

NVLAP Assessor Training

Evaluating Corrective Actions

Relevant Documents and Forms

- NIST Handbook 150:2006 *Procedures and General Requirements*
- APM 22:05: *Review of on-site assessment results*
- NVLAP *On-Site Assessment Review* form

Evaluating Corrective Actions

- Potentially applies to all assessors
- You may be asked to review on-site assessment results
- Determination of whether actions taken by a laboratory to resolve nonconformities are sufficient and effective

Evaluating Corrective Actions

- Documents the Evaluator's review
- If all requirements are not met, Part 2 of the form is completed to document the further actions needed.

NVLAP [®]			ON-SITE ASSESSMENT REVIEW	
<p>Instructions: See NVLAP OIM 22.03, <i>Documenting the On-Site Assessment Review</i>, for instructions on the completion and processing of this form.</p>				
<p>PART 1 – to be completed and signed by the on-site assessment review evaluator for all reviews</p>				
Name of evaluator:			Program:	
Names of other technical experts consulted:				
Type of review: <input type="checkbox"/> on-site assessment (enter NIS on-site type code – see legend below) _____ <input type="checkbox"/> D1 review <input type="checkbox"/> D2 review <input type="checkbox"/> D3 review <input type="checkbox"/> Other _____				
Lab Name:			NVLAP Lab Code:	
Date(s) of assessment:		Start date	End date	
Based on my review of the on-site assessment documentation and associated nonconformity responses, I have determined that the laboratory under review: <ul style="list-style-type: none"> <input type="checkbox"/> meets all on-site assessment requirements <input type="checkbox"/> does not meet all on-site assessment requirements as indicated below <input type="checkbox"/> does not meet all on-site assessment requirements as indicated below and requires a follow-up assessment to determine that nonconformities have been resolved. 				
Comments:				
Evaluator's signature:			Date:	
<p>PART 2 – to be completed for any review where the laboratory does not meet all requirements</p>				
Item number			Action required by laboratory (for nonconformities only)	
NIST HB150 Checklist	Program- Specific Checklist	TM Review Summary		
<p>NIS codes: OS - new/renewal on-site visit PT - proficiency testing on-site FOLUP - follow-up assessment MV - monitoring visit PRE - pre-assessment MOVE - on-site after lab move ADDTM - on-site to assess additions to scope</p>				
<p>NVLAP ON-SITE ASSESSMENT REVIEW FORM (REV. 2009-05-27) PAGE 1 OF 2</p>				

What is sufficient and effective?

- Did the laboratory follow its corrective action process?
- Was the nonconformity corrected?
- Did the corrective action address recurrence?

What is sufficient and effective?

- Objective evidence must be included to support the corrective action

Examples

- The laboratory did not have a procedure defined regarding the intermediate checks that are in place within its system.
 - Objective Evidence: a copy of the procedure

Examples

- Report No. 123456 includes the use of the NVLAP symbol; however, none of the tests within this report are within the testing capabilities listed in the scope of accreditation.

Examples

- Objective evidence: a copy of the revised test report
- Handbook 150, 4.11.5: Did the laboratory perform any investigation into other reports that may have been issued for this test?
 - Were bigger issues identified?
 - If no, we are done.
 - If yes, what other corrective actions were taken?
 - Were other reports revised? Copies of the reports
 - Was there a need for training? Copies of the training records