**ELECTROMAGNETIC COMPATIBILITY AND TELECOMMUNICATIONS**

**INSTRUCTIONS TO EXPAND LABORATORY SCOPE**

**(including updated revisions of standards/methods)**

**PART 1 – MAKE SCOPE CHANGES IN THE NIWS LAB PORTAL**

1. From the Home screen, click on the My Applications tab.
2. Open the most recent Lab Application.
3. In the left sidebar, select Scopes of Accreditation.
4. Follow instructions “For a renewal lab” to add and remove methods.
5. When finished adding and removing methods, click Continue button at the bottom of the screen.
6. Complete parts 2 and 3 on this form below, following instructions for all requested additions, including version updates.
7. Upload completed form and all required documents (Part 2, items 6 & 7) into the Lab Documents folder under Scope Documents, ECT Scope Expansion Request.

**PART 2 – FOR SCOPE EXPANSION REQUEST ONLY (please attach your response to these questions)**

1. Explain why the laboratory considers this scope expansion justified.

2. If any of these standards/methods require the laboratory to perform onsite testing, the present scope of accreditation and management system must include onsite testing. If applicable, please upload a copy of the appropriate document(s) from the management system.

3. If any of these standards/methods require subcontracted services or leased test equipment, please upload a list that identifies the services and the equipment, as appropriate.

4. Please upload updated records meeting 6.2.5 for this testing, e.g. staff competency matrix and/or training records.

5. If the test method is not in the public domain, please upload evidence of ownership, e.g. the title page of each standard/method or revision of the standard/method that is requested to be included on the proposed scope of accreditation.

6. Please upload a copy of the verification record as required by ISO/IEC 17025:2017, 7.2.1.5, “*The laboratory shall verify that it can properly perform methods before introducing them by ensuring that it can achieve the required performance. Records of the verification shall be retained. If the method is revised by the issuing body, verification shall be repeated to the extent necessary.”*

Note: Verification is not as rigorous as validation. See sections 3.8, 3.9, and 7.2.2 of ISO/IEC 17025:2017. For a new test method, verification may involve performance. For revised methods, it may only require a review of changes.

7. Please provide the time expections for which this scope expansion request should be considered and acted upon.

8. After submission of this form and supporting documents, a review is performed by NVLAP staff. Upon review, a NVLAP ECT program manager will contact the laboratory and may request one or both of the following items: 1) additional information including test reports and test procedure documents that may have been issued or need to be created; 2) the original standard(s)/method(s) for review.

9. If further technical review is necessary, a NVLAP assessor will also review the request form and supporting information. Taking into account input from any technical review, NVLAP’s response will result in one of the following outcomes:

(a) A required onsite assessment visit at the applicant laboratory's cost; or

(b) Approval of the scope expansion based on the review of the information provided; or

(c) Rejection or modification of the scope expansion request.

**PART 3 – COMPLETE FOR SCOPE EXPANSION**

Complete the following table for a scope expansion request (to add the new standard/method and/or revision) including any methods not available for selection in the Available Test Methods list (see Part 1, step 4 above). If you have any questions or need additional information, please contact the NVLAP ECT program manager by email: NVLAP@nist.gov. Use additional sheets as needed.

| **LIST REQUESTED SCOPE EXPANSIONS** |
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| **Name of Proposed Standard/Method****or Revision** | **Identify****Trained Staff** | **Added Equipment****Identifier** | **Test Procedure****Identifier** | **Actual or Sample Test Report Identifier** | **Method verification record attached** |
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