NVLAP Assessor Training

Assessment of Annex A Requirements
Annex A Committee

- Thomas Hettenhouser, Chair
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Recent Committee Discussions

- Lack of NVLAP symbol use
- Interpretation – differences of opinion
  - Product endorsement
  - Calibration labels
  - Business cards
- Multiple lab organizations
Annex A Website

- Last item under Popular Links on NVLAP website – “Referencing NVLAP Accreditation”
- Provides links to references and information
- FAQs
  - Any questions that you may have heard not on the list?
Assessment Items

• Review laboratory’s website
  ▪ Does the lab use the symbol?
    • If not, seek feedback at the assessment
  ▪ Correct caption, color and scaling?
    • We do allow for other colors
    • Inquire by e-mail to PM about any noted deviations prior to the assessment
Assessment Items

- Any perception of endorsement of product or services other than what accreditation is for?
  - Does the symbol being on the same page as a product automatically make it an endorsement?
  - Major concern is tests or ranges not on scope

- Does the lab use wording only to reference accreditation? Note: Search site for “NVLAP”
  - The NVLAP Lab Code must be referenced
Assessment Items

- Any bold statements in conjunction with the reference to NVLAP?
  - We are better than Joe’s Cal Shop because we are NVLAP-accredited!

- Is the term *certified* or *registered* used to reference NVLAP accreditation?

- Out-of-date scopes, certificates of accreditation, or references?
Assessment Items

• Documentation review
  ▪ A.1.b Does the laboratory have policy and procedure addressing Annex A?
  ▪ Is this procedure a carbon copy of Annex A?
  ▪ Does the lab do or not do certain items?
    • Report accredited and not accredited
    • Report subcontracted work
Assessment Items

• Review of reports
  ▪ Symbol proper?
  ▪ A.1.j statement present (must not be used by client to claim product endorsement, etc.)?
    • Federal Government wording may be changed
  ▪ Proper implementation of subcontract and mixed data requirements, if done?
  ▪ Has a signatory signed the report?
Annex A – Upcoming Revision

• Possible symbol changes
  ▪ Further reduce possible product endorsement concerns
  ▪ Allow for use in advertising where it currently violates Annex A

• Moving certificate-related items to section 5.10

• Specific guidance on business cards
Annex A – Upcoming Revision

• Specific guidance on calibration labels
• Consider requiring tier down of Annex A to distributors or representatives
• Specific guidance on promotional material
  ▪ Current Annex A states “granted for the limited purpose of announcing accreditation service”
References

- ISO/IEC 17011, Conformity assessment — General requirements for accreditation bodies accrediting conformity assessment bodies, Section 8.3

- ILAC-P8:12/2012, Supplementary Requirements and Guidelines for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Laboratories and Inspection Bodies
Conclusion

• We want our labs to use our symbol. Please provide any known feedback of concerns raised about requirements for its use.