NVLAP ON-SITE ASSESSMENT SUMMARY

Please complete this summary and attach it to the original On-Site Assessment Report.

**DO NOT LEAVE THIS SUMMARY WITH THE LABORATORY.**

Laboratory Name:       Lab Code:

Fields of Accreditation:

Assessor Name(s):

Date **Agenda** and **Pre-assessment** Review of Management System Documents provided to Lab:

Date(s) of On-Site Assessment:

Assessment Technique: [ ]  Onsite [ ]  Remote  [ ]  Hybrid (combination of Onsite/Remote)

This report contains changes to the laboratory’s Scope of Accreditation: [ ]  additions; [ ]  deletions;

[ ]  modifications. (Please describe in the On-Site Narrative Summary.)

**SUMMARY AND RECOMMENDATIONS:**

[ ]  The laboratory has no nonconformities and no written response to NVLAP is required.

[ ]  The laboratory has nonconformities in the following area(s). I have notified the laboratory of these nonconformities and the requirement to respond to NVLAP in writing about their resolution.

**4 General requirements**

[ ]  4.1 Impartiality

[ ]  4.2 Confidentiality

 **5 Structural requirements**

[ ]  5.1 to 5.7

 **6 Resource requirements**

[ ]  6.1 General

[ ]  6.2 Personnel

[ ]  6.3 Facilities and environmental conditions

[ ]  6.4 Equipment

[ ]  6.5 Metrological traceability

[ ]  6.6 Externally provided products and services

 **7 Process requirements**

[ ]  7.1 Review of requests, tenders and contracts

[ ]  7.2 Selection, verification and validation of methods

[ ]  7.3 Sampling

[ ]  7.4 Handling of test or calibration items

[ ]  7.5 Technical records

[ ]  7.6 Evaluation of measurement uncertainty

[ ]  7.7 Ensuring the validity of results

[ ]  7.8 Reporting of results

[ ]  7.9 Complaints

[ ]  7.10 Nonconforming work

[ ]  7.11 Control of data and information management

 **8 Management system requirements**

[ ]  8.1 Options

[ ]  8.2 Management system documentation

[ ]  8.3 Control of management system documents

[ ]  8.4 Control of records

[ ]  8.5 Actions to address risks and opportunities

[ ]  8.6 Improvement

[ ]  8.7 Corrective actions

[ ]  8.8 Internal audits

[ ]  8.9 Management reviews

[ ]  Annex A. Referencing NVLAP accreditation

[ ]  Annex B. Implementation of traceability policy in accredited laboratories

[ ]  Annex E. Use of the Accredited Laboratory Combined ILAC MRA Mark

[ ]  Other (Specify)

[ ]  Based on my findings regarding nonconformities, staff competence, and laboratory procedures, I recommend that another on-site assessment be performed before this laboratory is granted accreditation.

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| --- | --- |
| Signature of Lead Assessor:  | Date:  |