INSTRUCTIONS FOR USING OUR WEBSITE

1. INSTRUCTIONS FOR NEW REGISTRATION

We kindly request you to ensure the completion of the enrollment process prior to the 31th of December

(A) For NEW PARTICIPANTS

Please follow the steps below for registration:

- Visit our registration portal at www.rmlqap.com.
- Click on "New Registration."

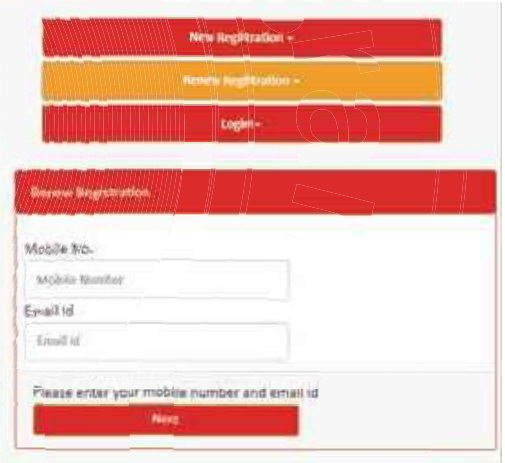


- Provide the mobile number and email ID of the primary contact person representing your organization.
- Click "Next" to proceed to the next step.
- Fill out the entire registration form with the required details.
- Select the plan that you wish to enroll in.
- Make the online payment click Pay Now.

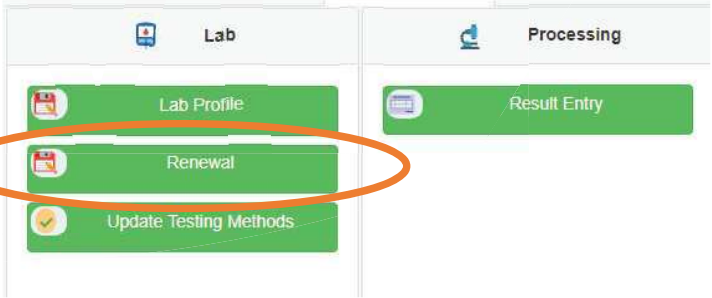
(B) For EXISTING PARTICIPANTS

Please follow the steps below for Renewal or adding new field:

- Visit our registration portal at www.rmlqap.com.
- Click on "Renew Registration."



- Provide the registered mobile number and registered email ID of the primary contact person which is previously registered.
- Click "Next" to proceed to the next step. Or Login with your login id and password Select Renewal



- Select the plan that you wish to enroll in.

(C) SUBMISSION AND PAYMENT

- Select the plan you wish to enroll in.
- Enter your PAN number and GST number (if GST is not available, select "No").
- Click on Submit and Pay.
- You will be redirected to the bank payment gateway to select and complete your preferred payment method.

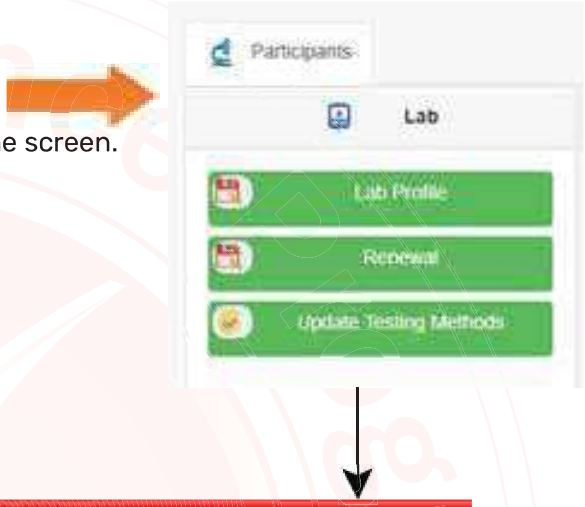


2. UPDATE TESTING METHOD

After successful login participants should update testing method according to the plan.

Steps to Update Testing Method

- Navigate to the Home Screen.
- Locate the Lab menu in the navigation panel.
- Click on Update **Testing Methods** under the Lab menu.
- Review the current testing method details displayed on the screen.
- Double-check the updated details for accuracy.
- Save the changes by clicking on the Submit button





3. ACCESSING THE RESULT ENTRY PAGE

Navigate to the **Processing Tab** in the system.

Click on the **Result Entry** menu to open the result entry page.

On the result entry page:

- Select the **current year** from the dropdown menu.
- Choose the appropriate **plan** for result entry.
- Select the **month** for which the result is being entered.
- Select the **date** corresponding to when the sample was received.
- You can provide sample comments if any.
- **Locate the parameter fields displayed on the page.**

For each parameter:

- Enter the result in the designated field.
- Ensure the value aligns with the **display unit** mentioned next to the parameter.
- Locate the **Attach File** button on the result entry page.
- Click the **Attach File** button.
- Upload the instrument printout for the performed test.
- Ensure the uploaded file is clear and corresponds to the entered results.
- Carefully review all entered data to ensure accuracy and completeness.
- Click the **Submit** button to finalize the entry.



4. INSTRUCTION FOR RESULT SUBMISSION

1. Kindly submit result online on portal rmlqap.com by using your Login ID and password and also a filled scan copy to be mailed on qap@rmlqap.com along with machine printout.

2. Closing Dates of result submission are mentioned on the Result sheet.

3. The result received after stipulated period will not be included for evaluation. After execution of combined evaluation process, no individual result can be considered for separate evaluation.

4. You must quote your Lab Code no. Don't mention your name or signature in any of your correspondence.

5. The Result sheet should be addressed to Chief Coordinator, RML – Quality Assurance Program, B- 171, Nirala Nagar, Lucknow 226020.

Quality Assurance Program
RML

GENERAL INSTRUCTIONS

1. Each cycle will start from January and end in December.The participants are allowed to register anytime during the cycle by paying FULL REGISTRATION FEE which will be valid till end of that cycle.

2. The certificate of participation will be issued after the completion of the cycle at the end of the year.

3. The certificate WILL NOT BE issued in individual's name, but only on the name of organization/laboratory.

4. Please check the status of sample as soon as you receive and inform us within 5 days. After 5 days there will be no replacement of any broken slide or vial.

5. The participants are requested to update the results before the last date of submission.

6. The participants are requested to clearly mention LAB CODE in all your correspondence.

7. Please do not share or discuss the results with other participants untill you get the assessment report.

8. Dispatch of samples, result submission date and result dispatch date for each round for each field will be done as per the year calendar plan for 2027, which will be shared with you after enrollment and registration.

9. The delay of dispatch of samples/results due to unavoidable situation beyond our control will be informed by email provided by participants.

10. Sample dispatch tracking details will be shared to participants once cycle starts and you are adviced to follow that. Tracking of sample is the responsibility of participants, Lab is no longer responsible for that.

11. If any participant wants to withdraw from the program, then it should be informed in writing and the hard copy should be sent by post. Only email will not be considered as cancellation request. No refund will be given if any participant want to withdraw in mid of the cycle.

12. Please verify all details carefully before submitting the registration request.

13. Kindly read the instructions thoroughly prior to registration.

14. Once the registration is completed, requests for any changes in the QAP program will not be entertained.

15. Please fill out the questionnaire with accurate details of the instrument and methodology being used. Once submitted, the information cannot be modified during the ongoing cycle.

16. Kindly ensure that the questionnaire and enrollment form are duly filled and submitted. Incomplete submissions or registrations received without the required questionnaire shall not be processed.

The participants are also requested to send us a scanned copy of duly filled registration form with method questionaire on our registered email id (qap@rmlqap.com).