National Institute of Standards and Technology
National Voluntary Laboratory Accreditation Program (NVLAP)

ON-SITE ASSESSMENT REPORT SIGNATURE SHEET

Laboratory Name: _____

Laboratory Address: _____

Field(s) of Accreditation: _____

NVLAP Assessor(s):

Name	*Signature*
_____	_____
_____	_____
_____	_____

On-Site Assessment Dates: _____

Type of Assessment (check one): ☐ Initial ☐ Renewal ☐ Monitoring ☐ Other

Instructions for the Laboratory

Respond in writing within 30 days of the date of this report, addressing all nonconformities documented by the assessor(s). All nonconformities must be satisfactorily resolved before accreditation may be granted. See page 2 for guidance and instructions on responding to nonconformities.

The On-Site Assessment Report, the information supplied by you, and the results of any required proficiency testing will be reviewed by NVLAP with the assistance of technical experts as necessary. NVLAP is solely responsible for the content of this report and reserves the right to change the findings of the assessor(s), based on the results of this review. The final evaluation of your laboratory, for the purpose of deciding whether to approve or deny an initial or a renewal accreditation, will be conducted by NVLAP. It is the responsibility of the Authorized Representative to understand and respond with sufficient information within the required timeframe. Failure to respond may result in the suspension of your laboratory's accreditation or, in the case of a new laboratory, may delay an accreditation decision. Questions concerning this response should be directed to NVLAP.

Updated Process: Responses to nonconformities are to be submitted through the NVLAP lab portal where they must be uploaded as a Nonconformity Response in the Assessment Documents section of the Lab Documents window of the current assessment.

Signed Statement

The assessor(s) has discussed the contents of this report with members of the laboratory management who agree to respond in writing to NVLAP, regarding resolution or correction of any nonconformities noted, within 30 days of the date of this report.

Signature of Authorized Representative or designee: _____

Printed Name: _____

Guidance and Instructions on Laboratory Responses

Resolving nonconformities

A laboratory's response shall include documentation that the specified nonconformities have been corrected and/or a plan of corrective actions. A corrective action plan must include a list of actions, target completion dates, and names of persons responsible for discharging those actions. All nonconformities must be satisfactorily resolved before accreditation may be granted. For accredited laboratories, this is interpreted to mean that nonconformities adversely affecting the outcome of calibrations or tests must be addressed and corrected immediately (within the 30 days). Evidence must be supplied which clearly demonstrates that actions taken fully resolve the nonconformities, thereby removing any concern as to the quality of results of the calibrations or tests conducted by the laboratory. In those cases where specified nonconformities do not directly affect the results of calibrations or tests, such as those related to record-keeping, NVLAP may accept a plan and a schedule, as previously described, as satisfactory resolution. When this occurs, laboratories are expected to submit sufficient objective evidence demonstrating that the nonconformities have, in fact, been resolved according to the schedule. All responses must be submitted through the NVLAP lab portal. This is done by logging into the lab portal, opening the most recent assessment record, selecting Lab Documents from the menu on the left of the screen, and uploading the response(s) as a Nonconformity Response in the Assessment Documents section.

Referencing nonconformities

Each nonconformity must be referenced in your response by the item number as it is listed in the appropriate checklist. Cite the requirement against which the nonconformity is stated and, where more than one nonconformity was recorded against the same requirement, either restate the specific nonconformity, or indicate to which test/parameter the response is related.

Objective evidence

The laboratory may ask for clarification of a nonconformity either during the closing meeting or from the appropriate NVLAP Program Manager. It is required that objective evidence be submitted as proof that a nonconformity has been effectively resolved. Such evidence includes updated procedures, uncertainty analyses (where appropriate), corrected/updated sections of the quality documents associated with a stated nonconformity, copies of completed records, corrective action reports, etc. NVLAP reviews all responses, with the assistance of appropriate technical experts as necessary, and is solely responsible for the final decision regarding the resolution of a nonconformity and for the granting of initial or renewal accreditation.

ON-SITE ASSESSMENT NARRATIVE SUMMARY

Laboratory Personnel Present at Opening Meeting

Please list below the names and positions of those persons in attendance at the opening meeting.

Name	Position

Laboratory Personnel Present at Closing Meeting

Please list below the names and positions of those persons in attendance at the closing meeting.

Name	Position

ON-SITE ASSESSMENT NARRATIVE SUMMARY

FOLLOW-UP ON PREVIOUS ON-SITE ASSESSMENT NONCONFORMITIES

Where relevant, the assessment team should follow-up on the findings from the previous on-site assessment and evaluate the effectiveness of the corrective actions taken. Please indicate on this page whether or not the outcomes of all corrective actions were reviewed, along with a brief commentary describing the team's observations with regard to the effectiveness of the actions reviewed.

CHANGES TO CURRENT OR REQUESTED SCOPE OF ACCREDITATION
(Additions, Deletions, Modifications)

MANAGEMENT REQUIREMENTS

4.1 ORGANIZATION

4.2 MANAGEMENT SYSTEM

4.3 DOCUMENT CONTROL

4.4 REVIEW OF REQUESTS, TENDERS AND CONTRACTS

4.5 SUBCONTRACTING OF TESTS AND CALIBRATIONS

4.6 PURCHASING SERVICES AND SUPPLIES

4.7 SERVICE TO THE CUSTOMER

4.8 COMPLAINTS

4.9 CONTROL OF NONCONFORMING TESTING AND/OR CALIBRATION WORK

4.10 IMPROVEMENT

4.11 CORRECTIVE ACTION

4.12 PREVENTIVE ACTION

4.13 CONTROL OF RECORDS

4.14 INTERNAL AUDITS

4.15 MANAGEMENT REVIEWS

TECHNICAL REQUIREMENTS

5.1 GENERAL

5.2 PERSONNEL

5.3 ACCOMMODATION AND ENVIRONMENTAL CONDITIONS

5.4 TEST AND CALIBRATION METHODS AND METHOD VALIDATION

5.5 EQUIPMENT

5.6 MEASUREMENT TRACEABILITY

5.7 SAMPLING

5.8 HANDLING OF TEST AND CALIBRATION ITEMS

5.9 ASSURING THE QUALITY OF TEST AND CALIBRATION RESULTS

5.10 REPORTING THE RESULTS

For each NVLAP Approved Signatory, record the following information: 1) the Signatory's position within the laboratory, 2) physical location from which the Signatory works, 3) whether the Signatory's performance was witnessed during the on-site assessment, and 4) whether training records for the Signatory were reviewed. Add additional sheets, if necessary.

Name of Signatory	Position	Location (main facility or other premise – specify)	Was performance observed?	Were training records reviewed?

5.10 REPORTING THE RESULTS (continued)

Narrative summary:

ANNEX A.
REFERENCING NVLAP ACCREDITATION

ANNEX B.
IMPLEMENTATION OF TRACEABILITY POLICY IN ACCREDITED LABORATORIES