

# NRBPT Criteria for Registration of EIA Consultant Organizations



National Registration Board  
for Personnel and Training

**NRBPT Criteria for Registration of  
EIA Consultant Organizations**



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# 1.0 Introduction

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Carrying out Environmental Impact Assessment (EIA) is an essential component of most developmental and industrial activities in our country. This has been adopted to ensure that development and environment protection go hand-in-hand. To achieve this objective, it is crucial that quality of EIAs being carried out are of a high order so that possible impacts on environment of such activities can be assessed and mitigative measures adopted. However, the present situation is far from satisfactory, since the EIAs being developed, more often than not, do not measure up to the required quality.

Some of the reasons for EIAs not being of required quality are:

- Improper / inadequate scoping for the EIA
- Consultants not having adequate understanding for developing EIAs
- Poor quality of inputs to EIAs
- Mostly “copy-cut-paste” jobs
- No checks on the competence of EIA Consultants
- No liability of EIA consultants
- Very few in-house reports

In the new Environmental Clearance Notification of Ministry of Environment & Forests (MOEF), some of the above aspects have been addressed particularly scoping for the EIA (which will now be done by the Ministry or state level authority vide the MOEF notification dated September 14, 2006), check list for environmental impacts, guidelines for EIA report's structure etc. Once a proper scoping is developed then the EIA is expected to remain on rails and address the main issues concerning that project.

Quality Council of India (QCI) was established as an autonomous non-profit organization to establish the National Accreditation Structure, 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 Registration Board for Personnel & Training (NRBPT), a constituent of Quality Council of India, offers services for registration of Personnel and Training Courses. NRBPT has launched the scheme for registration of EIA consultant organizations. The registration under this criteria is based on the resources available with the organization including technical expertise of consultant, resource persons their educational background as well as experience and expertise. The objective is to meaningfully contribute towards improving the quality of EIAs.

EIAs are essentially multi disciplinary activities where inputs are required from specialists having knowledge of the industry for which EIAs are to be carried out as well as in functional areas like air pollution control, water pollution control, noise and vibration, ecology and bio-diversity, land use, ground water and hydrology, socio economy, risks and hazard management etc. The functional area experts are expected to assess the impacts from the proposed development / industrial activities in their respective areas of expertise and then feed the same to the EIA Coordinator. Projects for which EIAs are required to be done can be categorized under the following heads as given in the new EIA Notifications:

- Mining, extraction of natural resources, power generation
- Primary processing
- Materials Production
- Materials processing
- Manufacturing fabrication
- Services sector
- Physical Infrastructure
- Construction/ Townships/commercial complexes

The EIA Coordinator would need to have broad knowledge about the project, as well as the above functional areas so that he is able to correlate projected impacts, for which inputs have been given by the various experts on the project activities, and develop an overall impact assessment and management plan.

### **Criteria for registration of EIA Consultant organization**

Keeping the above requirements in view, the EIA registration criteria have been developed as follows:

1. **Guidance** - on skills and knowledge of functional area experts. They may be individuals having requisite educational background and experience in their respective areas.
2. **Registration of EIA consultant organizations** - Since EIAs require comprehensive inputs from the project as well as related functional areas, apart from the infrastructure backup like site monitoring, drafting, office setup etc., only organizations would be registered as EIA consultants. These Organizations will require utilising the services of functional area experts with the qualifications prescribed by NRBPT.

## **Assessment Procedure**

Assessment procedure for EIA Consultant Organization would cover the following:

- \* Desk top review of documents pertaining to background of the organization, manpower, equipment, experience, etc
- \* On site verification of office & interview of the EIA co-ordinator and some of the functional area experts proposed to be used
- \* Functional area experts may work for the consultant as employed, or be empanelled by the consultant

The Consultant organization shall develop & maintain documented procedures for effective administration of the Consultancy projects in line with ISO 9001:2000.

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

NRBPT 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 on QCI website ([www.qcin.org](http://www.qcin.org)) before applying for their registration.

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

Please contact NRBPT office for the latest information.





## 2.0 Nomenclature/Abbreviations

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**Desk Top Review** The evaluation of documentary evidence submitted by the applicant in support of the application.

**Consultant Examiner** A consultant examiner is the person designated by NRBPT to review the relevant documentation submitted by the applicant and to verify the competence of the applicant for registration in line with the NRBPT requirements.

