature of the structure, functions and relationships within the organization

1.2.2.3 Management Practices

Applicants shall demonstrate how the NABHe standard integrates and interacts with the overall management of the organization, including human resources. The therefore, applicants shall have knowledge of relevant management practices such as:
planning and control
strategic management
process/operations management
management information systems
human resources management
quality management
1.3 **Education**

Applicants shall have at least completed his graduation (minimum 12 years full time schooling + 3 years of university education).

1.4 **Training**

The applicant should have successfully completed the NABH Assessor Training Course/Programme on Implementation of NABH Standards – Internal Counselor’s course. Documentary evidence of the education and training claimed should be submitted.

1.5 **Work Experience**

The applicant shall have relevant experience in managerial, professional and technical aspects of the consultant service and communication with all interested parties, enabling the consultant to assist the organization in making effective decisions.

The applicant’s relevant experience may include a combination of some or all of the following:

a) practical work experience
b) experience in management
c) experience in NABH assessments
d) experience in implementing NABH standards, in one or more of the following capacities:

- Consultant services
- Management representative
- Member of management review team
- Quality function

In particular, applicants shall demonstrate the following minimum work experience, in relation to the education level:

**For Provisional Consultant Grade:**

* should have successfully completed NABH Assessor Training Course.

**For Consultant Grade:**

* total work experience: 10 years
* work experience in Hospital s & Health care Providers (as a part of total work experience): 5 years

**For Senior Consultant Grade:**

* total work experience: 15 years
* work experience in Hospital s & Health care Providers (as a part of total work experience): 8 years
For Principal Consultant Grade:

* total work experience: 20 years
* work experience in Hospitals & Health care Providers (as a part of total work experience): 10 years

It is essential that the experience of the consulting is relevant to the Hospitals and Healthcare Providers.

The experience required may be concurrent with work experience but must have been achieved in the years immediately prior to initial Registration.

Applicants shall provide documentary evidence of work experience. This evidence must be signed by the applicant’s employer and customer and may be verified by the certification body.

Alternatively, this evidence may be presented in the form of employer references giving information on work actually carried out, positions held, reporting levels and areas of responsibility.

1.6 Consultancy realization experience

1.6.1 Realization/implementation projects

The total of implementation/realization experience for an applicant shall include:

1.6.1.1 For Provisional Consultant Grade:

An applicant after successfully completing ABHN Assessment Course can apply for Registration as Provisional Consultant Grade. Consultancy experience is required for this grade.

1.6.1.2 For Consultant Grade:

realization/implementation of QMS ISO 9001:2000 / ISO 9001:2008 and/or NABH projects for hospitals and/or healthcare providers.

Carried out autonomously the tasks assigned by the project/team leader.

Participated in all of the periodic and final meetings of the consultancy team to verify the progress and the consistency of the work in relation with the client agreed objectives.

Carried out training of personnel involved in each project.

1.6.1.3 For Senior Consultant Grade:

realization/implementation of QMS ISO 9001:2000 / ISO 9001:2008 and/or NABH projects as project/team leader.

Carried out autonomously the tasks

Participated in all of the periodic and final meetings of the consultancy team to verify the progress and the consistency of the work in relation with the customer agreed objectives.

Carried out training of personnel involved in each project.
1.6.1.4 For Principal Consultant Grade:

realization/implementation complete of QMS ISO 9001:2000/ ISO 9001:2008 and/or NABH projects as project/team leader.
Carried out autonomously the tasks
Participated in all of the periodical and final meetings of the consultancy team to verify the progress and the consistency of the work in relation with the customer agreed objectives.
Carried out training of personnel involved in each project.

All these activities shall be demonstrated by means of declarations from clients or consultancy project team leaders.

All implementation/realization experience submitted for Registration shall have been gained in the 5 years prior to application.

The applicants should submit Quality Manual or any other evidence of documented quality assurance programme of at least 2 completed projects of different organizations, in different years, for desktop review. NBQP reserves the right to ask for additional information including Quality Manuals of more projects or to seek the information from the organizations assisted, at any stage of the NBQP assessment process.

The applicants for the Provisional Consultant Grade are not required to submit quality manuals.

1.7 Application Sponsors

For initial Registration each applicant shall be sponsored by either the current employer or by an alternative person who has a professional relationship with the applicant.

Sponsors shall have direct experience and/or persons known to the applicant relating to those elements of the application for which they have been attested.

