# NIST HANDBOOK 150-24 CHECKLIST PERSONAL BODY ARMOR TESTING PROGRAM

**Instructions to the Assessor:** This checklist addresses specific accreditation requirements prescribed in NIST Handbook 150-24, *Personal Body Armor*.

- All items on this checklist shall be addressed.
- Select "X" for each item that represents a nonconformity.
- Select "C" for each item on which you are commenting for other reasons.
- Select "OK" for each item you observed or verified as compliant at the laboratory.
- Record the item number and the nonconformity explanation and/or comment on the appropriate comment sheet.

**Note:** The numbering of the checklist items correlates to the numbering scheme in NIST Handbook 150-24, clauses 3, 4, and 5.

# 3 Accreditation process

## 3.2 Activities prior to on-site assessment

\_\_\_\_\_ 3.2.3 The laboratory shall create a cross-reference document allowing the laboratory and NVLAP assessors to verify that all requirements of clauses 4 and 5 and annexes A and B of NIST Handbook 150, NIST Handbook 150-24, and this checklist are addressed in the management system documentation.

## 3.3 On-site assessment

- \_\_\_\_\_ 3.3.3 The laboratory shall have its facilities and equipment in good working order and be ready for examination according to the requirements identified in the handbook, NIST Handbook 150, and the laboratory's management system documentation, including the quality manual.
- \_\_\_\_ 3.3.4 The laboratory shall have available, at the beginning of the on-site assessment, all supporting technical information in a format that is conducive to a detailed review.

## \_\_\_\_\_ 3.3.5 b) Staff interviews: Lab staff shall be available to answer questions.

\_ 3.3.5 f) Demonstrations: Laboratory staff shall provide test demonstrations as requested.

1) Demonstrations of ballistics testing may include clay panel preparation, equipment setup, ammunition preparation, and test firings. [NIJ 0101.06 Section 7]

2) Demonstrations of environmental conditioning may include walking through the setup and execution of an environmental conditioning procedure, including chamber temperature and humidity, storage temperature and humidity, tumbler dimensions, water purity, and tumbler revolutions. [NIJ 0101.06 Sections 5 and 6]

3) Demonstrations of stab resistance testing may include any of the provisions of the standard.

# 3.4 **Proficiency testing**

- \_\_\_\_ 3.4.1 When proficiency testing programs are available and when instructed by NVLAP, laboratories shall participate in proficiency testing for identified test methods and portions of test methods.
- \_\_\_\_ 3.4.5 The laboratory shall evaluate any proficiency testing results, identify outliers and follow the requirements of NIST Handbook 150 for the control of nonconforming work.
- \_\_\_\_\_ 3.4.7 Procedures for receiving, analyzing, and monitoring the laboratory's proficiency test results shall be contained in its management system documentation.
- 3.4.8 The laboratory shall correct any problems that led to poor performance in proficiency testing (PT). The laboratory's accreditation may be suspended if the PT results indicate continued poor performance or unsatisfactory performance on consecutive PT rounds.

4 Management requirements for accreditation
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#### 4.1 Organization

A laboratory seeking NIJ-Approved Testing Laboratory designation shall meet the additional organizational requirements for independence, domicile, etc., as specified by NIJ.

#### 4.2 Management system

- 4.2.2 The controlled version of the laboratory management system documentation may be either paper-based or computer-based. The laboratory shall maintain version control.
- 4.2.3 If the laboratory uses a computer-based documentation system, then the laboratory should consider the ease of usability by the staff. The laboratory shall ensure that the requirements of NIST Handbook 150 are met so that the staff is knowledgeable of the online documentation system and can retrieve appropriate information.
  - 4.2.4 In addition to the information specified in NIST Handbook 150, the quality manual and/or supporting management system procedures shall include the following:
  - a) testing facilities and scope of services offered;
  - \_\_\_\_\_b) testing equipment inventory;
    - c) adoption and incorporation of new test methods and standards;
- \_\_\_\_ d) test plan for each test method performed;
- e) acceptance criteria for test materials/specimens;
- \_\_\_\_\_f) action concerning damaged test materials/specimens;