CO	Carbon Mono Oxide
CPCB	Central Pollution Control Board
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
EMS	Environment Management System
GIS	Geographical Information System
GLC	Ground Level Concentration
IAA	Impact Assessment Agency (IAA)
IPC	International Personnel Certification Association
ISO	International Organization for Standardisation
MOEF	Ministry of Environment & Forests
NABL	National Accreditation Board for Testing and Calibration Laboratories
NO <sub>x</sub>	Oxides of Nitrogen
NRBPT	National Registration Board for Personnel & Training
OHSMS	Occupational Health & Safety Management System
Ph D	Doctor of Philosophy
QCI	Quality Council of India
QMS	Quality Management System
RPM	Respirable Particulate Matter
SO <sub>2</sub>	Sulphur Dioxide
SPCB	State Pollution Control Board (SPCB)
VOCs	Volatile Organic Compounds



## 3.0 Criteria

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### 3.1 Legal Status

**Only organizations will be considered for registration.**

These can be government, public sector or private organizations which could be proprietary firms, partnership firms or companies (Pvt. & Public Limited), bodies registered under Registration of Society Acts, Research Institutes etc.

### 3.2 Skills and Knowledge of Experts

The EIA Consultant organization shall have adequate number of well qualified experts full time, part time or on the panel to support the scope of services being offered by the organization.

The educational background and experience of experts utilized should be commensurate with the level of expertise required for a particular EIA project. The experts should fulfill the following criteria-

#### 3.2.1 EIA Coordinators

##### 3.2.1.1 Educational Background

a) **Graduation / Post Graduation / Doctorate or equivalent in**

Engineering - Chemical, Mechanical, Mining, Civil, Environmental etc.

Sciences - Environmental, Physics, Chemistry, Botony/ Zoology, Geology, Agricultural Sciences etc.

Others - Economics, Sociology, Management, Architecture, Town & Country Planning etc.

b) **Specific Training**

On analysis of inputs from various functional experts and developing Environmental Impact Assessment reports.

##### 3.2.1.2 Experience

The EIA coordinator must have experience in EIA development and experience / understanding / exposure in the relevant industry of the project sectors for which he wants to develop EIAs, as well as a fair level of understanding of major functional areas like air & water pollution, land use, ecology, socio-economy etc.

The qualifications, skills and knowledge of the functional area experts to be utilized by the EIA Consultant Organization for EIA studies have been specified below.

### **3.2.2 Functional Area Expert**

#### **3.2.2.1 Land Use**

**(i) Educational Background**

- a) Degree in Physical Planning, Architecture
- b) Degree in Civil Engineering
- c) Master Degree in relevant subjects (Geography, Remote sensing etc)
- d) Specialized training in Mapping and Spatial Planning (GIS and other computer application, Remote sensing, etc.)

**(ii) Specific Experience**

- a) Should have worked in generation and analysis of data related to land use pattern
- b) Should have developed land use map of urban, semi-urban, rural and mixed Areas
- c) GIS based land use development
- d) Integration of land use related data/ information to environmental impacts

#### **3.2.2.2 Air Pollution Prevention, Monitoring & Control**

**(i) Educational Background**

- a) Graduation / Post Graduation / Doctorate/ Equivalent in any of the following
  - Engineering - Environmental, Chemical, Mechanical, Civil, others
  - Environmental Sciences
  - Physics, Chemistry
- b) Specialised course/training in air pollution prevention, monitoring and control.

**(ii) Experience in Air Pollution Monitoring**

- a) Meteorology-Wind speed, wind direction, relative humidity, wet & dry bulb temperature, rainfall etc.
- b) Ambient Air Quality -Suspended particulate matters, Respirable particulate matters, SO<sub>2</sub>, NO<sub>x</sub>, CO, Hydrocarbons & other relevant parameters including VOCs
- c) Stack monitoring -Particulate matters, SO<sub>2</sub>, NO<sub>x</sub>, & other relevant parameters

- d) Handling and use of equipment / instruments like High volume air samplers, RPM measurement, Stack monitoring kit, Personal samplers.
- e) Assessment of Green House Gas Emissions
- f) Knowledge of international treaties related to emissions.

**(iii) Experience in Air Pollution Prevention & Control**

- a) Reduction in process emissions at source
- b) Reduction in fugitive emissions
- c) Design of emission control systems
  - Identifying & assessing quantum of emission
  - 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
- d) Cost estimates for control systems

**3.2.2.3 Meteorology, Air Quality Modelling & Prediction**

**(i) Educational Background:**

- a) Graduation/ Post-Graduation/ Doctorate/ Equivalent in any of the following
  - Physics / Chemistry / Mathematics / Statistics
  - Meteorology
  - Air Pollution
  - Environmental Engineering
  - Environmental Sciences
- b) Specialised course/training on air quality modelling & impact prediction

**(ii) Experience in Air Quality simulations**

- a) Air Quality Models
  - Source to receptor - point source, area source, line source
  - Receptor to source
  - Models used should meet the requirements of CPCB guidelines
- b) Application of Industrial Source Complex Model
  - Use of Air Emission data monitored or from theoretical calculations.
  - Use of Meteorological data field generated or from secondary sources
  - Experience in any source apportionment studies

