# NVLAP Assessor Training Syllabus
## Self-Declaration of Review of Training Topics

**Instructions:** This syllabus provides the general topics required for training Lead Assessors and Technical Assessors, along with links to the respective training resources.* Please contact the Program Manager for any program-specific training requirements.

Review each topic listed below and place a checkmark in the box when the review has been completed. When all topics have been completed, sign and date the self-declaration and email the form to NVLAP@nist.gov.

* Technical Experts should consult with their Program Manager to determine training requirements.

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

| Training Topics | Links to Training Resources | Complete ☑ |
|---|---|---|
| **Introduction to NVLAP**<br>• Organization & staffing<br>• Accreditation overview<br>• Role of MRAs/cross-frontier policy | • NVLAP Staff Directory<br>• NVLAP: An Introduction - Training Slides<br>• Joint ISO-ILAC-IAF Communique on 17025 | ☐ |
| **Accreditation procedures and requirements**<br>• NIST Handbook 150: 2006<br>• NVLAP Handbooks and Lab Bulletins<br>• ISO/IEC 17025 key requirements & concepts | • NIST Handbook 150: 2006<br>• NVLAP Handbooks and Lab Bulletins<br>• NIST Handbook 150 and ISO/IEC 17025 - Training Slides | ☐ |
| **Selected management system topics**<br>• Laboratory quality manual<br>• Laboratory internal audits and management reviews<br>• Referencing NVLAP accreditation | • Internal Audits and Management Reviews – Training Slides<br>• APLAC TC002: Internal Audits for Laboratories and Inspection Bodies<br>• APLAC TC003: Management Review for Laboratories and Inspection Bodies<br>• Assessment of Annex A Requirements – Training Slides | ☐ |

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| Training Topics | Links to Training Resources | Complete ☑ |
|---|---|:---:|
| **Traceability and uncertainty of measurements** | • Assessing Traceability and Uncertainty Impacts on Traceability – Training Slides<br>• NIST Policy on Traceability<br>• AB-10-2008, Assessment of Requirements for Measurement Traceability<br>• ILAC-P10:01/2013, ILAC Policy on the Traceability of Measurement Results<br>• ILAC-P14:01/2013, ILAC Policy for Uncertainty in Calibration<br>• NIST TN 1297, Guidelines for Evaluating and Expressing the Uncertainty of NIST Measurement Results<br>• APLAC TC 010, General Information on Uncertainty of Measurement | ☐ |
| **Assessment process**<br>• Preparation for on-site<br>• Conducting an on-site | • Assessment Techniques – Training Slides | ☐ |
| **Reporting assessment results**<br>• NVLAP forms & checklists/version control<br>• Classification of findings<br>• Writing nonconformities<br>• Evaluating corrective actions | • Completing the On-Site Assessment Report – Training Slides<br>• Nonconformities – Training Slides<br>• Evaluating Corrective Actions- Training Slides | ☐ |
| **Proficiency testing**<br>• Types of proficiency testing<br>• PT nonconformities | • Proficiency Testing – Training Slides<br>• Weights and Measures webpage, "Round Robin Tools" | ☐ |
| **Assessor attributes and skills**<br>• Communication skills<br>• Personal attributes | • Assessor Communication Skills – Training Slides | ☐ |

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| Training Topics | Links to Training Resources | Complete ☑ |
|---|---|---|
| **Working for NVLAP**<br><br>• Confidentiality, conflict of interest, & ethical concerns<br>• Assessor roles and assignment<br>• Assessor monitoring and recordkeeping | • Working for NVLAP – Training Slides<br>• Evaluating Assessor Performance – Training Slides | ☐ |

| I have reviewed the training topics and resources listed above and have discussed any questions with the appropriate NVLAP Program Manager. | |
|---|---|
| **Assessor Name:** | **Date:** |