NVLAP
Assessor Training

Assessor Qualification & Training Requirements

NVLAP®

References

- ISO/IEC 17011: *Conformity assessment — General requirements for accreditation bodies accrediting conformity assessment bodies*

- ISO/IEC 19011: *Guidelines for quality management systems auditing*

- ILAC G11: *Guidance on Qualifications and Competence of Assessors and Technical Experts*

Assessor Defined

- Lead Assessor:

  - Assessor who is given overall responsibility for specified assessment activities.

  - ***Note: May also conduct the assessment of the management system and/or act as a technical assessor during the same assessment.***

Assessor Defined

- Technical Assessor
  - Assessor who conducts the assessment of the technical competence of the laboratory for specific area(s) of the desired scope of accreditation.

  - ***Note: May also conduct assessment of the management system, if deemed competent to do so.***

Assessor Defined

- Technical Expert
  - Person assigned by NVLAP to provide specific knowledge or expertise with respect to the scope of accreditation to be assessed; is a team member who provides technical advice but is not considered as an assessor unless he/she has the relevant assessor qualifications and training.

Assessor Defined

- Technical Expert
  - *Note: Must always be accompanied by a qualified assessor; i.e., closely supervised throughout the assessment activity.*

Assessor Functions

- Lead Assessor
  - Primary Functions
    - Conducts assessment of the laboratory's management system.
    - Leads and coordinates activities among team members.
    - Provides advice to assessment team and information to laboratory on policies and requirements of NVLAP and regulations, if applicable.

Assessor Functions

- ## Technical Assessor

  - ### Primary Functions

    - Conducts assessment of technical competence in specific areas of testing or calibration.

    - Provides technical expertise.*

    Does not equate to providing technical solutions to the laboratory

Assessor Functions

- Technical Expert
  - Primary Functions
    - Provides technical expertise, such as proficiency testing, review of uncertainty analyses, and review of technical nonconformities.

Qualification Summary (Application)

- **Available for download from the NVLAP webpage – Assessor Resources tab**
- Education
- Work Experience
- Assessment Experience
- Training Received
- References
- Biography

Biography format

- Summary
- Work History and Relevant Work Experience
- Other activities
- Education, Skills, and Proficiencies
- Rev. yyyy-mm-dd (use ISO standard calendar date format)

MODEL FOR AN ASSESSOR BIOGRAPHICAL SKETCH*

Title + First Name + Middle Name + Last Name (printed by NIS)

Summary

Describe your current work experience and experience in performing NVLAP assessments or assessments for other accrediting bodies. If you are already a NVLAP assessor, indicate when you started performing NVLAP assessments of laboratories; e.g., since 1998.

Work History and Relevant Work Experience

Describe your work history in narrative form, including employers, positions held, and dates of employment. For each relevant position, briefly describe the experience that demonstrates your qualifications to perform the on-site assessment. Include experience in quality management, as well as experience in testing and/or calibration.

Other activities

Describe in narrative form other activities in which you participate that relate to your qualifications to perform the on-site assessment. Examples of other activities include membership in professional organizations, certifications, and membership on technical committees.

Education, Skills, and Proficiencies

Describe in narrative form your post-secondary degrees (e.g., B.S., M.S., Ph.D.), specialized technical education, language proficiencies, and other educational and professional development accomplishments.

Rev. yyyy-mm-dd (use ISO standard calendar date format)

*   Use personal titles (e.g., Mr., Ms., Dr.) consistently throughout the biographical sketch.

Limit the biographical sketch to one page, if possible.

The biographical sketch will be printed as a text file, therefore, formatting such bold and underlined characters cannot be used.

See the next page for a worked example ⟹

NVLAP Model and Example for Assessor Biography (2008-12-18)   Page 1

Biography format

- Use personal titles (e.g., Mr., Ms., Dr.) consistently throughout the biographical sketch.

- Limit the biographical sketch to one page, if possible.

- The biographical sketch will be printed as a text file, therefore, formatting such bold and underlined characters cannot be used.

Biography format

- Downloadable format available at the NVLAP webpage – Assessor Resources tab

- *http://ts.nist.gov/Standards/Accreditation/upload/Assessor-Bio-Format-2008-12-18.doc*

Assessor Training

NVLAP Assessor Training Checklist

| Candidate's Name: | | NVLAP Program: | |

	Topics (order of presentation to be determined by trainer)	Training Resources (PPT = PowerPoint presentation)	Assessor Category (see Notes below)			Method of Delivery			Date Completed	P. M. Initials
			L.A.	T.A.	T.E.	Class-room	One-on-one	Self-study		
1	Introduction to NVLAP • Organization & staffing • Accreditation • Role of MRAs/cross-frontier policy	• NVLAP Organizational Chart • Staff Directory • "NVLAP Overview" (PPT) • NIST HB 150, Clauses 1-3 • Joint ISO-ILAC-IAF Communique on 17025	X	X	X					
2	Accreditation requirements • ISO/IEC 17025 key requirements & concepts	• "Management System Review" (PPT) • NIST HB 150, Clauses 4 and 5	X	X	TBD					
3	Selected management system topics • Laboratory quality manual • Laboratory internal audits and management reviews • Referencing NVLAP accreditation	• "Management System Review" (PPT) with emphasis on selected topics • APLAC TC002: *Internal Audits for Laboratories and Inspection Bodies* • APLAC TC003: *Management Review for Laboratories and Inspection Bodies* • "NVLAP Logo and Symbol" (PPT) • NIST HB 150, Annex A	X	X	TBD					
4	Traceability and uncertainty of measurements	• "Traceability" (PPT) • NIST HB 150, Annex B • NIST Policy on Traceability • AB-10-2008: *Assessment of Requirements for Measurement Traceability* • ILAC-P10:2002: *ILAC Policy on Traceability of Measurement Results* • NIST TN 1297: *Guidelines for Evaluating and Expressing the Uncertainty of NIST Measurement Results* • APLAC TC 010: *General Information on Uncertainty of Measurement*	X	X	TBD					

Notes: 1) X = Required topic; 2) TBD = To be determined by NVLAP Program Manager; 3) L.A. = Lead Assessor, T.A. = Technical Assessor, T.E. = Technical Expert

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Assessor Training Resources

- NVLAP PowerPoint training tools
- NVLAP Program Handbooks & Checklists
- Assessor Bulletins (AB-XX-200X)
- ILAC and APLAC guidance documents

Note: Please see full list of identified training resources on the Training Checklist handout

Assessor Training — Methods of Delivery

- Classroom

- One-to-one

- Self-study

NVLAP Assessor Training Agenda

Day 1:
8:30 a.m.– 5:00 p.m.

Assessor roles?
[Definitions & Functions]

What is proof that assessor is performing adequately?
[Monitoring]

What qualifications will assessor need?
[Assessor Criteria & Worksheet]

Qualified Assessor
[Certificate]

What qualifications does particular assessor have?
[AQS]

What add'l. training will assessor need?
[Assessor Training Checklist]

Certificate

- Example of a "fully qualified" certificate for a Technical Assessor

United States Department of Commerce
National Institute of Standards and Technology

National Voluntary Laboratory Accreditation Program

John J. Doe

has met the criteria established by NVLAP for a

Technical Assessor

and is hereby recognized as fully qualified to conduct assessments of the technical competence of laboratories in the following area(s):

Construction Materials Testing

Effective Date: September 15, 2009

Sally S. Bruce, Chief
Laboratory Accreditation Program

The End