- c) Prediction of impacts
  - Ground level concentrations
  - GLC isopleths
  - Worst case ground level concentration etc.
- d) Application of air quality model for any other purpose

#### **3.2.2.4 Water Pollution Prevention, Control & Prediction of Impacts**

##### **(i) Educational Background**

- a. Graduation / Post Graduation / Doctorate or Equivalent in
  - Engineering- Environmental, Chemical, Civil or other relevant subjects
  - Environmental Sciences
  - Physics, Chemistry, Biology, Biochemistry, Toxicology, Biotechnology or other relevant subjects
- b. Specialized course/ training on water pollution & control technologies

##### **(ii) Specific Experience**

- a) Water Quality monitoring
- b) Water Auditing / Water Balance / Water Budgeting
- c) Water conservation
- d) Developing schemes for cascading use (recycle, reuse) of water
- e) Identification & characterization of effluent streams with a view to segregating the same for grouping and initial treatment
- f) Developing Physico chemical, Biological and other relevant types of water treatment systems
- g) Water quality modeling for prediction of impacts of effluent discharge to receiving water bodies

#### **3.2.2.5 Ecology and Biodiversity**

##### **(i) Educational Background**

- a) Post Graduation / Doctorate in any of the following disciplines from recognized Universities in India and abroad
  - Zoology
  - Botany
  - Forestry

- Environmental Sciences
- Any other subject of Natural Science viz, micro-biology, bio-technology, bio-chemistry etc
- b) Training on Impact Assessment on ecology / biodiversity from various industrial, infrastructural and other developmental work

**(ii) Specific Experience / Skills**

- a) Basic knowledge in taxonomy for resource inventory (flora and fauna) of the project area
- b) Conducting ecological / wildlife surveys
- c) Preparation of status reports for endangered species of animals and plants
- d) Experience of providing guidance and support for conservation of species and habitats
- e) Adequate knowledge of EIA Legislation process in India
- f) Understanding of policy, guidelines and legislations related to ecological biodiversity conservation.
- g) Specialized training in the field of impact assessment on ecological monitoring
- h) Professional Membership
- i) Contribution to EIA documentation

**3.2.2.6 Noise /Vibration**

**(i) Educational Background**

- a) Graduation / Post Graduation / Doctorate/ Equivalent in any of the following
  - Engineering - Environmental, Mechanical, Electrical, Civil, others
  - Sciences Physics, Mathematics, Statistics, Environmental
  - Specific qualification/training in Noise/Vibration
- b) Specialized course/training on noise /vibration measurement, prediction & control

**(ii) Specific Experience in the area of Noise/Vibration (monitoring and prediction)**

- a) Experience of working in Acoustics Laboratory
- b) Handling and data collection using noise/vibration monitoring equipment
- c) Experience in processing of data related to noise/vibration



- d) Prediction (present & future) of noise/vibration levels using relevant models in areas like residential, special areas (hospitals, educational institutions, religious places etc.), commercial, industrial due to community activities, urban traffic, highway traffic, railroad, aviation, commercial & industrial activities, etc.
- e) Knowledge of National & International Standards, laws (rules & regulations)
- f) Source apportionment
- g) Knowledge of control mechanisms for vehicular noise, industrial noise, noise emanating from community activities, indoor noise,
- h) Design and optimisation of noise/vibration attenuation devices

### **3.2.2.7 Socio-Economy**

#### **(i) Educational Background**

- a) Graduate in Social Science subjects
- b) Post Graduate/ Masters/ Ph. D in any of the following subjects
  - Rural Development
  - Social Work/ Social Welfare
  - Rural Management
  - Sociology
  - Anthropology
  - Psychology
- c) Training on Impact Assessment Study in Rural/ Urban area for development works.

#### **(ii) Specific experience / Skills**

- a) Design and develop format/ questionnaire on Base Line Survey and Impact Assessment Studies for specific issues related to environment and/or social changes.
- b) Carry out Impact Assessment Study by using various methodologies
- c) Compile, tabulate and assess data collected including demographic and socio-economy related data
- d) Preparation of narrative and financial statements
- e) Understanding on the policy, guidelines, Government plans and programm on Community Development/ Rural Development
- f) Capacity to interact and develop rapport at community level

- g) Able to communicate and get involved into social and cultural activities of local populations
- h) Have good understanding of Socio Economic status of both tribal and non tribal areas

### **3.2.2.8 Ground water & Hydrology**

#### **(i) Educational Background**

- a) Graduation/Post-Graduation/Doctorate/Equivalent in:
  - Geology, Hydrology, Geophysics
  - Environmental Science
  - Engineering related fields
- b) Specialied training/ course on impacts on Ground Water & Hydrology

