

	ADMINISTRATIVE PROCEDURES MANUAL	APM NO. 22.05	PREPARED BY: VRW	
	SUBJECT: REVIEW OF ON-SITE ASSESSMENT RESULTS	EFF. DATE 2009-05-27	REV. 0	PAGE 1 of 3

1 PURPOSE AND SCOPE

This procedure describes NVLAP's process for the review of on-site assessment results, including reported nonconformities and their resolutions. The on-site assessment under review may be a regularly scheduled assessment, a follow-up visit, a special assessment conducted for the purpose of scope expansion or proficiency testing, or a monitoring visit.

2 REFERENCES

- 2.1 *NVLAP Management System Manual, 7.5*
- 2.2 NIST Handbook 150, 3.3.3, *Nonconformity notification and resolution*
- 2.3 OIM 22.03, *Documenting the On-Site Assessment Review*

3 DEFINITIONS

There are no definitions that are specific to this procedure. See MSM, clause 3 for information about general terms and definitions.

4 RESPONSIBILITIES

The following positions and groups have responsibilities that are described in this procedure:

- a) Program Managers;
- b) Assessors and technical experts who serve as evaluators of on-site assessment results.

5 PROCEDURE

5.1 General

NVLAP conducts an impartial and objective review of the results of each on-site assessment to ensure that a laboratory has successfully met NVLAP requirements for accreditation. This review includes a determination of whether actions taken by a laboratory to resolve nonconformities are sufficient and effective.

5.2 Selection of evaluators

5.2.1 When a laboratory on-site assessment report and all associated nonconformity responses, if any, have been received by NVLAP, the Program Manager (PM) to whom the laboratory is assigned selects an evaluator to review the on-site assessment documentation.

5.2.2 The review and ultimate decision to accept or reject the findings documented in the on-site assessment report, as well as the decision to accept or reject the response to a

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given nonconformity, are conducted by a competent person(s) who is different from the PM responsible for making the decision to grant initial or renewal accreditation.

5.2.3 In Laboratory Accreditation Programs (LAPs) where there are at least two PMs, the PMs may review the on-site assessment reports and clear the corrective actions for each other's assigned laboratories. A qualified assessor or technical expert may also be used to perform reviews for these LAPs.

5.2.4 In LAPs where there is only one assigned PM, a qualified assessor or technical expert is used to perform the review of the on-site assessment report and the subsequent clearance of corrective actions.

5.2.5 The review process may also be referred to as "panel review" in NVLAP's internal documentation and systems, especially when more than one evaluator is involved.

5.3 Conducting the on-site assessment review

5.3.1 For an on-site assessment report that states the laboratory has no nonconformities and no written response to NVLAP is required, the on-site assessment review shall be conducted by the PM or an evaluator(s) within 30 days after the receipt of the report by NVLAP.

5.3.2 If a laboratory is found to have nonconformities, the laboratory is required to send a response, which addresses all nonconformities, in writing to NVLAP within 30 days of the date of the on-site assessment report. The PM should acknowledge the laboratory response (by e-mail or by letter) within 24 hours of its receipt by the PM. An on-site assessment review shall be conducted by the evaluator(s) within 30 days after the receipt of full documentation from the laboratory by NVLAP.

5.3.3 The documentation under review may include all or some of the following, as applicable:

- a) NIST Handbook 150 Checklist;
- b) Program-Specific Checklist;
- c) Test Method Review Summary;
- d) On-Site Report forms (Summary, Signature Sheet, and Narrative);
- e) corrective action responses to cited nonconformities;
- f) other documentation pertinent to the purpose of the on-site, such as results of proficiency testing conducted during the visit.

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5.3.4 The evaluator shall follow the procedures set forth in NIST Handbook 150, 3.3.3, *Nonconformity notification and resolution*, when conducting the review.

5.3.5 The evaluator(s) makes the determination whether the laboratory:

- a) meets all on-site assessment requirements;
- b) does not meet all on-site assessment requirements; or
- c) does not meet all on-site assessment requirements and requires a follow-up visit to determine that nonconformities have been resolved.

5.4 Documenting the on-site assessment review

5.4.1 The evaluator is responsible for documenting the results of the review on the NVLAP On-Site Assessment Review form. Instructions for the completion of this form are found in OIM 22.03, *Documenting the On-Site Assessment Review*.

5.4.2 Only one On-Site Assessment Review form is used per review. The form may be used by the evaluator, if needed, to record more than one nonconformity requiring action by the laboratory.

5.4.3 The completed and signed form is forwarded to the NVLAP PM, who generates the appropriate notification letter to be sent to the laboratory. OIM 22.03 provides detailed instructions on how to generate the letters from the NVLAP Information System (NIS).

5.4.4 The on-site review phase of the accreditation process is not complete until all nonconformities have been resolved by the laboratory. Several iterations of the steps described above may be required before all corrective actions have been cleared by the evaluator(s). If more than one review is required, the same evaluator(s) should be used, if possible. In such cases, there will a separate On-Site Assessment Review form on record for each review.

5.4.5 The completed On-Site Assessment Review form(s) is not only part of the information that is considered during the decision to grant or to renew an accreditation, but also is the record of fulfillment of this phase of the accreditation process.