

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: April 29, 2008
	ASSESSOR BULLETIN	NUMBER: AB-8-2008 LAP: All
SUBJECT: Test Method Review Summary		

The Test Method Review Summary form (also called “Test Method Review Sheets”) has long been a tool used by NVLAP assessors to capture information about the test methods assessed at a laboratory and the extent of the assessment. The form has been used either alone or in combination with a program-specific checklist in most NVLAP testing LAPs, particularly when a requested scope of accreditation contains numerous test methods for the same test technology. For each test method, the assessor records the depth of the assessment and other pertinent information.

With the release of the 2004 edition of ISO/IEC 17011, use of the Test Method Review Summary form has become more important as a means of demonstrating NVLAP’s compliance with the sampling requirements of the standard:

7.5.6 The accreditation body shall establish procedures for sampling (if applicable) where the scope of the CAB covers a variety of specific conformity assessment services. The procedures shall ensure that the assessment team witness a representative number of examples to ensure proper evaluation of the competence of the CAB.

The depth of an assessment must be consistently documented by NVLAP programs and is necessary for reviewers of an on-site report to know the level of the assessment and for future assessors to target areas that were not previously evaluated.

The form is currently used by the following NVLAP programs and may, in the future, be adapted to meet the specific needs of other programs: Acoustics, Carpet and Carpet Cushion, Commercial Products, Construction, ECT, Energy Efficient Lighting, Fasteners and Metals, Personal Body Armor, Radiation Detection Instruments, Thermal Insulation, and Wood Based Products.

The Test Method Review Summary form has been revised; therefore, please destroy any copies of the 2006 version that you may have. The form is now available in PDF and Microsoft Excel formats on the Assessor Resources page of NVLAP’s web site: <<http://ts.nist.gov/standards/accreditation/assessor.cfm>>. The Excel version of the form is recommended since it will accommodate a very large list of test methods and can be easily updated. The Excel workbook consists of 3 worksheets, each of which must be completed: Page 1, Page 2, and Page 3 (denoted by sheet tabs at the bottom of each worksheet). Drop-down lists of valid entries have been created for most of the data fields—click on the down arrow to the right of a worksheet cell to select an entry (see figure below).

le	Depth of Assessment	Accommodation Environment
	<input type="text"/>	<input type="text"/>
	OT EA W/TT LDP	<input type="text"/>

You are reminded that you may submit completed on-site assessment reports via e-mail to NVLAP to the Administrative Assistants with a cc: to the appropriate Program Manager. Staff contact information is found at: <<http://ts.nist.gov/Standards/Accreditation/staff.cfm>>. All forms must be clearly identified with the date and NVLAP Lab Code on each page.

Please direct any questions about this bulletin to your NVLAP Program Manager.