#### **(ii) Specific Experience**

- a) Analyses of Surface Hydrological data as flow fluctuation, estimation of flows at 10, 50 and 90 percentile levels
- b) Setting up and Interpretation of gauging station readings
- c) Design of network of ground water table measurements
- d) Computation of ground water flow rate and direction
- e) Plotting of ground water contours
- f) Preparation of Water Budget
- g) Conducting pump tests on selected well
- h) Analyses of data to determine aquifer characteristics e.g. permeability, transmissivity, storage coefficient etc.
- i) Estimate groundwater potential and recharge phenomenon
- j) Determination of impact of withdrawal of groundwater
- k) Determination of impact on groundwater

### **3.2.2.9 Geology & Soil**

#### **(i) Educational Background**

Graduation/Post-Graduation/Doctorate/Equivalent in:

- Geology, Soil Science, Geophysics, Agricultural Sciences
- Environmental Science
- Engineering relevant fields

- (ii) Specialized training/course on impacts on soil & geology from different types of development activities**
- (iii) Specific Experience on**
  - Geology and Geomorphological analyses/description
  - Stratigraphy
  - Lithology
  - Seismic Analyses
  - Analyses and characteristics of Soils
  - Land use capability assessment
  - Construction of Geological and Soil Maps
  - Soil Sampling Techniques
  - Productivity potential of soils
  - Impact study on soils (ex. due to leachate phenomena and air pollutant fallout)

#### **3.2.2.10 Risk Assessment & Hazard Management**

- (i) Educational Background**
  - a) Graduation / Post - Graduation / Doctorate / Equivalent in
    - Environmental Science
    - Engineering
    - Toxicology
- (ii) Post graduate training/ diploma on Industrial Safety**
- (iii) Specific Experience**
  - a) Identification of Hazards & Hazardous Substances
  - b) Risk and Consequence Analyses using latest softwares as Phast Micro
  - c) Preparation of Impact Diagrams
  - d) Vulnerability Assessment
  - e) Preparation of Onsite Emergency Preparedness Plan
  - f) Preparation of Offsite Disaster Management Plan

All the Functional Area Experts should have adequate knowledge and understanding of the relevant Acts & Rules there under that govern their areas of expertise.

### 3.3 Work Experience of Functional Area Experts

Different EIAs will require inputs from different levels of Functional Area Experts depending on the type and magnitude of the projects and depth /extent of anticipated environmental impacts to help EIA Consultant organization select functional area experts. The following guidelines are recommended:

#### 3.3.1 Expert level I (those with less experience can be designated as Trainees)

May be involved in EIAs of smaller size projects or projects with limited environmental impacts and working under the supervision & guidance of the EIA coordinator.

##### Experience

- 3 years in the relevant area (s) as a functional expert of EIA preparation team.
- 3 years teaching/research experience on relevant subjects in a technical / research institute.
- Participated as a team member in data collection/data handling and publications of at least 2 survey reports / technical reports.

#### 3.3.2 Expert level II

For medium size projects or projects with broad environmental impacts and may work independently after initial scoping of the work in consultation with the EIA coordinator.

##### Experience

- 6 years of experience in relevant area(s) as functional expert of an EIA preparation team.
- 6 years experience in relevant area(s) as a consultant or in teaching/research.
- Consultancy experience should be relevant for EIA development. The teaching/research experience should be relevant as inputs to EIA preparation.

#### 3.3.3 Expert level III

For mega/large size projects with wide and long ranging environmental impacts. Should be able to work in his area independently and contribute meaningfully in developing the environmental impacts from the project in his area of expertise along with the EIA coordinator.

## Experience

- 10 years experience in relevant area(s) as functional expert of an EIA preparation team or as an independent consultant
- Publications in Technical/Research Journals
- Membership of Professional Bodies/national & international committees

## 3.4 Facilities

The Consultant organization shall have adequate resources like office space, equipment etc to support the scope of services being provided by the organization. In case the Organization carries out baseline environmental data generation in-house, then it should have adequate laboratory and field monitoring equipment facilities (Details mentioned in Application Form)

## 3.5 Administration of EIA Consultant Organization

### 3.5.1 The Quality Management System should be based on ISO 9001:2000 standard.

- i) The organization shall develop and maintain documented procedures for the effective administration of the EIA studies in line with ISO 9001:2000, which should include:
- ii) Details of projects covered
- iii) The control of organization's publicity and advertising
- iv) A document control system for the maintenance and updating of procedures and records.
- v) The criteria for selecting functional area experts, procedures for their initial training, evaluation of their delivery and ongoing review of performance.
- vi) Regular management reviews
- vii) Records of EIA studies conducted including statistical analyses of reports submitted for approval etc.
- vii) Security and confidentiality of project reports.
- ix) Notifying NRBPT of significant changes before they are implemented.
- x) Complaints and appeals.

