



Pakistan Energy Label Regulation 2023
NEECA Enlisted Lab

NEL Application Guide	Doc: NEL-00	Date: 13/06/2025
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1. Introduction

This guide will help laboratory, seeking enlistment with NEECA for their testing activities, to understand the steps involved in NEECA's requirements.

1.1. Enlistment Categories

For enlistment of testing laboratories under the Pakistan Energy Label Regulations 2023, the following three categories have been developed:

- Local Lab Basic Category
- Local Lab Professional Category
- International Laboratory

1.2. Scope of Testing

At this stage, the enlistment of laboratories for the following appliances is being considered:

- Fans (Table, Wall, Exhaust, Pedestal, Ceiling Fans)
- Room Air Conditioners (Wall mounted split up to 10.5 kW)
- Household Refrigerating Appliance (two door refrigerator / freezer)
- Motors (greater than or equal to 0.12 kW and less than or equal to 1,000 kW)
- LED Lights

Before applying for enlistment, the laboratory and its staff should familiarize themselves with the requirements of ISO-17025 for competence of testing laboratories and relevant standards. The list of parameters to be tested for each appliance is provided as Annex-01.

2. Fundamental Enlistment Requirements for Local Labs

The enlistment requirements for testing laboratories in Pakistan, for the basic and professional categories are in line with the requirements of ISO 17025 and PNAC. The fundamental requirements are as under:

a) Legal Entity:

The testing lab applying for enlistment with NEECA should be a legal entity registered with SECP with an active NTN and Sales Tax Number. In case Government Lab or lab of a Public or Private University, an affidavit from the competent governing entity / authority to be submitted that lab is authorized to be enlisted with NEECA and perform the tests as per approved scope, and the Department/Institute is liable for actions of the lab.

b) Conformity with Requirements of ISO 17025:

The lab should conform with the requirements of ISO 17025, however different requirements for each category of lab i.e. basic category and professional category are required, deliberated in forms NEL-02A and NEL-02B.

c) Quality Manual, Procedure Documents, and Records

The applicant laboratory should have a detailed quality manual, procedure documents, and records covering the requirements of ISO 17025 required by NEECA, and should have the latest applicable standards and relevant test method available.

d) Availability of Equipment

The lab should have the minimum set of equipment for the scope / appliance it is applying for enlistment with NEECA. The list of equipment is provided under forms NEL-03A through NEL-03E.

e) Observation of Laboratory at Work

Assessors need to form a general impression of the laboratory's overall competence and, in particular, of the suitability of the methods and equipment for the work in hand including the state of its maintenance and calibration. They also need to assess the competence of the staff and the effectiveness of the quality system in ensuring that errors or omissions do not appear in recording, analyzing and reporting results.

Assessors may select a specific test based on scope applied by the lab, whether it is currently being performed or not, and ask to see the apparatus involved (and the manufacturer's manuals), and establish its state of calibration. They may select items of work in progress, witness measurements and examine documentation concerning calibration/test items.

The applicants are required to provide complete information as required by NEECA and /or its assigned assessors to ascertain the capability of the lab to meet the testing requirement under Pakistan Energy Label Regulations 2023. The application form and allied documents are designed to act as a guide, however applicants are required to ensure their compliance and may submit additional documents, if deemed necessary.

3. Application for Enlistment of Local Labs

Upon formal request for enlistment, the applicant laboratory will be supplied with the following documents:

- NEL-00: NEECA Enlisted Lab (NEL) Application Guide
- NEL-01: Application Form
- NEL-02A: Self-Assessment Form – Basic Category
- NEL-02B: Self-Assessment Form – Professional Category
- NEL-03A: Equipment List – General
- NEL-03B: Equipment List – Fan (if scope includes fan testing)
- NEL-03C: Equipment List – LED Lights (if scope includes LED lights testing)
- NEL-03D: Equipment List – Motor (if scope includes motor testing)
- NEL-03E: Equipment List – Air Conditioners (if scope includes AC testing)
- NEL-03F: Equipment List – Refrigerators (if scope includes refrigerator testing)

The relevant application forms are to be completed and signed by the applicant, and returned with the following attachments:

- SECP Registration and incorporation certificate (of parent organization as well, if applicable).
- NTN Certificate (of parent organization as well, if applicable),
- Active Tax Payer Status for the applicable Provincial Sales Tax Registration.
- A copy of laboratory's Quality Manual and allied documents as per requirement of form NEL-02A or NEL-02B, based on type of enlistment.
- Organogram.

- List of laboratory staff along with supporting documents.
- Authorization from management to engage in activities related to Pakistan Energy Label Regulations 2023 and NEECA.
- Proof of payment of applicable fee.
- Applicable Filled Self-assessment form (NEL-02A or NEL-02B depending on category lab wishes to apply for)
- Any other certification, registration, etc.