1.8 Personal Declaration

All applicants for initial Registration and re-Registration shall sign a declaration whereby they agree to observe and to abide by the NBQP Code of Conduct that all complaints regarding their performance have been formally logged and dealt with in a manner to prevent recurrence.

1.9 Re-Registration (maintaining Registration)

All registered consultants shall be periodically re-registered. The period between initial Registration and re-Registration shall not exceed three years. Each licant/applican shall maintain a written declaration from the client of each consultancy/realization undertaken during this period.

For each year of the re-Registration period, NBQaccreP dined consultants shall submit documentary evidence either of having performed a minimum of complete projects realization or of having acquired equivalent consultancy experience.
1.9.1 Professional Development

The NBQP accredited consultant shall, in each year of the Registration period, undertake at least 15 hours of appropriate continuing professional development. Evidence of that professional development, verified by the provider, or the applicant's employer shall be submitted as part of the application for re-Registration.

The professional development records shall show the duration and type of activity undertaken and details of the provider.

In the selection of appropriate professional development, consultants should consider their personal strengths and weaknesses and identify areas for personal improvement.

1.10 Code of conduct

All consultants are obliged to improve the standing of the consulting profession by rigorously observing the Code of Conduct. Failure to do so may result in suspension or withdrawal of Registration.

Kindly refer to section 6 for more details.
Section – 2 EVALUATION PROCESS

The Complete application form with the requisite fee must be sent to the following address

NBQP
C/o Quality Council of India
Institution of Engineers Building (II Floor)
Bahadur Shah Zafar Marg, New Delhi 110 002

The form must be filled in English language only.

All applications must be supported by documentary evidence, e.g. legible photo copies of original certificates etc. Original documentary evidence should be made available only when asked for.

An incomplete application or not adequately supported by required documents would result in delay in processing or rejection of application.

The envelope containing the application must be superscribed with the Registration applied for.

Only the application fee (besides necessary documents) should be sent with the application. The Registration fee needs to be sent only after the receipt of notice from NBQP.

NBQP shall carry out an effective evaluation of applicant’s competencies through three distinct components:

a) i) Desk-Top Review - I

A desk-top review of documentation submitted by the applicant in support of the application. This review is intended to determine the applicant’s compliance with NBQP requirements for education, training, work experience, quality experience and consulting experience.

ii) Desk-Top Review - II

A desk-top review of documentation related to the projects realized/ implemented by the applicant (alone, within a team or where applicable as a project leader/ team leader)

iii) Interview

A verification of the applicant’s consulting competence through face-to-face interview. The applicant will have to appear at own cost for the interview.

b) Confidentiality

All information, correspondence and documentation submitted by applicants in support of Registration will be considered as strictly confidential except where the applicant has agreed to specific information being released, for example, information not retained in the register of consultants.
c) **Legal Status**

The Registration of consultants by NBQP and all activities associated with the administration of the Scheme is governed in accordance with Indian Arbitration and Conciliation Act 1996. Disputes if any shall be referred to the arbitration of the Secretary General, Quality Council of India, or to any other person nominated by him.

d) **Reconsideration**

It may happen that during the processing of an application, it is observed that the applicant can get qualified to a higher grade on submitting additional information/evidence. In this case the applicant will be informed to exercise his/her option.

In case of applicant opting for the higher grade, a reconsideration fee will have to be submitted as given in the fee schedule.
Section – 3  REGISTRATION FEES

The fee structure is determined annually and is applicable from January to December. The validity of the Registration is also for the calendar year. Please refer to the current Fee Structure.

a) **Application Fee**

All application should be accompanied with the application fee, without which the application will not be processed. This fee covers the administrative costs for processing the applications.

b) **Annual Registration Fee**

Successful applicants will be intimated for the remittance of Registration Fee. The applicants will be required to send the fee as per the fee structure within the specified time frame.

Applicants may pay either one or three years fee along with their initial application. A discount of 15% on total fee is allowed for three years Registration.

Applicants paying on e-year fee initially shall be required to pay the annual Registration fee annually for the next two years on receipt of notice from NBQP.