### 3.5.2 Records

- a) The organization shall maintain records to demonstrate conformance to the NRBPT requirements.
- b) Records shall be maintained in English.
- c) Records may be in the form of any type of media, such as hard copy or electronic media.

- d) These records shall be maintained for at least three years.
- e) These records shall be made available to NRBPT on demand.

### **3.6 Complaints and Appeals**

The EIA Consultant Organization shall have documented procedures for handling & disposal of complaints within a reasonable time.

The documented procedure shall include provision for corrective and/or preventive action to be taken if required as a result of any complaint or appeal. The procedures shall include the potential involvement of NRBPT in unresolved complaints or appeals.

The organization shall inform all clients of the right to make a complaint or an appeal and shall provide written details of the process for doing so, on request.

The organization shall notify each complainant or appellant in writing of the result of the complaint or appeal and of the right to appeal against the result to NRBPT.

The organization shall maintain records of all complaints and appeals, of their resolution and the corrective & preventive actions taken.

### **3.7 Confidentiality**

The organization 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 its representatives.

Except as required, information about an organization shall not be disclosed to a third party without written consent of the organization.

### **3.8 Changes**

The organization shall notify NRBPT of any changes that it makes in its quality manual, documents experts, locations etc.

NRBPT reserves the right to carry out assessment before its approval. Expenses for this re-assessment shall be borne by the organization.

## **3.9 Assessment of the organization**

### **3.9.1 Language**

All communication, documentation and records for NRBPT or those to be reviewed by NRBPT shall be in English.

### **3.9.2 Initial Assessment**

#### **3.9.2.1 DESK TOP Review and Documentation assessment**

NRBPT shall evaluate the following documents which shall be submitted along with the Application of Registration -

- a) Details regarding the EIA Consultant Organization, experts to be associated, experience and client list as per Application Form given in this document
- b) Copy of one EIAs carried out in preceding 2 years from the date of application (EIA copy may be returned to the applicant, if so desired, after processing of his application form)
- c) Quality Manual
- d) The criteria for selecting experts, procedures for assessing their performance
- e) Office administration documents including promotional material.

After the evaluation, NRBPT will inform the organization of the non-conformities and/or observations, if any.

The organization shall be required to close all observations and non-conformities before the next stage of assessment.

### **3.9.3 Office Assessment & Interview**

Following review and acceptance of the detailed documentation and other procedures, NRBPT shall undertake at least one full assessment of Office, support structure and the reports prepared by the organization. Interviews of all/or identified empanelled experts will be conducted during the office assessment.

In case the organization has multiple locations, then a partial assessment of few selected locations will be conducted by NRBPT. The choice of locations will be at the discretion of NRBPT assessment team.

The organization shall be informed of the findings and non-conformities, if any.

In case any corrective action is required, the organization shall make the necessary corrections & improvements, and submit the appropriate documents within a defined time schedule.

An additional full or partial evaluation may be done by NRBPT to verify the compliance of corrections.

The NRBPT Registration Committee will take the decision on registration for the organization, depending on the Assessment report.

The Annual Registration fee should be paid by the organization on receipt of information from NRBPT. Subsequently for every year, the organization will have to clear the fee for surveillance assessment and pay the requisite fee for renewal of Registration.

A certificate will be issued on receipt of fees.

### **3.9.4 Surveillance and Re-assessment**

#### **(i) Surveillance Assessment**

To assess an organization's continuing conformance to NRBPT criteria and the effective implementation of the procedures, NRBPT shall conduct an annual surveillance for Administrative procedures, practices and records.

NRBPT 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 organization.

NRBPT may also conduct surprise surveillance.

#### **(ii) Re-assessment**

NRBPT shall carry out reassessment of the office, office procedures and documentation to verify the compliance with the NRBPT criteria after every three years.

The organization shall apply in the requisite application form for the reassessment enclosing the necessary papers and the fee.

## **3.10 Suspension or Cancellation**

NRBPT may suspend or cancel an approval because of any of the following, but not be limited to:

- a) non compliance or violation of the NRBPT requirements
- b) providing insufficient or incorrect information to NRBPT
- c) improper use of NRBPT Registration mark
- d) changes without NRBPT approval



- e) failure to report any major legal (mandatory compliance) changes
- f) any other condition deemed appropriate by NRBPT
- g) non payment of fees.

### **3.11 Appeals**

An appeal against NRBPT shall be made in writing to the Board Chairman. An Appeals Committee will be constituted out of the Board Members to resolve the issue.

In case of non-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.

**A TYPICAL PROCESSING CYCLE OF APPLICATION IS GIVEN IN ANNEXURE III.**

## 4.0 Code of Conduct for Consultant Organizations

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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 suspension or withdrawal of registration.

