

## FAQ – APA-MPPA

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

**Answer:**

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

Home | Login | Registration

ACCREDITATION SCHEME FOR EXPLORATION/PROSPECTING AGENCY (APA) & MINING PLAN PREPARING AGENCY (MPPA)

**WELCOME TO APA & MPPA PORTAL (COAL SECTOR)**

**LOGIN >**  
TO CONTINUE YOUR APPLICATION

**REGISTER >**  
NEW USER REGISTER HERE

For any type of assistance please contact at  
Tel: +91 11 23323416/417/418/419/420 Fax: +91 11 23323415  
Ext No: 125, 126, 128, 134, 135, 142, 143, 148, 159.

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

**About NABET**  
National Accreditation Board for Education and Training is a constituent Board of Quality Council of India. National Accreditation Board for Education and Training (NABET) in recent years has enlarged its scope of activities and is trying to match its progress with Slogan of QCI i.e. "Working for National Well Being".  
[Read More](#)

APA & MPPA Registration

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

State \*  
City \*  
Pincode \*

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

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

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

**Register** **Cancel**

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

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

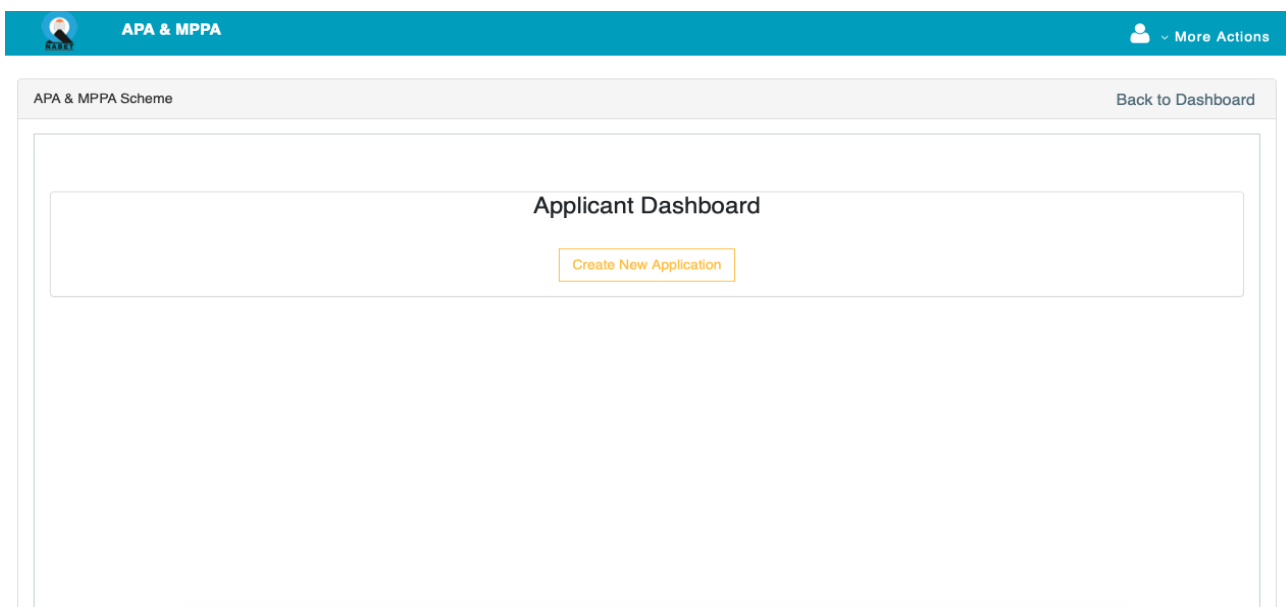
Answer:

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

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

Answer:

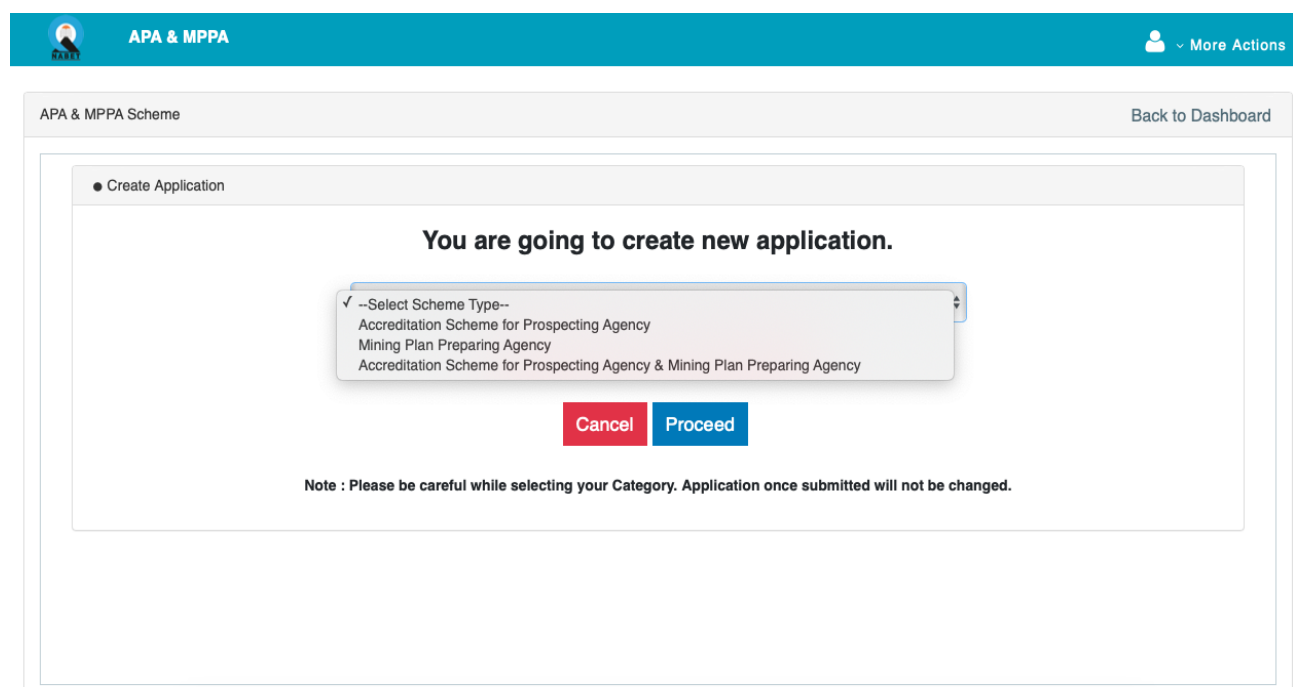
After logging in and password change; an option as 'Create New Application' shows up. Click on it and choose the type of application (IA/SA/RA) i.e IA for a fresh entry to the Scheme.



The screenshot shows the 'APA & MPPA Scheme' interface. At the top, there is a teal header with the NABET logo, the text 'APA & MPPA', and a 'More Actions' link. Below the header, the main content area is titled 'APA & MPPA Scheme' and 'Back to Dashboard'. The central part of the page is labeled 'Applicant Dashboard' and contains a single orange button labeled 'Create New Application'.

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

Answer: Select the option between APA, MPPA or both APA-MPPA.



The screenshot shows the 'APA & MPPA Scheme' interface with the 'Create Application' dialog box open. The dialog box has a title bar 'Create Application' and a main heading 'You are going to create new application.' Below the heading is a dropdown menu with the text '--Select Scheme Type--'. The dropdown menu is open, showing three options: 'Accreditation Scheme for Prospecting Agency', 'Mining Plan Preparing Agency', and 'Accreditation Scheme for Prospecting Agency & Mining Plan Preparing Agency'. At the bottom of the dialog box are two buttons: 'Cancel' (red) and 'Proceed' (blue). Below the buttons is a note: 'Note : Please be careful while selecting your Category. Application once submitted will not be changed.'

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

Answer:

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

The screenshot displays the NABET application form for IA, titled "APA & MPPA". The form is divided into two main sections: "Head Office" and "Geological Report (GR) preparation activity started in the year-APA".

**Head Office Section:**

- Name of Consultant Organization\***: NABET
- Address Line 1\***: NABET
- Address Line 2**: (Empty)
- State\***: DELHI
- City\***: CENTRAL DELHI
- Pincode\***: 110002
- Email\***: (Empty)
- Tel.No.(With STD)\***: (Empty)
- GSTIN\***: (Empty)
- Ex. 24AAAPA0000A1Z1**
- Save** button

**Geological Report (GR) preparation activity started in the year-APA Section:**

- APA**: (Empty)
- Year**: Select
- Month**: (Empty)
- Save** button

**Organization Structure (with details of locations/associates etc.). For multi-functional organizations, the organization structure of the stream related to Exploration/ Prospecting work may be detailed out (attach organization chart and other details)**

- Choose File**: no file selected
- (Ex. .jpg, .png, .pdf, .doc, .xls, .xlsx, .docx)**
- Save** button

**Next** button

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

Answer:

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

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

APA & MPPA

NABET More Actions

Human Resource Information

Approve Status\*

Newly Proposed

Proposed as \*

--Select--

First Name \*

Middle Name

Last Name

In-house/Empanelled/In-house (GEO)/Mining \*

☐ In-house ☐ Empanelled

Upload CV \*

Choose File

no file selected

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

Technical Areas \*

☒ APA ☐ MPPA

Area of Expertise \*

Geology (GEO)

☒ Yes ☐ No

Geophysics (GP)

☒ Yes ☐ No

Remote Sensing & GIS (RS)

☒ Yes ☐ No

Surveying (SUR)

☒ Yes ☐ No

Hydrogeology (HG)

☒ Yes ☐ No

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

Answer:

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

**For APA:**

**Area of Expertise\***

- |                           |                                      |                          |
|---------------------------|--------------------------------------|--------------------------|
| Geology (GEO)             | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Geophysics (GP)           | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Remote Sensing & GIS (RS) | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Surveying (SUR)           | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Hydrogeology (HG)         | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

Back

Save

Next

**For MPPA:**

**Area of Expertise\***

- |                                     |                                      |                          |
|-------------------------------------|--------------------------------------|--------------------------|
| Mining Engineering (ME)             | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Mining Geology (MG)                 | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Remote Sensing & GIS (RS)           | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Civil Electrical & Mechanical (CEM) | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Marketing & Finance (M & F)         | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Socio Economics (SE)                | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Environment Health & Safety (EHS)   | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Geotechnical (optional) (GT)        | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

[Back](#)

[Next](#)

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

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

● Contact Details +

Address Line1\* Address Line2

State\* City\*

-Select- -Select-

Pincode\* Tel.No.(With STD)\*

Fax No. Email Address\*

Mobile Number\* PAN Number\*

Save

● Office Details +

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

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

**Q 9: How to provide information for any software available with our organization?** Answer: Enter names of the Instruments/Software and upload relevant documents & licences.

Press the “**Save**” button.

APA & MPPA

Accreditation Scheme for Prospecting Agency Schemes

Back to Dashboard

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

Quality Management System List of Enclosures

● Software Details

Availability of \*  
-Select-

Enter the Name of Instrument/ Software \*

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

Back Save Next

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

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

**APA & MPPA**
More Actions

Accreditation Scheme for Prospecting Agency Schemes
Back to Dashboard

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

Geological Reports/ Studies carried out in last three years

Numbers of Geological Reports (GR)/ prepared \*

Status of Geological Reports \*

☐ Completed
☐ In Progress

Report Type

Geological

List of reports/ plans prepared by the organization in the preceding two years from the date of application. \*

