Criteria and Worksheet for Selecting, Qualifying, and Training Assessors[1]

Candidate's Name:		NVLAP Program:						

Criteria parameters	Minimum requirements	Method of evaluation					Accept? Y/N (initial & date)	Comments
		Documen-tation	Peer reference	Interview	Informal observation	Witness on-site		
General criteria for all assessors								
Education (see ILAC-G11, 4.2)	At least post-secondary qualification in a scientific/technological discipline. (Experience in the field of expertise may be substituted as judged on a case-by-case basis.)							
Work experience (see ILAC-G11, 4.2)	At least 4 years of experience in laboratory testing or calibration, two of which should be in the assigned field of assessment.							
Training (see ILAC-G11, 4.2)	Successful completion of a training course or a combination of training courses which cover the topics listed in the NVLAP Assessor Training Syllabus (see also ILAC-G11:07/2006).							
Assessment experience (see ILAC-G11, 4.2)	Attendance at and/or participation in one or more laboratory assessments, using ISO/IEC 17025.							
Language proficiency (see ILAC-G11, 4.2)	Proficient in spoken and written English.							
Communication/ interpersonal skills	Demonstrated ability to communicate orally and in writing.							

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[1] To qualify NVLAP Technical Experts (TEs), please use the worksheet called "Criteria and Worksheet for Selecting, Qualifying, and Training Technical Experts (TEs)."

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Personal attributes: Ethical, open-minded, diplomatic, observant, perceptive, versatile, tenacious, decisive, self-reliant. (see ISO 19011, 7.2)	Demonstrated ability to apply personal attributes to enable candidate to act in accordance with assessment principles.							
Knowledge and skills in applying accreditation requirements & in assessment techniques (see ISO 19011, 7.2)	Demonstration by training or in the workplace.							
Additional criteria for Lead Assessor								
Work experience (see ILAC-G11, 4.2)	At least 2 years of experience in quality management, quality assurance or quality system auditing related to laboratory activities.							
Assessment experience (see ILAC-G11, 4.2)	Sufficient assessment experience using ISO/IEC 17025 in the capacity of an assessor, as determined by NVLAP program management.							
Knowledge and skills in applying accreditation requirements & in assessment techniques (see ISO 19011, 7.3)	Lead assessor should have additional knowledge and skills to facilitate the efficient and effective conduct of the assessment. (see ISO 19011, 7.2.3.4).							
Program-specific criteria, if applicable (list below, adding as many rows as needed)								

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I (the evaluator) have judged the candidate to be competent and fully qualified to conduct assessments and report assessment results, as measured by the education, training, experience, and demonstration of the knowledge, skills, and personal attributes listed above.	
Check assessor categories that apply: ☐ Technical Assessor ☐ Lead Assessor	
Evaluator's Name:	Date (qualification date in NIS):