### **The Consultant Organization undertakes:**

- a. To act professionally, accurately and in unbiased manner. Be truthful, accurate and fair to the assigned work, without any fear or favour.
- b. To judiciously use information provided by or acquired from the client in developing the EIA and maintain confidentiality of information received/acquired in connection with the assignment.
- c. To avoid and / or declare any conflict of interest that may affect the work to be carried out.
- d. Not to accept any favour from the clients, or their representatives .
- e. Not to act in a manner detrimental to the reputation of any of the stakeholders including NRBPT and the client.
- f. To co-operate fully in any formal enquiry procedure of NRBPT as per appeals procedure.



## 5.0 Fee Structure

Fee Details (in Rs.)		Fees
a)	Application Brochure	500/-
b)	Application Fee	50,000/-
c)	Assessment Fee	12,000/- per man day (Documents and Office) # plus actuals
d)	Annual Fee	50,000/-
e)	Surveillance (partial assessment) (every year)	12,000/- per man day (Documents and Office) # plus actuals
f)	Re-assessment (after 3 years) Application Assessment	50,000/- 12,000/- per man day (Documents and Office) # plus actuals

### General Information on Payment of Fee for Registration

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 is to be sent only after the receipt of confirmation from NRBPT. Certificate will be sent after receipt of full fees and expenses.
4. Annual fee is to be paid in advance before the beginning of the next year of certification.
5. The company has the option to pay the total 3 year's fee in advance based on the estimates. Balance, if any, can be paid after surveillance assessment.
6. The number of man-days of assessment may vary. The man days will increase in case of multiple locations.
7. "#" Expenses on local travel, outstation travel, boarding and lodging etc. of Assessors will be charged on actuals.



## **Annexure - I**

### **Personal Attributes of the EIA Coordinator & Functional Area Experts**

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Desirable personal attributes for EIA Coordinators and Functional Area Experts are as follows :

- **Ethical** - Fair, truthful, sincere, honest and discreet;
- **Open minded** - Willing to consider alternative ideas or points of view;
- **Observant** - Constantly and actively aware of organizational culture and values, physical surroundings and activities;
- **Perceptive** - Aware of and able to understand the need for change and improvement;
- **Versatile** - Able to adapt to different situations and provide alternative and creative solutions;
- **Tenacious** - Persistent, focused on achieving objectives;
- **Decisive** - Reaches timely conclusions based on logical reasoning and analysis;
- **Self-reliant** - Acts and functions independently while interacting effectively with others;
- **Communicative** - Able to listen to and interface with all levels of an organization, confidently whilst sensitive to its culture;
- **Practical** - Realistic and flexible in approach with good time management and leadership abilities (concerned with facts and experiences);
- **Accountable** - Take responsibility for their own actions



## **Annexure - II**

### **Additional Documents**

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All the following documents are subject to revision therefore; applicants are requested to verify the issue status. They should also refer to-

