	<b>DEPARTMENT OF COMMERCE</b> National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	<b>ISSUE DATE:</b> 2010-11-15 (amended 2011-10-31)
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<b>SUBJECT:</b> Annual Submission of Laboratory Management System Documents		

**This issue replaces previous issues of this Policy Guide. The website links have been updated.**

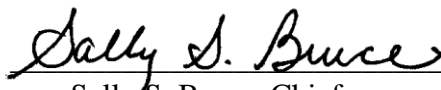
The review of laboratory management system documentation is an important element of NVLAP's program of surveillance to monitor the continued fulfillment of the requirements for accreditation by accredited laboratories. The combination of documentation review and biennial on-site assessments promotes confidence in the quality of NVLAP accreditations and the competence of NVLAP-accredited laboratories to carry out specific testing and calibrations.

Effective with a laboratory's next renewal application, every NVLAP laboratory will be required to submit its management system documentation on an annual basis. The required documents include the laboratory's quality manual and related management system documents, as well as records of the latest internal audit and management review.

Laboratory documents may be submitted in either electronic or hard copy format; however, NVLAP encourages the use of electronic formats when possible. Use of an electronic format fosters time and cost savings (paper, postage, and storage space), and is consistent with Federal Government directives to promote doing business electronically with its customers.

The following electronic formats are accepted: PDF, Microsoft Office (Word, Excel, and PowerPoint), and text files. Also, eligible laboratories may use the NVLAP Interactive Web Site (NIWS), a web-based application, to upload the required documents (see list of eligible programs at <http://www.nist.gov/nvlap/nvlap-niws.cfm>).

If you have questions about this policy, please contact the NVLAP Program Manager assigned to your program. For a listing of NVLAP program staff, visit our website at <http://www.nist.gov/nvlap>.

Approved by:   
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