	g)	policy for utilizing subcontractors;
	h)	licenses and permits for possession, import, and export of items and materials;
	i)	NIJ and CTP requirements including: administrative, reporting (status, test results, availability, changes in scope), sampling, technical, non-technical, CTP Administrative Clarifications;
	j)	procedures and instructions for interactions with CTP;
	k)	policies, procedures, and instructions for participation in the CTP Conformity Assessment Follow-Up Process.
	4.2.5	The most recent editions of the documents listed in Annex A shall be available as references in maintaining the management system.
—	4.2.6	The laboratory shall have readily available the latest published version of all of the test methods for which accreditation has been requested.
	4.2.7	For customers, who for whatever reason (e.g., regulatory requirement), require performance against previous versions of a standard test method, the laboratory shall document that requirement and have available the required version of the standard test method.
—	4.2.8	The laboratory shall have copies of applicable referenced standards, practices and procedures.
	4.4	Review of requests, tenders and contracts
—		Contracts for tests that are to be submitted to the CTP shall meet the requirements of the CTP in addition to all technical and NVLAP requirements.

	4.5	Subcontracting of tests and calibrations
—	4.5.1	An NIJ-Approved Testing Laboratory may subcontract the conditioning of armor. Ballistics tests and stab tests shall not be subcontracted.
—	4.5.2	The subcontracting laboratory is responsible for the work of and reports from subcontracted laboratories. The requirements of section 4.4 shall be met.
—	4.5.3	All aspects of subcontracting shall be documented in the laboratory management system, including procedures and instructions for handling and shipping.
	4.6	Purchasing services and supplies
—	4.6.1	The laboratory shall have procedures to verify that expendables meet the laboratory's requirements before those items are used for testing.
	4.6.2	The laboratory shall evaluate vendors and verify or test incoming equipment, materials, and supplies that have an effect on the outcome of tests. Evaluations, verifications and tests shall be appropriately documented and include the items listed in $4.6.2.1 - 4.6.2.3$ .
	4.6.2.1	Ballistic Testing:
—	a)	calibration services
	b)	bullets, brass, powder, clay
_	c)	universal receivers and barrels
	d)	backing material fixture and elastic straps

	e)	instruments, chronometer, dimensional measuring instruments (tapes, verniers, micrometers)
	f)	thermometers, hygrometers, environmental monitoring instruments
	g)	computer hardware, firmware, software and computer interfaces
_	h)	maintenance and repair
	i)	jig and fixture fabricators
	4.6.2.2	Environmental Conditioning:
	a)	temperature and humidity controlling equipment
	b)	temperature and humidity monitoring equipment
	4.6.2.3	Stab Resistance Testing:
	a)	spikes, knife blades, other specified threats
	b)	backing materials
	c)	damping disk material
	d)	Rockwell Hardness sample blocks

	4.8	Complaints
	4.8.1	When a Compliance Test Report (CTR) is returned to the laboratory for correction, the laboratory shall treat this as a complaint.
_	4.8.2	Requests from the CTP for additional information concerning samples, tests, and test results shall be documented in the complaints log or other appropriate records, depending on the nature of the request.
	4.9	Control of nonconforming testing and/or calibration work
	4.9.1	The laboratory shall follow its documented procedures if it discovers that it has issued a test report that contains errors, including errors in testing, analysis, or reporting.
	4.9.2	The laboratory shall inform the customer and offer remediation.
	4.9.3	The laboratory shall fulfill any additional NIJ requirements for control of nonconforming testing.
	4.9.4	A NVLAP-accredited laboratory that acts as a subcontracted laboratory shall inform the subcontracting laboratory and the CTP in the event that nonconforming work is detected.
	4.13	Control of records
	4.13.1	Test records and test reports shall be kept for at least the period of time specified by the CTP. Records shall be kept longer if required by contract, regulation, or the laboratory's own policies.
_	4.13.2	Records for each test, including the calibration of test equipment, shall

4.13.2 Records for each test, including the calibration of test equipment, shall contain sufficient information to permit the same or another laboratory to reproduce the test plan in a manner that would make it possible to obtain comparable test results.

4.13.3 The laboratory shall have policies and procedures concerning confidentiality and nondisclosure that meet the requirements of the customer and the CTP.

#### 4.14 Internal audits

- 4.14.1 Internal audits shall include compliance with CTP and NIJ requirements including Compliance Test Reports (CTRs) and documents and activities specific to NIJ testing.
- 4.14.2 A laboratory applying to NVLAP for the first time shall conduct at least one complete internal audit and shall submit the audit report to NVLAP with the management system documentation prior to the first on-site assessment.
- 4.14.3 For accredited laboratories, reports of internal audits conducted since the previous on-site assessment shall be available for review during an on-site assessment.