The Certificate & Registration Card will be sent within 3-4 weeks after the receipt of the fee.

c) **Interview Fee.**

The applicant called for interview shall have to appear for the interview at own expense. There will be no other fee charged for the interview.

d) **Regrade Fee**

This fee covers the administrative cost required for each regrade consideration. This fee is due with the re-grade submission and is non-refundable. Where a regrade application is successful, the difference in the Registration fee on pro-rata basis is to be paid for Registration to the new grade for that current year.

e) **Reconsideration Fee**

This fee covers the administrative costs for reassessment of the application on submission of necessary documentation.

f) **Issue of Duplicate Card and / or Certificate**

Additional fee will be charged for issue of duplicate Card and/or Certificate

All fees are to be paid vide a demand draft or a local cheques in favor of “Quality Council of India” payable at Delhi.

**All the fees are non refundable.**
Section – 4 REGISTRATION CARD, CERTIFICATE AND REGISTER

All successful applicants will be issued the following:

   i) a Certificate
   ii) a Registration Card.

The validity of the Certificate and the Card will be for the period for which the fee has been paid by the applicant (maximum three years).

The card and the Certificate are the primary evidence of validity of Registration and should be presented on commencement of a project and thereafter on demand as appropriate.

The Register of Consultants will be hosted on the QCI website. Also, the details of newly registered consultants are published regularly in the QCI Newsletter “Crest”. In case the registered consultant does not want to publish his/her details, an application may be sent to NBQP for the same.
Section – 5 APPEALS, COMPLAINTS & DISCIPLINARY PROCEEDINGS

NBQP accredited consultants and applicants for Registration have the right to appeal against any decision taken by NBQP.

An appeal should be made in writing to the Board Chairman. He is authorized to either take a decision or appoint an Appeals Committee (out of the Board Members) to resolve the issue.

In case of no acceptance of the decision of the Appeals Committee by the applicant, the appeal can be made to the Secretary General, QCI who will then appoint an arbitrator for the purpose. The arbitration shall be held in the city of Delhi and shall be in accordance with the Arbitration and Conciliation Act 1996.

Similarly complaints made

- by accredited consultants against NBQP
- by accredited consultants against a fellow accredited consultant or
- by an organization, certification body or other body against a accredited consultant.

will be considered according to the procedures of NBQP.

NBQP retains the right to undertake disciplinary proceedings against registered consultants who are found to have acted contrary to the Code of Conduct. Options available include suspension of Registration and in instances of serious or sustained breach, withdrawal of Registration.

NBQP may suspend or cancel the NBQP Registration because of the following but not limited to:

- a) non-compliance with the NBQP code of conduct
- b) providing insufficient or incorrect information to NBQP
- c) improper use of NBQP Registration, card or logo
- d) failure to report any major complaint against the applicant
- e) non-payment of fees
- f) any other condition deemed appropriate by NBQP
- g) at request of the registered consultant

The Certificate and Registration Card would be cancelled and recalled by NBQP.
Section – 6    CODE OF CONDUCT

All consultants are obliged to improve the standing of the consulting profession by rigorously observing the Code of Conduct. Failure to do so may result in suspension or withdrawal of Registration.

Consultants undertake:

a) to act professionally, accurately and in an unbiased manner
b) to strive to increase the competence and prestige of the consultancy profession
c) to assist those in their employment or under their supervision in developing their management, professional and consultancy skills
d) to maintain the confidentiality of information provided by or acquired from the organization
e) to avoid and/or declare any conflict of interest that may affect the work to be carried out
f) to maintain independence from certification or Registration bodies
g) to maintain impartiality in an organization’s selection of certification bodies/ registrars
h) not to act in any way that would prejudice the reputation of the NBQP or the consultant Registration process and to co-operate fully with an inquiry in the event of any alleged breach of this code.
Standards of the ISO 9000:2000 family

All standards are subject to revision therefore, applicants are requested to follow up their development. ISO 9000:2005 Quality Management Systems - *Fundamentals and vocabulary*

ISO 9001:2008 Quality Management Systems - *Requirements*


ISO 9000-3:1998 Quality Management and Quality Assurance *Guidelines for the application of ISO 9001:1994 for the development, supply, installation and maintenance of computer software*

ISO 10005:1995 Quality management – *Guidelines for quality plans*

ISO/FDIS 10006 Quality management – *Guidelines for quality in project management*

ISO/FDIS 10007 Quality management – *Guidelines for configuration management*

ISO/FDIS 10012 Measurement Management systems – *Requirements for measurement processes and measuring equipment*

ISO/TR 10013:2001 *Guidelines for developing quality management system documentation*

