

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: August 20, 2012
	ASSESSOR BULLETIN	NUMBER: AB-17-2012 LAP: Testing LAPs that use Test Method Review Summary
Revision of NVLAP Test Method Review Summary		

This Assessor Bulletin supersedes and replaces AB-8-2008.

The purpose of this bulletin is to announce the release of a new version of the NVLAP Test Method Review Summary. Effectively immediately, the August 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 “Test Method Review Summary.” The form is available in both PDF and Microsoft Excel formats. All previous versions, electronic and paper, of this form must be destroyed.

The Test Method Review Summary has long been a tool used by NVLAP assessors to capture information about the test methods assessed at a laboratory and the extent of the assessment. It is an important means of demonstrating NVLAP’s compliance with the sampling requirements of ISO/IEC 17011:2004. The form is used in combination with a program-specific checklist in most NVLAP testing LAPs, particularly when a requested scope of accreditation contains numerous test methods for the same test technology. For each test method, the assessor records the depth of the assessment and other pertinent information. The consistent documentation of the depth of an assessment is necessary for reviewers of an on-site report to know the level of the assessment and for future assessors to target areas that were not previously evaluated.

The instructions have been revised to advise assessors to select test methods that were not assessed in-depth during the previous on-site assessment (absent any program-specific requirements). In addition, the choices for the depth of the assessment for each test method have been presented in a hierarchical order so that one choice will be sufficiently descriptive.

You are reminded to submit completed on-site assessment reports via e-mail to NVLAP@nist.gov with a cc: to the appropriate Program Manager. All forms must be clearly identified with the date and NVLAP Lab Code on each page.

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