#### 4.15 Management reviews

- 4.15.1 Periodic reviews of the management system shall reflect adherence to NVLAP requirements and the laboratory's quality objectives.
- 4.15.2 A laboratory applying to NVLAP for the first time shall conduct at least one complete management review and shall submit the report to NVLAP with the management system documentation prior to the first on-site assessment.
- 4.15.3 For accredited laboratories, reports of management reviews conducted since the previous on-site assessment shall be available for review during an on-site assessment.

# 5 Technical requirements for accreditation

## 5.1 General

The management system shall contain or refer to documentation that describes and details the laboratory's implementation of procedures covering all of the technical requirements in NIST Handbook 150 and NIST Handbook 150-24.

# 5.2 Personnel

5.2.1 The laboratory shall have a detailed and documented description of its training program for new and current staff members who have an effect on the outcome of armor testing.

Tests conducted by new staff members shall be monitored by a senior staff member whose performance has been demonstrated to be acceptable until the new staff member demonstrates the required level of performance.

The laboratory shall establish and document performance criteria to determine when a new staff member is qualified to work independently.

- 5.2.2 Laboratory staff members shall be able to obtain enough information from the laboratory management system documentation to perform tests in the absence of the laboratory manager. Specific evidence that all staff members have been trained for their role in the testing quality assurance program is required.
- \_\_\_\_\_ 5.2.3 All laboratory staff and supervisors shall understand the basic concepts of personal body armor testing. Staff members shall understand the impact of deviations on the test, and understand how to monitor test conditions in order to prevent deviations from occurring. Laboratory staff members should, upon request during an on-site visit by a NVLAP assessor, be able to demonstrate their methodology for verification that deviations have not occurred during the test.

5.2.4 The laboratory shall maintain records of personnel designated to fulfill NVLAP requirements including: Laboratory Director, Technical Director, Team Leaders, NVLAP Authorized Representative, and NVLAP Approved Signatories.

NOTE The staff information may be kept in the official personnel folders or in separate, official folders that contain only the information that the NVLAP assessors need to review. The assessor does not need to see any documents not related to the accreditation of the laboratory.

5.2.5 Individuals hired to perform testing activities are sometimes referred to as "subcontractors." NVLAP does not make a distinction between full-time laboratory employees and individuals hired on a contract. NVLAP requires that the laboratory maintain responsibility for and control of any work performed within its scope of accreditation. The laboratory shall ensure all individuals performing testing activities satisfy all NVLAP requirements, irrespective of the means by which individuals are compensated (e.g., the laboratory must ensure all test personnel receive proper training and are subject to annual performance reviews, etc.).

# 5.3 Accommodation and environmental conditions

- \_\_\_\_\_ 5.3.1 The laboratory shall have appropriate facilities and environment for the secure acceptance and storage of all test materials for the conditioning of materials prior to testing according to the standard, for the safe storage of flammable and explosive materials, and for the safe conduct of all testing.
- 5.3.2 The laboratory shall take appropriate measures for controlling access to and safe handling of firearms, ammunition, and armor samples.
- \_\_\_\_ 5.3.3 Laboratories shall achieve, maintain, and monitor laboratory environmental conditions that meet the testing requirements of the standards.
- 5.3.4 Laboratories conducting environmental conditioning of test items shall have equipment to achieve, maintain, and monitor conditions that meet the requirements of the standards and the laboratory management system.

DATE:		NVLAP LAB CODE:
	5.4	Test and calibration methods and method validation
	5.4.1	The laboratory's accreditation may be limited to a subset of tests.
		The laboratory shall have written procedures that describe how each test method is implemented in the laboratory and shall conform in all respects with the test method except when a departure becomes necessary for technical reasons.
		When a departure is necessary, it shall be approved in writing by the customer and the Compliance Testing Program, as appropriate, and stated in the test report.
_	5.4.2	The laboratory shall have detailed instructions for the conduct of all tests for which it is accredited. The laboratory shall write, implement, and audit the effectiveness of all applicable instructions before initial accreditation can be granted.
	5.4.2.1	Ballistic Testing:
_	a)	clay storage, clay preparation, clay validation, clay disposal, and includes clay used for panels and clay used for filling the BFS indentation between test shots
—	b)	setup for the test, specimen position, test firing, velocity and BFS measurements, and data taking
—	C)	The laboratory shall document procedures for use of new clay and the mixing of old and new clay
	5.4.2.2	Environmental Conditioning:
	a)	soft armor and hard armor
_	b)	operation of all environmental conditioning equipment
_	c)	operation of monitoring equipment

