

SAP 1, Appendix

Master Document List for OWM PT Program

NIST OWM Documents – Related to PT Program Operation

Table 1. NIST OWM Documents – Related to PT Program Operation

Publication/Reference	Revision Date
NIST Handbook 143, State Weights and Measures Laboratories, Program Handbook (Program Handbook), https://www.nist.gov/pml/owm/laboratory-metrology/state-lab-program-resources	2023
NISTIR 7082, Proficiency Test Policy and Plan for State Weights & Measures Laboratories (2018 Ed), https://www.nist.gov/pml/owm/laboratory-metrology/proficiency-testing	2018 2023 Draft
NISTIR 7214, Weights and Measures Division, Quality Manual for Proficiency Testing and Interlaboratory Comparisons (Retitled: Office of Weights and Measures, Quality Manual for Proficiency Testing and Interlaboratory Comparisons), https://www.nist.gov/pml/owm/laboratory-metrology/proficiency-testing	2005 2023 Draft
Appendix B, Standard Operating Procedure (SOP) for OWM PT Planning, Operating, Analyzing, and Reporting of PT Results	2018 Draft posted 2023 Draft
Appendix C, Standard Operating Procedure (SOP) for Conducting a Mini Measurement Assurance Program	2018 Draft posted 2023 Draft
Appendix D, Good Laboratory Practice (GLP) for Proficiency Test Follow-ups with Form (NEW)	2023 Draft
Appendix E, OWM Supplemental Report for Proficiency Tests	2019 2023 Draft
Appendix F, OWM PT Program Standard Administrative Procedures (SAPs) SAP 1: Document and Record Management for PT Program SAP 2: Handling PT Related Action Items SAP 3: Supplier Evaluation for PT Supplies and Calibration Services SAP 4: PT Program Audits and Reviews SAP 5: Handling PT Related Collusion, Falsification, and Participant Operational Failures	2023 Draft
Appendix G: PT Program Forms External facing Form 1: OWM PT Feedback and Inquiry and Complaint Form Form 2: OWM PT Participation Request – Training/Qualification Form Form 3. RMAP Associate Membership Application Internal facing Form 4: OWM PT Action Form (used with Form 1 and SAP 4 and 5) Form 5. OWM PT Program Internal Audit Form (may result in using Form 4) – not published due to copyright restrictions Form 6: OWM PT Program Management Review Outline (may result in using Form 4)	
Excel File: PT Plan Template (file name: pt-plan-template-20230301.xlsx) https://www.nist.gov/pml/owm/laboratory-metrology/proficiency-testing	2023

This publication is available free of charge from: Link to be provided when approved for publication.

Publication/Reference	Revision Date
Excel File: PT Analysis Template (file name: pt-analysis-template-35-artifact-150-participant-20230301.xlsx) https://www.nist.gov/pml/owm/laboratory-metrology/proficiency-testing	2023
Excel File: PT Analysis Youden Template (file name: pt-analysis-youden-template-20230301.xlsm) https://www.nist.gov/pml/owm/laboratory-metrology/proficiency-testing	2023

NIST OWM Documents – Related to Calibrations and PT Analyses

Table 2. NIST OWM Documents – Related to Calibrations and PT Analyses

Publication/Reference	Revision Date
NISTIR 6969, Selected Laboratory and Measurement Practices, and Procedures to Support Basic Mass Calibrations, https://www.nist.gov/pml/owm/laboratory-metrology/calibration-procedures	2019
NISTIR 5672, Advanced Mass Calibrations and Measurements Assurance Program for the State Calibration Laboratories, https://www.nist.gov/pml/owm/laboratory-metrology/calibration-procedures	2019
NISTIR 7383, Selected Procedures for Volumetric Calibrations, https://www.nist.gov/pml/owm/laboratory-metrology/calibration-procedures	2019
NISTIR 8028, Selected Laboratory and Measurement Practices and Procedures for Length Calibrations, https://www.nist.gov/pml/owm/laboratory-metrology/calibration-procedures	2014
NISTIR 8250, Calibration Procedures for Weights and Measures Laboratories, https://www.nist.gov/pml/owm/laboratory-metrology/calibration-procedures	2019

NIST Documents – Internal or Public Not Under OWM Control

Table 3. Public and Internal NIST Documents – Not Under OWM Control

Publication/Reference	Revision Date
NIST Policies and Procedures (administrative, ethics/integrity, staffing, purchasing) – NIST Intranet (dates all vary), Link or search from: https://inet.nist.gov	Variable
NIST Organization Structure (https://www.nist.gov/director/nist-organization-structure)	Updates with Changes
NIST TN 2156, NIST Technical Note 2156, Metrological Traceability Frequently Asked Questions and NIST Policy, https://doi.org/10.6028/NIST.TN.2156	2021
Special Publication 330, The International System of Units (SI) 2019 Edition, https://www.nist.gov/pml/special-publication-330	2019
Special Publication (SP) 811, Guide for the Use of the International System of Units (SI), 2008 Edition https://www.nist.gov/pml/special-publication-811	2023
NIST NVLAP Handbook 150:2020, NVLAP Procedures and General Requirements, https://www.nist.gov/nvlap/publications-and-forms/nvlap-handbooks-and-lab-bulletins	2020

Publication/Reference	Revision Date
NIST NVLAP Handbook 150-2:2023, NVLAP Calibration Laboratories, https://www.nist.gov/nvlap/publications-and-forms/nvlap-handbooks-and-lab-bulletins	2023
NIST/SEMATECH e-Handbook of Statistical Methods, http://www.itl.nist.gov/div898/handbook/	January 2023

External Documents – Adopted and Required

Table 4. External Documents – Adopted and Required

Publication/Reference	Revision Date
ISO/IEC Guide 99:2007, International Vocabulary of Metrology – Basic and General Concepts and Associated Terms (VIM), 3rd edition, 2008 version with minor corrections (Confirmed 2015), (also known as JCGM 200:2012) http://www.bipm.org/en/publications/guides/vim.html	2012
ISO/IEC Guide 98-1:2009, Evaluation of Measurement Data – Guide to the Expression of Uncertainty in Measurement (GUM), (also known ka as JCGM 100:2008)	2008
ISO/IEC DIS 17043, 2022-04 , Conformity Assessment - General Requirements for the Competence of Proficiency Testing Providers	2023 Expected and no longer DIS
ISO 13528, Third edition, 2022-08, Statistical Methods for Use in Proficiency Testing by Interlaboratory Comparison	2022
ISO/IEC 17025:2017, General Requirements for the Competence of Testing and Calibration Laboratories	2017

External Documents – References (Implemented to the Extent Possible)

Table 5. External Documents – References (Implemented to the Extent Possible)

Publication/Reference	Revision Date
ISO/IEC 17000, Conformity assessment — Vocabulary and general principles (contents online at www.iso.org)	2020
ISO/IEC 17011:2017, Conformity Assessment --- Requirements for Accreditation Bodies Accrediting Conformity Assessment Bodies	2017
ILAC P9:06/2014, ILAC Policy for Participation in Proficiency Testing Activities, https://ilac.org/publications-and-resources/ilac-policy-series/	2014
ILAC P10:07/2020, ILAC Policy on Metrological Traceability of Measurement Results, https://ilac.org/publications-and-resources/ilac-policy-series/	2020
ILAC-P14:09/2020, ILAC Policy for Uncertainty in Calibration, https://ilac.org/publications-and-resources/ilac-policy-series/	2020