4. Assessment Process

All laboratories seeking enlistment are assessed for compliance with relevant accreditation criteria such as ISO-17025, NEECA policies, procedure and guidelines, and any further requirements specified by NEECA from time to time. Enlistment is achieved by formal assessments, and this document provides general guidance on the conduct of such assessments. It summarizes the administrative procedures followed by NEECA leading up to an assessment, and describes in detail the various stages involved in an assessment visit.

Assessment plays the central part in providing the evidence on which offers of enlistment are made. NEECA assesses the competence of laboratories to carryout defined tests, and after enlistment, monitors, by surveillance and re-assessment, the continuing maintenance of that competence.

Each applicant laboratory provides NEECA with a copy of its Quality Manual (if required) and quality and technical procedures (both soft copies and hard copies), in the Application Form, basic information on its activities, equipment, facilities and staff, and any other information listed or required.

NEECA assessors or third-party assessors engaged by NEECA, then visit the laboratory to check that the laboratory's quality system, as detailed in its quality documentation, is compliant with ISO/IEC 17025 in light of the NEECA requirement, is appropriate to its needs and is being followed by the staff.

During such an assessment visit, the work of the laboratory is observed and records examined to establish the competence of the laboratory to perform the tests for which enlistment is sought.

5. Assessment Team

On receipt of the Application Form, the Laboratory Quality Manual, procedures, the Applicant Fee and allied documents, NEECA is responsible for selecting the assessment team. Laboratories have the right to object to the appointment of a particular Assessor or Technical Expert and, in such cases, NEECA may endeavor to offer an alternative. In the event that a suitable alternative cannot be identified, or the grounds for objection are considered to be unreasonable, NEECA reserves the right to use the assessor originally selected.

NEECA sends the Application Form, Quality Manual and other allied documents to other Assessors (if necessary) for a detailed review of the documentation. Following the detailed document review, the laboratory is advised of the composition of the assessment team and the assessment fee that it must agree to pay before the assessment takes place. An estimate of the likely annual fee after accreditation is also provided in this document.

6. Scope of Enlistment

Laboratories are asked to specify, in detail, the types of test for which enlistment is sought. They are required to list, on their Application Form, the standard specifications or other methods or procedures relevant to the tests concerned and the major items of laboratory equipment used.

NEECA will agree with the laboratory how the tests for which enlistment is sought will be defined on the scope that will be issued if enlistment is to be offered.

For testing, every effort will have been made to reach agreement on the content of the scope before the assessment. This is important, not only in order to avoid possible misunderstandings, but also to help the assessors to operate effectively, concentrating their attention in those areas of activity appropriate to the scope of enlistment. In some cases, as the assessment proceeds, it may become clear that the laboratory is not really in a position to achieve enlistment in certain areas within the originally agreed scope. In such cases NEECA may be able to suggest a suitably reduced or redefined scope for which enlistment may be offered.

7. Summary of Assessment Procedure

Following the detailed documentation review and on the completion of any corrective actions required, arrangements can be made for physical visit for assessment.

The assessment visit begins with an opening meeting between the assessment team and representatives of the laboratory. On some occasions the team makes a brief tour of the facilities. This is followed by a discussion on the laboratory's quality system documentation, including any documented in-house procedures, and then by detailed observation of the laboratory at work, to determine whether or not it meets the criteria. Each assessor will be accompanied by a member of the laboratory staff nominated by the management and having responsibility for the particular section of work being assessed. A particular assessor may, therefore, be accompanied by several different members of staff in the course of his or her work.

The visit ends with a closing meeting between the assessors and the laboratory representatives; at which each assessor presents his or her observations and the lead assessor summarizes the findings of the team.

8. Post Assessment

On receipt of evidence of satisfactory corrective action along with root cause analysis, or following a further visit to check the implementation of corrective actions, concerned laboratory submits the case for review. After positive recommendations of reviewer (s) the case is submitted to NEECA for decision. On approval NEECA will offer enlistment for the agreed scope of tests. As soon as the laboratory agrees the terms of enlistment and pays the license fee, NEECA will formally grant enlistment and issue the enlistment certificate and scope.

When a further visit has been required, the Assessor(s) will return to look specifically at the clearance of the nonconformities. However, should some other potential nonconformity observed, the Assessor will bring this to the attention of the management, this visit will be on additional cost as conveyed by NEECA.

If the reviewer or NEECA does not accept the recommendations of Assessment Team then the laboratory will be required to take further corrective actions in the highlighted areas.

9. Surveillance and Re-Assessment

Following enlistment, laboratories will be subject to surveillance and reassessment visits. The purpose of periodic surveillance and re-assessment is to determine whether or not a laboratory is continuing to comply with the requirements, NEECA Regulations, and any other requirements specified by NEECA. The general approach described in the previous paragraphs will be followed for the conduct of surveillance or re-assessment visits.

If it is found, during a surveillance or re-assessment visit that, since the last visit, there have been significant changes of staff, equipment or range of services available, these matters will be recorded. Assessors will check that the changes are not such as to diminish the laboratory's capabilities or scope of enlistment and that they have already been fully notified to NEECA.

