

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: April 01, 2020
	ASSESSOR BULLETIN	NUMBER: AB-30-2020 LAP: ALL
SUBJECT: Implementation of the NVLAP Assessment Plan for assessor use in preparing for assessments and updated Laboratory Assessment Instructions for Assessors		

The purpose of this bulletin is to 1) inform NVLAP assessors of the implementation of the NVLAP Assessment Plan, which is to be used by the assessors in the development of the agenda for an assigned assessment; and 2) announce the issuance of the updated NVLAP Laboratory Assessment Instructions for Assessors.

NVLAP ASSESSMENT PLAN

Per ISO/IEC 17011:2017 section 7.4.7, the accreditation body is required to develop an assessment plan which covers the activities to be assessed, identify the location(s) and personnel to be assessed, and the techniques that will be utilized to perform the management and technical review necessary.

Based on this requirement, when an assessment is assigned, the program manager will complete the assessment plan, which provides information on the *purpose of the assessment* (on-site, monitoring, follow up, etc.), *the scope* (full, relocation, scope expansion, etc.), *the lab locations* (main, sub, field, etc.), *personnel type* (authorized signatories, technical and/or quality staff, etc.), *applicable assessment techniques* (witness, interview, walk/talk through, procedure review, etc.) and any notes for the assessor(s). The program manager will upload the assessment plan to the NVLAP Interactive Web System (NIWS) for the assigned laboratory.

Beginning on **April 1, 2020**, any assessor (lead or team member) assigned to an assessment after this date will be able to view the assessment plan for that assessment. *The assessment plan will be located for each assessment under the Assessor Documents tab in the Assessment Documents group in the file named Assessment Plan.*

Assessors are expected to use the information included on the assessment plan when creating the agenda for the laboratory's assessment.

In addition, a copy of the agenda will be required to be uploaded during the report submission.

LABORATORY ASSESSMENT INSTRUCTIONS FOR ASSESSORS

In addition, NVLAP has updated the Laboratory Assessment Instructions for Assessors to reflect the current processes for the preparation and performance of the assessment, as well as the generation and submission of the report documentation. The updated Laboratory Assessment Instructions for Assessors is now maintained in the Documents Library, which can be located on the home screen of the Assessor Portal.

Please contact your program manager if you have any questions regarding the location and use of the assessment plan and assessment instructions when preparing for the on-site assessment.