

	<b>DEPARTMENT OF COMMERCE</b> National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	<b>ISSUE DATE:</b> July 20, 2022
	<b>ASSESSOR BULLETIN</b>	<b>NUMBER:</b> AB-35-2022 <b>LAP:</b> ALL
<b>SUBJECT:</b> Updates to the Laboratory Assessment Instructions for Assessors and the NVLAP Assessment Report forms		

The purpose of this bulletin is to announce to the NVLAP assessors the issuance of the updated NVLAP Laboratory Assessment Instructions for Assessors and the following updated assessment report forms: On-Site Signature Sheet with Narrative (full ISO/IEC 17025 and Abbreviated), On-Site Assessment Summary, and the Test Method Review Summary (TMRS).

### **Laboratory Assessment Instructions for Assessors**

The Laboratory Assessment Instructions for Assessors has been updated to reflect the current process for completing the report. The update also includes the definitions of a nonconformity and a comment, which are to be applied to determine the category of a finding, and guidelines on the process for closing a nonconformity during the assessment.

### **On-Site Signature Sheet with Narrative (full and abbreviated)**

The On-Site Signature Sheet with Narrative forms have been updated to include identification of the assessment technique that was used to complete the assessment. The assessor should indicate whether the assessment was completed onsite, remotely or a hybrid of these techniques. As a reminder, the assessment technique identified for the assessment can be found in the assessment plan issued by the NVLAP program manager.

In addition, the Signatory review has been updated to ensure a review of the training/competency records identified in ISO/IEC 17025 cl. 6.2.

### **On-Site Assessment Summary**

The On-Site Assessment Summary form has been updated to include the assessment technique that was used to complete the assessment. The assessor should indicate whether the assessment was completed onsite, remotely or a hybrid of these techniques.

Also, the clause descriptions have been updated to correctly reflect those in ISO/IEC 17025.

### **Test Method Review Summary (TMRS)**

The Test Method Review Summary form has been updated to include the definitions of a nonconformity and a comment, which are to be applied to determine the category of a finding.

The updated Laboratory Assessment Instructions for Assessors and assessment report forms are in the Documents Library within the Assessor Portal. The report form templates are also located in each assessment record.

Please contact your program manager if you have any questions regarding the location and use of the instructions and report forms.