



NVLAP Assessor Training

NVLAP Assessment Forms



Current Forms

- NIST Handbook 150 Checklist
- NVLAP On-Site Assessment Report
- NVLAP On-Site Assessment Summary
- Test Method Review Summary
- Program-Specific Checklists

[Examples](#)



General Instructions

- Current Version
 - Go to web site and verify that you have current version prior to each assessment
- Typed electronic version is preferred
- Verify all identification fields are completed
 - Assessor Names, Dates, Lab Code



NIST Handbook 150 Checklist

- Identify entries by initials if multiple assessors
- Comment on any N/A entries as to why
- Cite what evidence was observed
 - Procedure, report, or form number
 - Personnel interviewed or observed
- All nonconformities and comments should be entered on pages at end of checklist



NVLAP On-Site Assessment Report

- Report your general overview, evaluation and impressions of the laboratory's quality and competence and provide the laboratory and NVLAP with a clear understanding of the laboratory's strengths and weaknesses. There is no need to reiterate specific nonconformities previously noted in the checklists.
- A summary of number of comments and nonconformities for each area is good practice.
- Report additions, deletions, or modifications to the laboratory's scope of accreditation on page 3.



NVLAP On-Site Assessment Report

- Complete page 1 and have all assessors and Authorized Representative sign this page.
- Latest revision (November 2008) added Approved Signatory list to 5.10. Complete information for all signatories.



NVLAP On-Site Assessment Summary

- Is ***not*** part of the **On-Site Assessment Report** and is not to be left with the laboratory. It is a one-page status report of your assessment that is to be sent to NVLAP along with the **On-Site Assessment Report**.
- Completed by lead assessor.
- Include nonconformities from program checklists and test method review!



Test Method Review Summary

- A spreadsheet utilized in testing programs to record method, depth of assessment, comments and/or nonconformities, who was interviewed, and any other considerations.
- Further detail may be addressed in program breakout sessions.



Program-Specific Checklists

- Based on program-specific criteria defined in the NVLAP Program Handbooks. They address the same areas as the NIST Handbook 150 Checklist, but with greater emphasis on the specific requirements of the laboratory accreditation program.
- Design and use similar to HB 150 Checklist. Any specific details may be addressed in program breakout session.



Sending Reports to NVLAP

- On-site reports and checklists
 - Mail using envelope provided
 - E-mail to NVLAP@nist.gov
 - Fax to 301-926-2884
- Send invoices to invoice@nist.gov