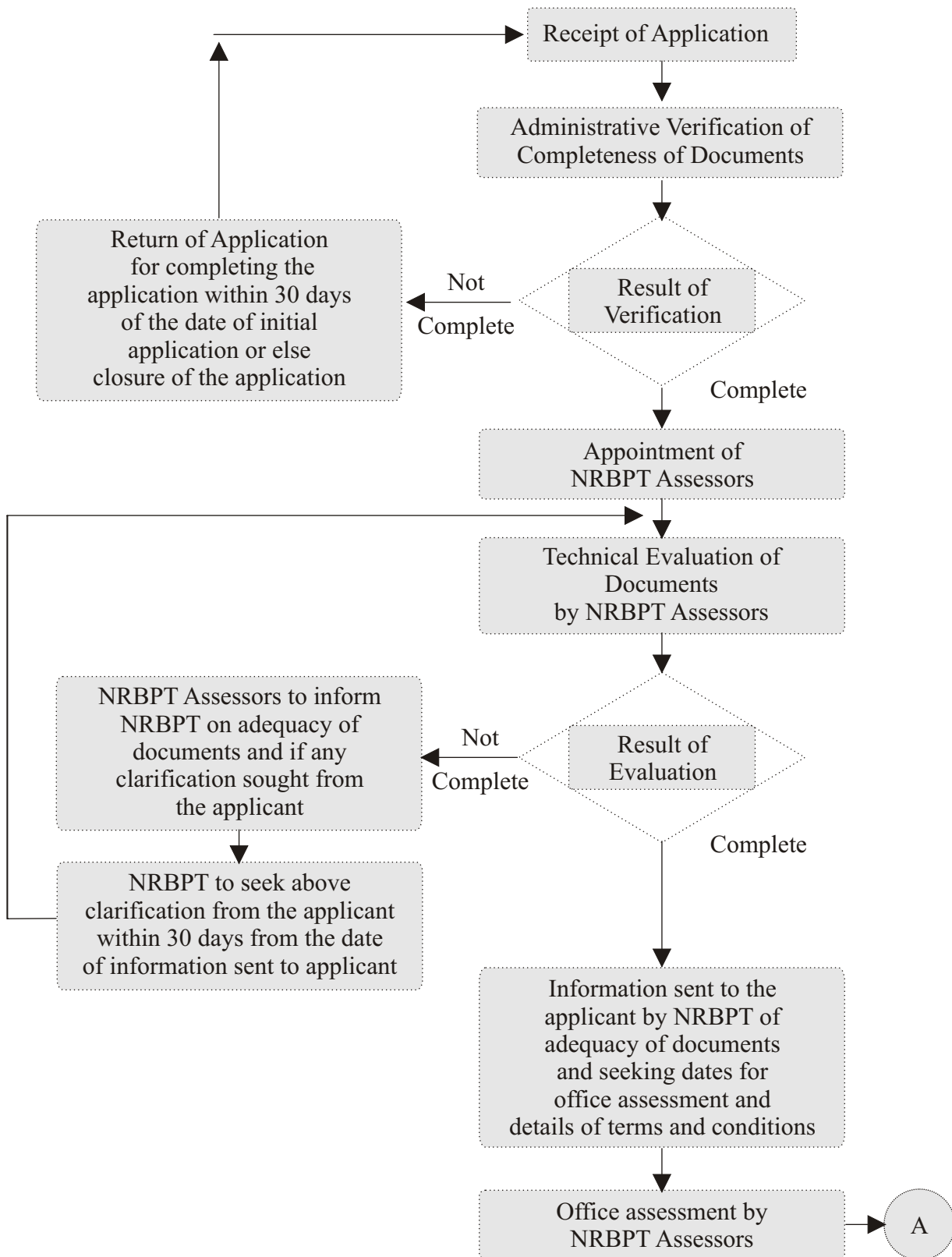
- \* **Environmental Impact Assessment Manual- Ministry of Environment and Forests - 2005**
  
- \* **MOEF Notification on Prior Environmental clearance dated September 14, 2006 and clarifications there to.**
  
- \* **Relevant Notifications on Environmental clearance and EIAs as posted in MOEF website.**

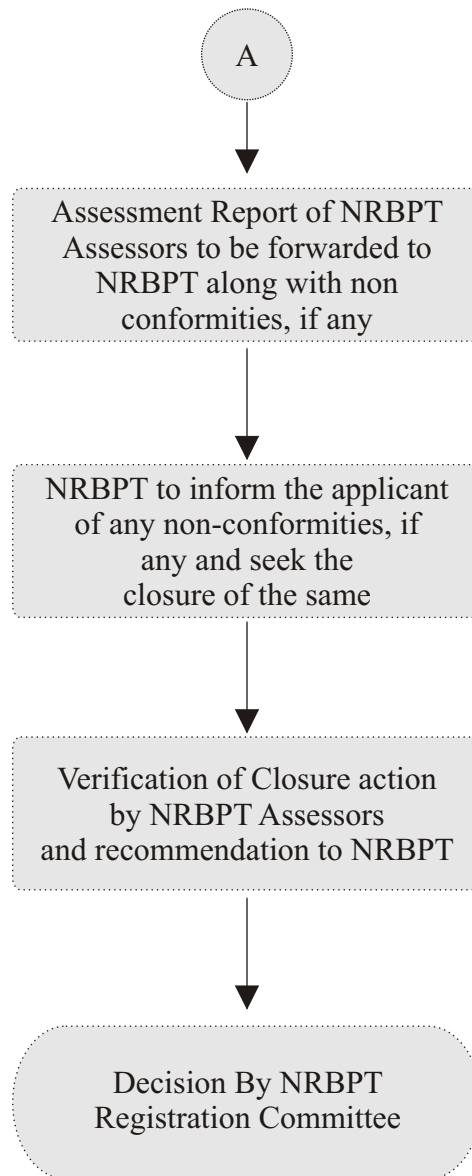




## Annexure - III

### Typical Processing Cycle of Application





**Note**

In case of disagreement on the recommendations, decision of NRBPT Registration Committee will be final and binding on the applicant.