	d)	loading, operating and monitoring
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	5.4.2.3	Hard Armor Testing:
—	a)	conditioning
_	b)	drop test
	5.4.2.4	Stab Resistance Testing:
—	a)	setup, operation, data taking
	b)	preparation of the drop mass
	C)	preparation of threats
_	d)	label examination
	e)	velocity measurement
	5.4.3	The laboratory shall ensure that it uses the latest valid edition of a standard unless it is not appropriate or possible to do so. When necessary, the standard shall be supplemented with additional details to ensure consistent application, e.g., CTP Administrative Clarifications.
	5.4.4	The laboratory shall have procedures and instructions for modifying all relevant management system documents when new versions of standards are issued. This includes drafts of standards when use of those drafts is required by the customer or the CTP. This also includes modification to management system documents when clarifications of standards are issued by appropriate bodies.

- \_\_\_\_ 5.4.5 The laboratory shall review CTP Administrative Clarifications before beginning a test series and shall implement the clarifications as appropriate.
- 5.4.6 The laboratory may include old and new versions of standards in its management system when multiple versions are included in its scope of accreditation or when required by customers or the CTP (see 5.4.1).
- 5.4.7 The laboratory shall meet equipment calibration and tolerance requirements per the standard, as well as verification of the test setup as detailed in the test method.

## 5.5 Equipment

- \_\_\_\_ 5.5.1 The laboratory shall have the equipment necessary to perform the test methods as described in the appropriate NIJ standards, NIST Handbook 150-24, and this checklist and it shall be documented in the laboratory's management system.
- \_\_\_\_ 5.5.2 Measuring instruments, e.g., scales, rulers, thermometers, micrometers, and timers, shall be calibrated in accordance with NIST Handbook 150, Annex B.
  - 5.5.3 Ballistics Testing Equipment:
- \_\_\_\_ 5.5.3.1 See 5.5.1.
- \_\_\_\_ 5.5.3.2 The "firing stand" and the mounting for the backing material fixture shall be of sufficient strength, rigidity, and firmness to ensure that recoil or movement does not have an effect on the outcome of the testing.
- \_\_\_\_\_ 5.5.3.3 During testing, the light screens shall be securely mounted to maintain their required position and spacing. The pairs of light screens should be fastened together in such a manner as to provide repeatable separation that can be or has been measured with a calibrated instrument.

	5.5.3.4	Light screens shall be mounted in a manner that reduces the effects of stray light, powder residue, and other things that may affect the velocity measurements.
	5.5.3.5	The laboratory shall document the use and maintenance of the reloading press.
	5.5.4	Soft Armor Environmental Conditioning Equipment:
	5.5.4.1	See 5.5.1.
	5.5.4.2	Laboratory ambient environments shall meet the requirements of the standard and the CTP Administrative Clarifications for temperature and relative humidity chambers and rooms.
	5.5.4.3	Tumbling equipment shall be monitored and shall be appropriate to meet the standard as follows:
	a)	Tumbler revolutions shall be counted and logged.
_	b)	Environmental conditions monitoring instrumentation may be analog, digital, or both.
	c)	Resolution: temperature measured to within 0.1 degree C and RH to 1 %.
	d)	Data shall be recorded at appropriate time intervals as per the standard and/or other laboratory requirements.
	5.5.5	Hard Armor Environmental Conditioning Equipment:
	5.5.5.1	See 5.5.1.
	5.5.5.2	Laboratory drop test equipment shall:

—	a)	provide for proper mounting of base,
—	b)	meet the standard or other laboratory requirement,
	C)	be horizontal at strike,
	d)	provide for proper mounting of the armor plate,
	e)	provide the required striking surface.
	5.5.6	Stab Resistance Testing Equipment:
	5.5.6.1	See 5.5.1.
	5.5.6.2	Stab resistance testing equipment shall include:
—	a)	proper setup for operation and data-taking,
	b)	characterization of backing materials,
	C)	preparation of the drop mass,
	d)	preparation of threats and verification that the threats meet the requirements of the standard,
	e)	label examination,
	f)	velocity measurement,
_	g)	aluminum blocks and Rockwell Hardness.

5.6	Measurement traceability
 5.6.1	Laboratory measurements shall be made using measurement and test equipment that has been calibrated and is suitable for use.
	Calibrations shall be performed by a laboratory that meets the requirements of NIST Handbook 150, Annex B.
 5.6.2	Proper performance of the testing equipment shall be periodically verified.
 5.6.3	The reference standards used and the environmental conditions at the time of calibration shall be documented for all calibrations.
 5.6.4	Calibration records and evidence of the traceability of the reference standards used shall be made available for inspection during the on-site visit.
5.6.5	In addition to the equipment records specified in NIST Handbook 150, testing equipment calibration records shall include the following:
 a)	notation of all equipment variables requiring calibration or verification
 b)	range of calibration/verification
 C)	resolution (precision or the number of digits read) of the instrument and its tolerance (allowable error)
 d)	calibration/verification date and schedule
 e)	identity of the laboratory individual or external service responsible for calibration
 f)	source of reference standard and traceability

5.7	Sampling
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\_\_\_\_ 5.7.1 Compliance testing performed by the laboratory shall meet the sampling requirements of the CTP.

5.7.2 When the laboratory is conducting compliance testing, it shall meet the requirements of the CTP including armor selection, sample size, and location of shots. Issues concerning sampling shall be directed to the CTP.

- 5.7.3 When the NIJ standard or a customer contract requires that some, but not all, of the armor samples or items being tested are to be treated differently from the rest of the items, this shall be considered sampling. The laboratory shall have procedures and instructions for selecting the items from the group that are to be tested per the NIJ standard or the customer contract.
- 5.7.4 The laboratory shall have procedures for collecting specimens or for verifying that samples provided by a customer meet the laboratory requirements.
- 5.7.5 The laboratory shall record in its own records and in test reports the organization that selected the items for testing.
- \_\_\_\_ 5.7.6 When a customer sends test specimens for special or nonstandard testing, the laboratory shall meet the customer requirements. An explanation of deviations from documentary standards shall be included in the test report.

## 5.8 Handling of test and calibration items

5.8.1 The laboratory shall inspect incoming samples and materials and the accompanying documentation. This inspection shall be conducted before any testing begins. The laboratory shall ensure that it has received all required materials and documentation.

- 5.8.2 The laboratory shall have procedures for handling test specimens to avoid damage or exposure to known sources that may affect specimen performance (i.e., heat, light, moisture, rough handling).
- 5.8.3 The laboratory shall have instructions to ensure that it meets the requirements of its own standard procedures, the CTP, and customer contracts, as appropriate.
- 5.8.4 After the testing is completed, the laboratory shall follow its documented procedures for appropriate storage, disposal, or shipping of tested items. When applicable, appropriate chain-of-custody procedures shall be followed.

## 5.9 Assuring the quality of test and calibration results

- 5.9.1 The laboratory shall have a system for data-taking that ensures error-free logging, transcription to the CTR, and recording of all relevant data and parameters for ballistics testing, environmental conditions, soft and hard armor conditioning, and stab resistance testing. Where applicable, this shall include two-person verification of readings and recordings. Spoken readings, e.g., backface signature measurements made on the range, shall be verified after the readings have been entered into the CTR.
- 5.9.2 When the results of a critical measurement are not durable, e.g., the digital display of time or velocity on the chronometer, the laboratory shall have a procedure that ensures the error-free transcription of the information from the instrument to the permanent record.
- \_\_\_\_ 5.9.3 The laboratory shall ensure that the provisions of NIJ-Standard 0101.06, 7.8.5.1 are met. For backface signature (BFS) measurements greater than 40 mm, the laboratory shall ensure that two independent measurements are made and recorded.
- \_\_\_\_\_ 5.9.4 Laboratories shall measure and record BFS depth to the best of their ability with a resolution of 0.1 mm. Each instrument reading shall be recorded as read with no round off. The CTR spreadsheet carries all digits (no round off) for calculations. Depth measurements made during clay calibration shall not be rounded.

