

NVLAP TECHNICAL EXPERT EVALUATION

Definitions: A Technical Expert (TE) may be used to a) provide technical expertise at a laboratory on-site assessment as part of the assessment team, or b) provide technical expertise without attendance at an on-site assessment, such as proficiency testing, review of uncertainty analyses, and review of technical nonconformities.

Instructions: Record the results of observations of TE performance, identifying areas of good performance, as well as areas in need of improvement. Team feedback may also be used as input to the monitoring process. If a rating area does not apply to how the TE was used, then enter "NA" in the Comments block.

TE Being Evaluated:

Evaluator:

Brief description of TE's role for this evaluation:

PART 1 - COMPLETE IF TE PARTICIPATED ON AN ON-SITE ASSESSMENT TEAM

Lab Name:

NVLAP Lab Code:

Date(s) of observation:

1. Did TE demonstrate appropriate awareness and understanding of NVLAP's policies and procedures?

2. Did TE successfully determine technical competence and/or identify any nonconformities?

3. Did TE demonstrate appropriate personal attributes (e.g., ethical, open-minded, diplomatic, courteous, etc.) and interact well with laboratory staff during the course of the on-site?

4. Was TE skilled in oral and written communications (e.g., appropriate note taking, discussions, clarity of questions asked, participation at meetings)?

PART 2 - COMPLETE IF TE WAS USED FOR OTHER FUNCTIONS

5. Does a review of the TE's completed documentation (e.g., On-Site Assessment Review form) indicate appropriate interpretations of requirements, adequate level of detail, and clarity of writing?

6. Did the TE provide timely responses to the request for technical advice and/or review of findings?

7. Other comments

SIGNATURES

EVALUATOR SIGNATURE

DATE

PROGRAM MANAGER SIGNATURE
(if different from evaluator)

DATE