

# NVLAP ON-SITE ASSESSMENT SUMMARY

Please complete this summary and attach it to the original On-Site Assessment Report.  
**DO NOT LEAVE THIS SUMMARY WITH THE LABORATORY.**

Laboratory Name: \_\_\_\_\_ Lab Code: \_\_\_\_\_

Fields of Accreditation: \_\_\_\_\_

Assessor Name(s): \_\_\_\_\_

Date of **Pre-assessment** Review of Quality Manual: \_\_\_\_\_

Date(s) of On-Site Assessment: \_\_\_\_\_

This report contains changes to the laboratory's Scope of Accreditation:  additions;  deletions;  
 modifications. (Please describe in the On-Site Narrative Summary.)

## SUMMARY AND RECOMMENDATIONS:

- The laboratory has no nonconformities and no written response to NVLAP is required.
- The laboratory has nonconformities in the following area(s). I have notified the laboratory of these nonconformities and the requirement to respond to NVLAP in writing about their resolution.

### 4 Management requirements

- 4.1 Organization
- 4.2 Management system
- 4.3 Document control
- 4.4 Review of requests, tenders and contracts
- 4.5 Subcontracting of tests and calibrations
- 4.6 Purchasing services and supplies
- 4.7 Service to the customer
- 4.8 Complaints
- 4.9 Control of nonconforming testing and/or calibration work
- 4.10 Improvement
- 4.11 Corrective action
- 4.12 Preventive action
- 4.13 Control of records
- 4.14 Internal audits
- 4.15 Management reviews

### 5 Technical requirements

- 5.1 General
- 5.2 Personnel
- 5.3 Accommodation and environmental conditions
- 5.4 Test and calibration methods and method validation
- 5.5 Equipment
- 5.6 Measurement traceability
- 5.7 Sampling
- 5.8 Handling of test and calibration items
- 5.9 Assuring the quality of test and calibration results
- 5.10 Reporting the results
- Annex A. Referencing NVLAP accreditation
- Annex B. Implementation of traceability policy in accredited laboratories
- Other (specify)\_\_\_\_\_

- Based on my findings regarding nonconformities, staff competence, and laboratory procedures, I recommend that another on-site assessment be performed before this laboratory is granted accreditation.

\_\_\_\_\_  
Signature of Lead Assessor

\_\_\_\_\_  
Date