

	<b>DEPARTMENT OF COMMERCE</b> National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	<b>ISSUE DATE:</b> February 28, 2018
	<b>ASSESSOR BULLETIN</b>	<b>NUMBER:</b> AB-21-2018 <b>LAP:</b> ALL
<b>SUBJECT:</b> Launch of the nonconformity functionality for assessments in the Assessor Portal		

The purpose of this bulletin is to announce the NVLAP launch of the nonconformity functionality in the Assessor Portal.

This functionality allows for the nonconformity/comment reports to be generated and submitted within the laboratory's assessment record of the NVLAP Interactive Website (NIWS). The creation of the nonconformity/comment reports through the NIWS allows the laboratories to utilize this functionality for submitting their nonconformity responses.

Beginning on March 5, 2018, all assessments performed will be required to create the nonconformity report within the lab record. This report is created by selecting the Non-Conformity/Comment Reports within the laboratory's assessment record.

Each nonconformity or comment created will be cited against a criteria item (HB150, program specific checklist), test method, or other criteria (e.g. internal laboratory documents). Once the nonconformity or comment is documented, it will be saved to be included in the report submission.

At the completion of the assessment, the nonconformity report will be submitted by selecting Submit Non-Conformity Report on the Non-Conformity/Comment screen, prior to selecting Submit Assessment. When the assessment is submitted, the laboratory will be notified that the nonconformities have been submitted to their assessment record, and they will be using the interactive lab portal to provide responses and supporting documentation.

Please contact your program manager if you have any questions regarding the use of the nonconformity functionality for capturing any nonconformities cited during an assessment.