

Date:

NVLAP Lab Code:

## NATIONAL VOLUNTARY LABORATORY ACCREDITATION PROGRAM ON-SITE ASSESSMENT - TEST METHOD REVIEW SUMMARY

**Instructions to the Assessor:** During the on-site visit you will be required to assess the laboratory's ability to conduct the specific test methods for which it has applied for accreditation. In some cases, this will involve many test methods, and you may not have sufficient time to perform an in-depth assessment of each method. In all cases, the number of tests assessed in-depth should be sufficient to support a determination of the laboratory's competence for the full Scope of Accreditation. For renewal assessments, absent any program-specific requirements, choose methods for in-depth assessment that were not assessed in depth during the previous assessment.

Use the worksheet on Page 2 to list the test methods you assessed at the laboratory, and the extent of your assessment. Indicate whether you performed an in-depth review, including a full review of laboratory activities (i.e., sample control and preparation, procedure review, observation of actual testing, environmental control check, equipment review, calibration checks, record-keeping practices and report forms), OR that you observed selected items to determine that the laboratory demonstrated the ability to conduct the test.

In the first column enter either the test method designation or NVLAP test method code (if you are not sure which one to enter, ask your NVLAP Program Manager). All test methods should be given the greatest depth of assessment that time and practicality allow. Indicate on the summary the DEPTH of the assessment for each test method you reviewed, using one of the following hierarchical entries:

- OT – Observed Test (includes the three options listed below)
- W/TT – Walked/Talked Through (includes listening and examining apparatus below)
- LDP – Listened to Description of Procedures
- EA – Examined Apparatus.

Mark each one of the remaining categories as follows:

- X – a nonconformity has been identified
- C – a comment has been documented
- OK – all requirements have been met.

Use the TEST METHOD REVIEW NONCONFORMITIES AND COMMENTS sheet (Page 3) to comment on what you observed. Preface each comment with the test method designation or code to which the comment applies. Please be liberal with your comments so that NVLAP will have a good written record of your observations — the more information we have, the better the accreditation decision we can make. **All nonconformities must be accompanied by a comment.**

**Special Instructions:** In the column labeled "Staff Interviewed" on Page 2 enter the name(s) of the laboratory staff member interviewed regarding the assessed test method.

Enter in the block on the right the number of staff members authorized to perform testing (see NIST Handbook 150, 5.2.5):

Enter the number of test methods on the proposed scope of accreditation:



