

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: October 3, 2008
	LAB BULLETIN	NUMBER: LB-36-2008
		LAP: Carpet, Commercial Products, Lighting
SUBJECT: New Requirement – Annual Submission of Laboratory Quality Manuals		

In order to monitor the continued fulfillment by accredited laboratories of the requirements for accreditation in between on-site assessment visits, NVLAP is implementing a requirement for laboratories to submit their quality manuals with their renewal applications every year. The requirement is being implemented LAP-by-LAP (Laboratory Accreditation Program) as LAPs are added to the NVLAP Interactive Web Site (NIWS) — a web-based application that allows laboratories to submit their renewal applications and quality manuals electronically.

In October 2008 NVLAP is adding the following laboratory accreditation programs to the NIWS: Carpet and Carpet Cushion, Commercial Products Testing, and Energy Efficient Lighting Products. Effective with their next renewal submission, laboratories enrolled in these programs will be required to submit their quality manuals with their renewal applications every year. A laboratory may use the NIWS to renew its accreditation if all supporting documents required by the application, including the quality manual, are in any of the following electronic formats: PDF, TXT, WordPerfect, and Microsoft Word, Excel and PowerPoint.

Instructions for using the NIWS will be included in your next renewal application package. **If your quality manual is not available electronically, do not use the NIWS, but instead mail your renewal application and quality manual to NVLAP as you have done in the past.**

If you have any questions about this Lab Bulletin, please contact the NVLAP Program Managers:

Tom Davis, (301) 975-6499, thomas.davis@nist.gov – Carpet and Commercial Products LAPs.
Jon Crickenberger, (301) 975-5305, jon.crickenberger@nist.gov – Energy Efficient Lighting Products LAP.