	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: February 28, 2018
	POLICY GUIDE	NUMBER: PG-16-2018
SUBJECT: Clarification on the Uploading Nonconformity Responses into the Lab Portal		

This guide is to provide clarification on the revised process for uploading nonconformity responses to NVLAP.

With the implementation of the NVLAP interactive lab portal, the process for submitting nonconformity responses has been updated. On February 12, 2018, Section 3.3.4.1 of NIST Handbook 150 was revised to read:

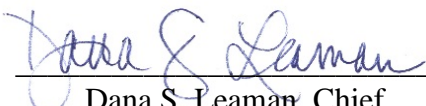
3.3.4.1 A laboratory shall respond to NVLAP within 30 days of the date of the on-site assessment report addressing all documented nonconformities. The response shall be uploaded into interactive lab portal as a nonconformity response and shall include documentation that the specified nonconformities have been corrected.

NVLAP is launching further improvement to the functionality for the electronic submission of responses to nonconformities through the NVLAP interactive web site (NIWS). Beginning on March 5, 2018, the assessors will begin utilizing this nonconformity function for the submission of any nonconformities that arise during an assessment.

Based on the usage of this function:

- a) For onsite assessments performed *prior* to March 5, 2018, the nonconformity responses shall be uploaded into the interactive lab portal as a Nonconformity Response in the **Lab Documents** tab and shall include documentation that the specified nonconformity has been addressed. (It is preferred that responses be compiled into a single compressed folder and be submitted as a single upload.)
- b) For onsite assessments performed *after* March 5, 2018, the nonconformity responses shall be addressed in the interactive lab portal in the **My Assessment** tab and shall include documentation that the specified nonconformity has been addressed.

Please contact your Program Manager if you have any questions about the electronic submission of the nonconformity responses.

Approved by: 
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