

# NVLAP Assessor Training

## Assessment of Annex A Requirements

## Annex A Committee

- Thomas Hettenhouser, Chair
- Hazel Richmond
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# Recent Committee Discussions

- Lack of NVLAP symbol use
- Interpretation – differences of opinion
  - Product endorsement
  - Calibration labels
  - Business cards
- Multiple lab organizations

## Annex A Website

- Last item under Popular Links on NVLAP website – “Referencing NVLAP Accreditation”
- Provides links to references and information
- FAQs
  - Any questions that you may have heard not on the list?

## Assessment Items

- Review laboratory's website
  - Does the lab use the symbol?
    - If not, seek feedback at the assessment
  - Correct caption, color and scaling?
    - We do allow for other colors
    - Inquire by e-mail to PM about any noted deviations prior to the assessment

## Assessment Items

- Any perception of endorsement of product or services other than what accreditation is for?
  - Does the symbol being on the same page as a product automatically make it an endorsement?
  - Major concern is tests or ranges not on scope
- Does the lab use wording only to reference accreditation? Note: Search site for “NVLAP”
  - The NVLAP Lab Code must be referenced

## Assessment Items

- Any bold statements in conjunction with the reference to NVLAP?
  - We are better than Joe's Cal Shop because we are NVLAP-accredited!
- Is the term *certified* or *registered* used to reference NVLAP accreditation?
- Out-of-date scopes, certificates of accreditation, or references?

# Assessment Items

- Documentation review
  - A.1.b Does the laboratory have policy and procedure addressing Annex A?
  - Is this procedure a carbon copy of Annex A?
  - Does the lab do or not do certain items?
    - Report accredited and not accredited
    - Report subcontracted work

# Assessment Items

- Review of reports
  - Symbol proper?
  - A.1.j statement present (must not be used by client to claim product endorsement, etc.)?
    - Federal Government wording may be changed
  - Proper implementation of subcontract and mixed data requirements, if done?
  - Has a signatory signed the report?

# Annex A – Upcoming Revision

- Possible symbol changes
  - Further reduce possible product endorsement concerns
  - Allow for use in advertising where it currently violates Annex A
- Moving certificate-related items to section 5.10
- Specific guidance on business cards

## Annex A – Upcoming Revision

- Specific guidance on calibration labels
- Consider requiring tier down of Annex A to distributors or representatives
- Specific guidance on promotional material
  - Current Annex A states “granted for the limited purpose of announcing accreditation service”

## References

- ISO/IEC 17011, *Conformity assessment — General requirements for accreditation bodies accrediting conformity assessment bodies*, Section 8.3
- ILAC-P8:12/2012, *Supplementary Requirements and Guidelines for the Use of Accreditation Symbols and for Claims of Accreditation Status by Accredited Laboratories and Inspection Bodies*

# Conclusion

- We want our labs to use our symbol. Please provide any known feedback of concerns raised about requirements for its use.