

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: July 8, 2008
	ASSESSOR BULLETIN	NUMBER: AB-9-2008 LAP: ECT
SUBJECT: On-Site Assessment Report for ECT Laboratories		

The purpose of this bulletin is to define what forms are included in an ECT on-site assessment report and to announce the release of a new ECT program-specific checklist called “NIST Handbook 150-11 Checklist.” The NIST Handbook 150-11 Checklist corresponds to the management and technical requirements for accreditation set forth in the 2007 edition of NIST Handbook 150-11, *NVLAP Electromagnetic Compatibility and Telecommunications Program*.

Assessors conducting initial or renewal on-site assessments for the ECT laboratory accreditation program shall submit the most current versions of the following documents as part of the on-site assessment report package to NVLAP within 14 business days of completion of the assessment:

1. NVLAP On-Site Assessment Summary
2. NVLAP On-Site Assessment Signature Sheet with Narrative Summary
3. Test Method Review Summary
4. NIST Handbook 150 Checklist
5. NIST Handbook 150-11 Checklist (ECT Program-Specific Checklist) - 
6. NIST Handbook 150-11A (ECT: FCC Parts 2, 15, and 18), if applicable.

This list supersedes and replaces any forms and checklists that may have been previously used.

To ensure that the most recent versions of the on-site reporting forms and checklists are used, NVLAP posts these controlled documents on the Assessor Resources page of the NVLAP web site at <http://ts.nist.gov/standards/accreditation/assessor.cfm>. Most of these documents are either a Microsoft Word form that is locked, but enabled for data entry, or a PDF file that may be printed. For assistance with using electronic Word forms, please see “Tips for Working with Microsoft Word Forms” on the Assessor Resources web page.

If an assessor prepares the on-site assessment report on his/her computer, it is the assessor’s responsibility to ensure that the current version of the document has been downloaded from the NVLAP web site and is used. The revision date of the document is found in the footer on each page.

Please direct any questions about this bulletin to your NVLAP Program Manager: Brad Moore at 301-975-5740, brad.moore@nist.gov, or Kurt Fischer at 301-975-6061, kurt.fischer@nist.gov.