Choose File
no file selected

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

Back
Next

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

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

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

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

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

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

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

**APA & MPPA**
More Actions

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

Field Investigations and Laboratory Systems

| Name of the Laboratory | In-House/External | Government recognised/NABL accredited / CSIR lab/Institution/lab/University lab | Cert No. / Gazette Notification Date |                           | Validity (from - to) |         | Upload Certificate |
|------------------------|-------------------|---------------------------------------------------------------------------------|--------------------------------------|---------------------------|----------------------|---------|--------------------|
|                        |                   |                                                                                 | Cert No.                             | Gazette Notification Date | From Date            | To Date |                    |
|                        | IH                | NABL                                                                            |                                      |                           |                      |         | Upload             |

If the laboratory is MoEFCC recognized, please attach the relevant **Gazette Notification**.

For all external laboratories, please Upload the copy of the Agreement/MoU of the Scheme with the laboratory mentioning the scope of work to be handled by them.

Upload

Back
Save
Next

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

**Q 13: What is the purpose of giving List of Enclosures? Answer:**

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

The screenshot shows the 'Declaration' section of the APA & MPPA portal. It includes a 'Download Sample Declaration' link and an 'Upload Declaration' button with a 'Choose File' option. Below this is a table titled 'Documents to be enclosed' with 7 rows, each representing a required document. All documents have a red cross status, indicating they are not yet submitted.

| S. No. | Description                                                                                                                          | Status |
|--------|--------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1      | Filled in Application form with the photograph of the contact person ( <b>Annexure 1</b> ). *                                        | ✗      |
| 2      | Application fees *                                                                                                                   | ✗      |
| 3      | Copy of the legal status of the organization including the date of registration/incorporation. *                                     | ✗      |
| 4      | Organization's Balance Sheet and Income Tax Returns, for the last three years (depending on date of registration of organization). * | ✗      |
| 5      | Organizational structure with respect to the people involved. *                                                                      | ✗      |
| 6      | <b>Annexure V-</b> signed resume of Project Coordinator/s (PC) with photograph. *                                                    | ✗      |
| 7      | <b>Annexure V-</b> signed resume of Technical Area Experts with photographs. *                                                       | ✗      |

**Q 14: What is the procedure for Payment? Answer:** Go to the link '[Click Here to Pay Application Fee](#)' to pay the application fee

The screenshot shows the 'Generate Invoice' page. It features a link 'Click Here To Pay Application Fee' and a declaration text box. The declaration text is as follows:

**Declaration:**

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

We agree to code of conduct terms in clause no. 11.0. We confirm that the information provided in the application in support of the application is correct to the best of our knowledge and belief.

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

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

At the bottom, there are three buttons: 'Generate Report', 'Generate Manpower Report', and 'Other Report'.

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



Welcome To Payment Gateway

Do you want to claim GST on this payment? ☐ Yes ☒ No

Do you want deduct TDS? ☐ Yes ☒ No

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

[Confirm](#) [Close](#)

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

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

Answer:

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

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

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

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

**APPLICATION STATUS**

Current Application Status: **Final F3 Submitted by Assessor.**

[Stage Calendar](#)

|                                    |                                    |                                  |
|------------------------------------|------------------------------------|----------------------------------|
| <a href="#">NCs Details of DA1</a> | <a href="#">NCs Details of DA2</a> |                                  |
| Application Fee                    | Desktop Assessment 2 Fee           | Office Assessment Fee            |
| Rs. 32400.0000                     | Rs. 29160.0000                     | Rs. 68040.0000                   |
| <a href="#">Generate Invoice</a>   | <a href="#">Generate Invoice</a>   | <a href="#">Generate Invoice</a> |
| <a href="#">Payment Receipt</a>    | <a href="#">Payment Receipt</a>    | <a href="#">Payment Receipt</a>  |

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

After receiving the complete application and payment, NABET shall proceed further by sending them the

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