

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: February 12, 2018
	POLICY GUIDE	NUMBER: PG-15-2018
SUBJECT: Uploading Nonconformity Responses into the Lab Portal		

This guide announces the revised process for submitting nonconformity responses to NVLAP.

Currently, section 3.3.4.1 of NIST Handbook 150 requires laboratories to submit nonconformity responses to NVLAP within 30 days in writing and signed by the authorized representative. With implementation of the NVLAP interactive lab portal, the process of submitting nonconformity responses is being updated. Effective immediately, section 3.3.4.1 of NIST Handbook 150 is revised to read:

3.3.4.1 A laboratory shall respond to NVLAP within 30 days of the date of the on-site assessment report addressing all documented nonconformities. The response shall be uploaded into interactive lab portal as a nonconformity response and shall include documentation that the specified nonconformities have been corrected.

It is preferred that responses be compiled into a single compressed folder and be submitted as a single upload.

Corresponding sections of the *Signature Sheet and Narrative Summary* have been revised to comply with this process.

If you have any feedback regarding the portal, please submit it by email to nvlap@nist.gov or by phone at (301) 975-4016.

Approved by: 
 Dana S. Leaman, Chief
 Laboratory Accreditation Program