

	<b>DEPARTMENT OF COMMERCE</b> National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	<b>ISSUE DATE:</b> November 21, 2008
	<b>ASSESSOR BULLETIN</b>	<b>NUMBER:</b> AB-11-2008 <b>LAP:</b> All
<b>SUBJECT:</b> Revision of NVLAP On-Site Assessment Report		

The purpose of this bulletin is to announce the release of a new version of the On-Site Assessment Report (Signature Sheet and Narrative Summary forms). Effectively immediately, the November 2008 version of this form is the official, controlled version. Please download the new version from the Assessor Resources page of the NVLAP web site by clicking on [On-Site Assessment Report \(2008\)](#). The form is available in both PDF and Microsoft Word formats. All previous versions, electronic and paper, of this form must be destroyed.

The form was revised to ensure that NVLAP is in full compliance with the provisions of ISO/IEC 17011, 7.7.3, which states: *The assessment team shall witness the performance of a representative number of staff of the CAB to provide assurance of the competence of the CAB across the scope of accreditation.*

For each NVLAP Approved Signatory, the NVLAP assessor shall record the following information under 5.10 (Reporting the results) of the Narrative Summary:

- Name of Signatory
- Position within the laboratory
- Physical location from which the Signatory works
- Whether the Signatory's performance was witnessed during the on-site assessment
- Whether training records for the Signatory were reviewed during the on-site assessment.

This information will serve as a record of the frequency and extent of interviews with laboratory staff and provide the needed assurance of competence, especially for those laboratories with a large number of premises that span wide geographical locations.

Please direct any questions about this bulletin to your NVLAP Program Manager.