DATE:		NVLAP LAB CODE:
	5.9.5	The laboratory shall have procedures and instructions for velocity development for each threat used for testing by the laboratory. A record of the velocity development for each threat shall be kept in the laboratory records.
_	5.9.6	The laboratory shall have procedures and instructions for data integrity. This includes handwritten data and computer-generated data. Tables and charts shall be appropriately labeled. Handwriting shall be unambiguously legible. Analog charts shall be fully labeled. Data shall be taken and recorded with sufficient resolution. Where appropriate, photographs may be used to document observations.
	5.9.7	Data tables and plots shall be appropriately labeled to enable review for conformance.
	5.9.8	Numeric data tables and plotted data shall be examined for conformance to the standard.
	5.9.9	Hard Armor Conditioning Protocol 24-hour temperature cycle test (NIJ 0101.06, 6.2.3) temperature and humidity data shall be plotted on one plot for each 24-hour testing cycle.
	5.9.10	Explanations for nonconformities and anomalies that appear on the tables and plots shall be recorded and kept in the test records.
_	5.9.11	Expected anomalies shall be explained with generic notes, e.g., the transient in relative humidity when the temperature is changed or the recorded relative humidity data that has no meaning at certain temperatures in the 24-hour cycle.
	5.9.12	Requests for clarification of requirements concerning NIJ standards or the requirements of the CTP shall be addressed to the CTP.
	5.9.13	Corrective actions taken at any time shall be documented and audited.

	5.10	Reporting the results
—	5.10.1	Compliance Test Reports (CTRs) submitted to the CTP for testing to NIJ 0101.06 shall meet the requirements of the standard, the CTP and NVLAP.
	5.10.2	The public version of the CTR may be used for tests that will not be submitted to the CTP. The public version CTR and any additional test information shall be kept in the laboratory records system and is required to be clearly marked to indicate any deviation from the standard or other requirements. The report shall be marked in such a way as to prevent misunderstanding or inappropriate use of the report.
_	5.10.3	Test reports submitted to the CTP for testing to NIJ 0115.00 shall meet the requirements of the standard, the CTP and NVLAP.
_	5.10.4	If not provided for by the CTR, the laboratory shall record in a notes section of the spreadsheet the following: name of Approved Signatory, NVLAP Lab Code, and, if appropriate, tests included in the CTR that are not within the laboratory's scope of accreditation.
_	5.10.5	Raw data and other information required by NIST Handbook 150, but not included in the CTP report, shall be documented in the laboratory records. Information contained in test reports and the laboratory records combined shall be sufficient to allow tests to be repeated in the laboratory or reproduced in another laboratory.
	5.10.6	Test reports for purposes other than the CTP shall meet the requirements of the contract, regulation, or the laboratory's management system. Raw data and other information required by NIST Handbook 150, but not included in the test report, shall be documented in the laboratory records. The information contained in the report and the records shall be sufficient to allow tests to be repeated or reproduced.
	5.10.7	Amendments may be made to CTRs that have been submitted to the CTP or to customers, however, the changes shall be indicated in some fashion and a written explanation given for each change. The explanations are required to be placed in the laboratory records and also submitted along with the amended CTR.

	Annex A (normative) Documents required in the laboratory			
		The following documents shall be available at the laboratory when appropriate:		
	a)	Compliance Testing Program CTP Administrative Clarification series		
—	b)	CTP Compliance Test Report, latest version of spreadsheet for NIJ 0101.06 testing		
—	c)	CTP Compliance Test Report, public version		
—	d)	National Institute of Justice Body Armor Compliance Testing Program - Ballistics Test Laboratory - Application Package		
—	e)	National Institute of Justice Body Armor Compliance Testing Program - Body Armor Applicant Package		
—	f)	NIJ Standard-0101.04, Ballistic Resistance of Personal Body Armor, June 2001 Revision A		
_	g)	NIJ Standard-0101.06, Ballistic Resistance of Body Armor		
—	h)	NIJ Standard-0115.00, Stab Resistance of Personal Body Armor		
	i)	NIST Handbook 150, NVLAP Procedures and General Requirements, 2006		

# NIST HANDBOOK 150-24 CHECKLIST COMMENTS AND NONCONFORMITIES

**Instructions to the Assessor:** Use this sheet to document comments and nonconformities. For each, identify the appropriate item number from the checklist. Identify each comment with a "C" and each nonconformity with an "X." If additional space is needed, make copies of this page or use additional blank sheets.

Item No.	C or X	Comments and/or Nonconformities

Item No.	C or X	Comments and/or Nonconformities