ISO/TR 10014:1998 *Guidelines for managing the economic effects of quality*

ISO 10015:1999 Quality Management – *Guidelines for Training*


ISO/CD.2 10018 Complaints handling – *Guidelines for organizations*

ISO 19011:2002 *Guidelines for quality and/or environmental management system auditing*

ISO/IEC 17020 *General requirements for bodies operating assessment and certification quality systems*

IS/ISO 15189:2003 *Medical Laboratories: Particular requirements for quality and competence*

**Additional ISO documents:**
- Selection and use of ISO 9000
- Quality Management Principles and Guidelines on their application
- ISO 9000 introduction and support package (obtainable from the official ISO/TC 176 website: [www.iso.ch](http://www.iso.ch) and [www.bsi.org.uk/iso-tc176-sc2](http://www.bsi.org.uk/iso-tc176-sc2))
- Guidance on ISO 9001:2000 clause 1.2 ‘Application’
- Guidance on the Process Approach to quality management systems
### Section – 7  
#### FEE STRUCTURE (Individual Consultant)

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<th>Description</th>
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<tr>
<td>I)</td>
<td>Application Package</td>
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<td>II)</td>
<td>Application Fee</td>
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<td></td>
<td>First time</td>
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<td>Re-Registration</td>
<td>Rs. 1,500/-</td>
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<td>Interview</td>
<td>No fee is charged for the interview. Candidates have to make their own arrangements for attending the interview.</td>
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<td>III)</td>
<td>Annual Registration Fee</td>
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<td>Provisional Consultant</td>
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<td></td>
<td>Rs. 7,500/- (1 Jan – 30 Jun)</td>
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<td>Rs. 4,000/- (1 Jul – 31 Dec)</td>
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<td>Principal Consultant</td>
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<td>Rs. 15,000/- (1 Jan – 30 Jun)</td>
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<td>Rs. 10,000/- (1 Jul – 31 Dec)</td>
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Applicants can apply for 3 years Registration and avail 15% discount on the total fee.

- **Regrade Fee**: Rs. 2,000/-
- **Reconsideration Fee**: Rs. 1,500/-
- **Duplicate Card Fee**: Rs. 250/-
- **Duplicate Certificate Fee**: Rs. 250/-

**Note: Current Fee Structure Under Revision**

15% Service Tax will be charged extra, as applicable w.e.f. 1st June 2016

The fee should be paid vide demand draft payable at Delhi or a local Delhi cheques drawn in favor of “Quality Council of India”.

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**NBQP/HAH 61001/ Jan 11 /Rev 04**
Annexure A- Application Form

(Please read the criteria before filling the form)

1. Mr./Ms./Mrs./Dr. ____________________________________________
   (First Name) ____________________________________________
   (Middle Name) ____________________________________________
   (Last Name) ____________________________________________

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 (Please Select) Home Office

12. General Education (Senior Secondary)

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<th>Period</th>
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</tr>
</tbody>
</table>
13. Higher Education (Graduation & above):

<table>
<thead>
<tr>
<th>Period</th>
<th>Institution Name &amp; Address</th>
<th>Qualification</th>
<th>Subjects</th>
<th>Grade</th>
</tr>
</thead>
</table>

14. Certified / recognized training courses attended:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Title of the Course</th>
<th>Conducted / Organized by (Name &amp; Address)</th>
<th>Dates</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
</tbody>
</table>

15. Membership of Professional Bodies:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Conducted / Organized by (Name &amp; Address)</th>
<th>Membership</th>
<th>Valid Till</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Grade</td>
<td>No.</td>
</tr>
</tbody>
</table>
16. Experience (Please write in chronological order with present experience listed first):
   **A. General:**

<table>
<thead>
<tr>
<th>Period</th>
<th>Organization with address</th>
<th>Department</th>
<th>Designation</th>
<th>Reporting to/ Duties/ Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

   **B. Related to Hospitals & Healthcare:**

<table>
<thead>
<tr>
<th>Period</th>
<th>Organization with address</th>
<th>Department</th>
<th>Designation</th>
<th>Reporting to/ Duties/ Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

17. The application must be signed by a proposer who has known the applicant for more than two years

   **Proposer’s Name** ____________________________

   Address: ____________________________________

   ____________________________________________

   Tel. No. : ___________________________ Fax No. ___________________________

   Certification No. : ___________________________ E-mail. ___________________________

   Signature ___________________________ Date ___________________________
18. Do you want your contact details to be published in the section relating register of consultants? **Yes / No**

20. **Declaration by applicant**

I have carefully read all NBQP guidelines for Registration of consultants. I confirm that the information in support of the application is correct to the best of my knowledge.