A re-assessment visit will involve a comprehensive re-examination of the laboratory's quality system and calibration/testing activities and will be similar in format and detail to an initial assessment. The first surveillance visit may be carried out as per schedule notified by NEECA.

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At the conclusion of a surveillance or re-assessment visit, the NEECA assessor(s) will make a recommendation to NEECA on the continuing enlistment of the laboratory. Depending on the number and type of any non-conformity found the assessor(s) will recommend whether accreditation should be:

- a) maintained unconditionally (this recommendation will only be made when no nonconformities have been found);
- b) maintained on the understanding that any non-conformities found are cleared within a specified time period (usually one month);
- c) maintained, but for a reduced Scope of Enlistment;
- d) suspended until the laboratory has discharged the nonconformities within a specified time period (normally no more than three months). A recommendation that the enlistment of a laboratory is suspended will almost certainly require a further visit to confirm that the nonconformities have been cleared.
- e) terminated (a recommendation that enlistment be terminated will involve the laboratory in having to make a new application and undergoing a further full assessment if it wishes to have its accreditation re-instated).

Suspension or termination of enlistment will only be recommended if the laboratory's quality system and organization is seriously out of compliance with requirements of NEECA.

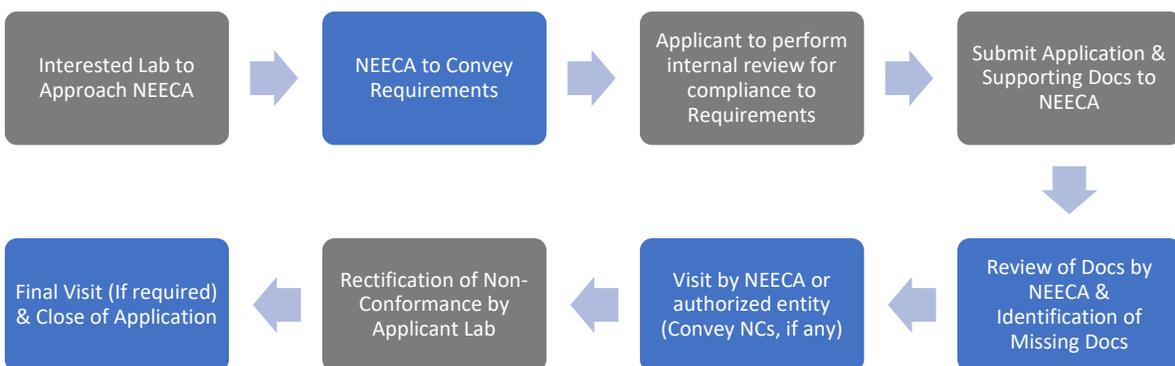
10. Extension to Enlistment Scope

Enlisted laboratories may wish to add further tests to extend the scope of their enlistment. Extensions to scope require a formal application and will be dealt with on a case-to-case basis. The application will need to be accompanied by documentary evidence of competence in relation to the relevant industrial and technical activities. Small extensions to scope may be dealt with during a surveillance assessment. Significant extensions will usually require an assessment visit. NEECA will advise the organization of the steps required to gain approval for the extension.

11. Overview of Process

The below shows the overview of the enlistment process for local labs:

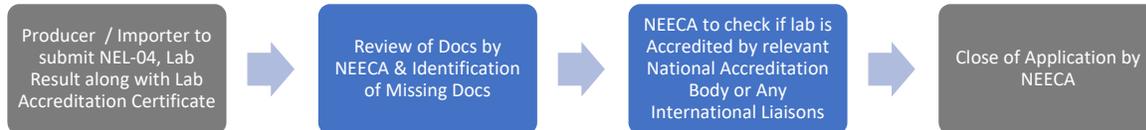
Proposed Enlistment Process for NELs – Local Labs



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12. Application for Enlistment of International Labs

For international laboratories, the importer (producer) is required to submit duly filled form NEL-04, the test reports from the said lab, along with the accreditation certificate of the country where test is being performed Or a certificate showing member of International Testing Liaison showing the scope of accreditation of that lab as well. Team designated by NEECA will review, if the documents are acceptable, the laboratory will be enlisted in NEECA’s system till the validity of the accreditation certificate, unless revoked earlier by NEECA. The process is shown in the flow chart below:



13. Parameters of Enlistment

Overview of the enlistment parameters such as validity period, etc are provided in Annex-02

- The applicant will have to submit the calibration record for the equipment available at lab mentioning the last calibration and the due date for next calibration. In case calibration of any of the equipment expires during the enlistment period, the enlistment may temporarily be suspended till the lab submits proof of re-calibration from acceptable certified calibration body.
- The maximum validity of enlistment for basic category is mentioned in Annex-02, during which the laboratory can apply for upgrade to professional category.
- Lab enlisted in Professional Category either directly or by upgrading from basic category shall have initial validity as mentioned in Annex-02. The lab can apply for extension of enlistment, however the validity of initial enlistment and the extension are subject to compliance with requirements laid down by NEECA.

14. Fee Structure

The fee structure including application fee, assessment fee, license fee, etc. is deliberated in the Annex-03.