



National Voluntary Laboratory Accreditation Program

ASSESSOR QUALIFICATIONS SUMMARY

Assessors and technical experts play a vital role within NVLAP. The effectiveness and credibility of NVLAP depends on the competence, professionalism and integrity of its assessors and technical experts. NVLAP complies with the personnel requirements of ISO/IEC 17011 by having an effective system for ensuring the competence of its assessors and technical experts through procedures for selecting, training, and monitoring performance. This form is used to collect information required for the qualification and selection of NVLAP assessors and technical experts and for the periodic updating of their records.

PART A: Profile information

Name:

Date:

Address:

Work phone:

Home phone:

Fax number:

E-mail address:

Current employer and position held:

U.S. Citizenship: Yes No

List NVLAP program area(s) of expertise: Program:

Is there any activity, affiliation, or relationship that might pose a conflict of interest with your performance as a NVLAP assessor or technical expert? Yes No

If yes, please explain:

PART B: General qualifications

(If an item does not apply or if the answer is "none," please enter "N/A" or "None." Do not leave the item blank.)

1. Education and professional development, including:

a) Post-secondary degrees (e.g., B.S., M.S., Ph.D), college level courses, formal technical education, and equivalent professional level experience —

b) Professional affiliations such as membership on technical committees and participation in standards development —

2. Work experience — provide dates and details, including:

a) Experience in laboratory management and operations —

b) Development and implementation of laboratory measurement assurance procedures —

c) Responsibility for assuring good laboratory practices —

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| <p>3. Training in the following areas (attach a copy of relevant certificates):</p> <p>a) Management systems —</p> <p>b) Laboratory assessment —</p> <p>c) Testing —</p> <p>d) Calibration —</p> |
| <p>4. Experience in laboratory assessment — list attendance at or participation in laboratory assessments and what accreditation criteria was used; e.g., ISO/IEC 17025:</p> |
| <p>5. Language proficiency — list all languages in which you are proficient, including English, below:</p> <p>a) Speaking —</p> <p>b) Reading —</p> <p>c) Writing —</p> |
| <p>6. Communication/interpersonal skills — describe your ability to interact effectively with others, including oral and written communication skills, using examples:</p> <p>a) Training received —</p> <p>b) Experience, such as training given, presentations, technical and standards committee participation, and publications —</p> |
| <p>PART C: References</p> |
| <p>Please provide the names, addresses, and phone numbers of two or three professional references whom NVLAP may contact regarding your knowledge, skills, abilities, as they pertain to the specified field(s) within testing and/or calibration.</p> |
| <p>a)</p> |
| <p>b)</p> |
| <p>c)</p> |
| <p>PART D: Biographical sketch</p> |
| <p>Please provide a short biography of yourself (2 - 4 paragraphs). A biography is sent to a laboratory prior to an on-site assessment to inform the laboratory of an assessor's qualifications for performing the assessment and to allow the laboratory an opportunity to object to the assignment of a particular assessor or expert.</p> <p>A template for the biographical sketch may be downloaded from the Assessor Resources page of the NVLAP web site (www.nist.gov/nvlap).</p> |