

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: July 30, 2012
	ASSESSOR BULLETIN	NUMBER: AB-16-2012 LAP: All
Revision of NVLAP On-Site Assessment Report Forms		

This Assessor Bulletin supersedes and replaces AB-11-2008, issued on November 21, 2008.

The purpose of this bulletin is to announce the release of a new version of the On-Site Assessment Report (Signature Sheet and Narrative Summary forms). Effectively immediately, the July 2012 version of this form is the official, controlled version. Please download the revised form from the NVLAP On-Site Assessment Forms webpage (<http://www.nist.gov/nvlap/on-site-assessment-forms.cfm>) by selecting “On-Site Signature Sheet with Narrative.” The form is available in both PDF and Microsoft Word formats. All previous versions, electronic and paper, of this form must be destroyed.

The report form was revised to provide a place for the assessment team to record the outcome of its review of the corrective actions, where relevant, taken by the laboratory on previous assessment nonconformities. The instructions direct the team to provide a brief commentary describing its observations with respect to the effectiveness of the corrective actions taken.

Other revisions to the report form include the addition of a section to record the names and positions of persons present at the opening meeting (page 3) and instructions to the laboratory to send its responses by e-mail to NVLAP@nist.gov (pages 1 and 2).

Please direct any questions about this bulletin to your NVLAP Program Manager.