I authorize NBQP to make any enquiry as deemed fit as part of the reviewing process. I understand that in case any information is found to be incorrect, it may result in rejection of my application and/or my disqualification. I authorize NBQP to utilize the information provided by me for legal, research, training, sharing with other IPC members and/or for any other purpose as may be deemed fit by NBQP.

Once accredited, I commit to notify NBQP immediately of any changes in my status where information regarding such changes, if declared may affect the consideration for my Registration. I also confirm to follow the NBQP code of conduct for consultants.

I have read and understood the complete application requirements of NBQP.

I agree to abide by Terms and Conditions of NBQP as applicable from time to time.

Signature ____________________________ Date ________ / ________ / ________
Annexure B. Work Experience Format

(Preferably on company letter head) Dated________

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Name of the applicant has worked as Designation in the department

From the period Dates From To

The applicant was reporting to____________________. The responsibilities of Name of the applicant were as follows:

Authorized signatory:

Name __________________________________________________________

Designation ______________________________________________________

Tel/ Fax/ email ____________________________________________________

Signatures ________________________________________________________
### Annexure C - CONSULTANCY LOG
(for each project implemented)

<table>
<thead>
<tr>
<th>Consultant Name</th>
<th>Observer</th>
<th>Member</th>
<th>Project Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role in the Project</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Names of other Team Members</th>
<th>I ____________________</th>
<th>II ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>III ____________________</td>
<td>IV ____________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Consultancy dates</th>
<th>From ____________________</th>
<th>To ____________________</th>
</tr>
</thead>
</table>

| Consultancy provided for | a) ISO 9001:2000/ ISO 9001:2008 | b) NABH Standard | c) Any other |

(Kindly fill the following information very carefully)

**The applicant has**

* carried out autonomously the tasks assigned by the project/team leader.
* participated in all the periodical & final meetings of the consultancy team to verify the progress and the consistency of the work in relation with the client agreed objectives
* carried out the training of personnel involved in the QMS/NABH Process
* has carried out the work ethically and satisfactorily met the objectives

---

(to be authenticated by the client where consultancy provided)

<table>
<thead>
<tr>
<th>Client Name</th>
<th>____________________</th>
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<table>
<thead>
<tr>
<th>Client Address</th>
<th>____________________</th>
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</thead>
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<table>
<thead>
<tr>
<th>Tel/Fax/Email</th>
<th>____________________</th>
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<table>
<thead>
<tr>
<th>Product/Service</th>
<th>____________________</th>
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</table>

<table>
<thead>
<tr>
<th>No. of Employees</th>
<th>____________________</th>
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<table>
<thead>
<tr>
<th>Name of Certification Agency</th>
<th>____________________</th>
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<table>
<thead>
<tr>
<th>Signing Authority</th>
<th>____________________</th>
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<table>
<thead>
<tr>
<th>Designation</th>
<th>____________________</th>
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<tr>
<th>Signatures / Date</th>
<th>____________________</th>
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</table>

(to be authenticated by the employer on whose behalf consultancy provided)

<table>
<thead>
<tr>
<th>Name &amp; Address of Consultancy Company</th>
<th>____________________</th>
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<thead>
<tr>
<th>Tel/Fax/Email</th>
<th>____________________</th>
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<tr>
<th>Contact Person (with designation)</th>
<th>____________________</th>
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<tr>
<th>Signatures</th>
<th>____________________</th>
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<table>
<thead>
<tr>
<th>Signatures (Applicant)</th>
<th>____________________</th>
<th>Stamp</th>
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</thead>
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# Annex D: Summary of Consultancy Projects

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Dates</th>
<th>Client Name and Location</th>
<th>Role in project</th>
<th>Q Manual enclosed (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td>(Observer/Member/Leader)</td>
<td></td>
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</table>


## Annexure E-Training/Continuing Professional Development (CPD) Log

<table>
<thead>
<tr>
<th>S. no.</th>
<th>Training Attended</th>
<th>Name &amp; Address of Training Provider</th>
<th>Dates From</th>
<th>Dates To</th>
<th>Duration (in hours)</th>
<th>Topics Covered</th>
<th>Copy of Certificate</th>
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