**Annexure - IV**  
**Application Form for EIA Consultant Organizations**  
(Kindly attach separate sheets if necessary for more information)

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1. Name of the Consultant organization

\_\_\_\_\_

\_\_\_\_\_

2. Contact details with the name of the contact person

\_\_\_\_\_

\_\_\_\_\_

Tel No. \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Passport Size Photo

(Contact Person)

3. Legal Status of the organization

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)

\_\_\_\_\_

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

□□ DD

□□ MM

□□□□ YY

5. Organization structure (with details of locations/associates etc.)

\_\_\_\_\_

\_\_\_\_\_

6. Annual Turnover of the organization (attach balance sheet and IT returns for the last 3 years)

\_\_\_\_\_

\_\_\_\_\_

7. Technical Expertise (Full time and/or empanelled) available with the organization (attach CVs and the declaration of experts/coordinator of their association signed within 31 days preceding the date of application for registration with NRBPT)

● **EIA Coordinator**

(as per Section 1, Clause B & C of this document)

\_\_\_\_\_

\_\_\_\_\_

● **Functional Expert/s**

(as per Section 1, Clause B & C of this document)

a) Land Use \_\_\_\_\_

b) Air Pollution control \_\_\_\_\_

- c) Air Quality Modelling \_\_\_\_\_
- d) Water Pollution control \_\_\_\_\_
- e) Noise & Vibration \_\_\_\_\_
- f) Ground Water and Hydrology \_\_\_\_\_
- g) Ecology Aquatic & Terrestrial Flora & Fauna incl Bio diversity  
\_\_\_\_\_
- h) Socio Economy \_\_\_\_\_
- i) Geology & Soil \_\_\_\_\_
- j) Risk & Hazards Management \_\_\_\_\_
- k) Others (Please specify) \_\_\_\_\_

8. How do you get field monitoring done to generate baseline environmental data  
a) If in-house arrangement then, furnish details of Field Monitoring & Laboratory  
Equipment (Indicate Make and Number of the Equipment) and Laboratory Staff  
\_\_\_\_\_  
\_\_\_\_\_

b) Recognition status (NABL accreditation, Govt. recognition etc.)  
\_\_\_\_\_  
\_\_\_\_\_

c) If it is done through outside agencies, detail of such agencies including recognition /  
registration status  
\_\_\_\_\_  
\_\_\_\_\_

9. What type of quality control measures you adopt to ensure generation of reliable baseline  
data?  
\_\_\_\_\_  
\_\_\_\_\_

10. Furnish details of prediction model/software available in respect of  
Air environment \_\_\_\_\_  
\_\_\_\_\_

Water environment \_\_\_\_\_  
\_\_\_\_\_

Noise environment \_\_\_\_\_  
\_\_\_\_\_

Any other \_\_\_\_\_  
\_\_\_\_\_

11. Organization's experience in EIA Studies

11.1 No. of EIA studies carried out in the last 5 years in following areas (Mention  
separately Rapid and Comprehensive)  
\_\_\_\_\_  
\_\_\_\_\_

11.2 Provide a brief note on the projects along with details of the capital investment in different sectors

Industry \_\_\_\_\_

Mining \_\_\_\_\_

Power Plants \_\_\_\_\_

Multipurpose Irrigation, Hydro-electric and River Valley Project \_\_\_\_\_

Ports & Harbours \_\_\_\_\_

Infrastructure, Urban Development and Misc Projects \_\_\_\_\_

11.3 Attach copies of work order and completion certificate issued by the clients in support of above.

11.4 Out of the EIA's developed by you, provide details of  
a) EIA's which went through public hearing process

b) Number of hearings required for these EIA's

11.5 Number of EIA studies presented before the expert committee in MoEF, Delhi.

11.6 EIA studies accorded clearance by MoEF, Delhi & number of presentations for each EIA clearance

11.7 Copy of one EIA prepared by you in preceding two years from the date of application

12. Please tick the project sector/s for which you are seeking registration with NRBPT

a) Industry

b) Mining

- c) Power Plants
- d) Hydro Electric
- e) Multi-purpose Irrigation
- f) River valley projects
- g) Ports & Harbors
- h) Infrastructure and Urban Development & Misc. Projects.

13. Declaration

We have carefully read all NRBPT guidelines for registration of EIA Consultant organization. We confirm that the information provided in the application in support of the application are correct to the best of our knowledge.

We authorize NRBPT 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 NRBPT to utilize the information provided in this application for legal, research, training, sharing with other IPC members and/or for any other purpose as may be deemed fit by NRBPT.

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

Signatures \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

## Annexure - V

### Declaration of EIA coordinator/ Functional Area Expert of their association

(to be signed within 30 days preceding the date of application for registration)

This is to confirm that I \_\_\_\_\_ have been/am involved with the following EIA projects:

S.No.	Project details development	Project Sector	Functional Area / EIA Coordinator (of Signatory)	Role in EIA Development EIA Coordinator / Functional Area Expert (Level I, II, III)

Name \_\_\_\_\_

Dated \_\_\_\_\_

Signatures \_\_\_\_\_





**NATIONAL REGISTRATION BOARD FOR PERSONNEL & TRAINING**

(Formerly NABAT-National Accreditation Board for Auditors and Training)

Institution of Engineers Building, 2nd Floor, Bahadur Shah Zafar Marg, New Delhi - 110 002, India

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