	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	**ISSUE DATE:** October 30, 2006
NVLAP®	**ASSESSOR BULLETIN**	**NUMBER:** AB-7-2006
		LAP: All
SUBJECT: Document Control: On-Site Assessment Forms		

This bulletin supersedes and replaces Assessor Bulletins AB-4-2002 and AB-5-2003.

Document version control

It is NVLAP's policy that documents required by the management system are controlled in order to ensure that appropriate versions are available at points of use and to prevent the unintended use of obsolete documents. To ensure that the most recent versions of on-site assessment checklists and other reporting forms are used, NVLAP posts these documents on the Assessor Resources page of the NVLAP web site (http://ts.nist.gov/Standards/Accreditation/assessor.cfm). Each document is protected, meaning that it is either a Microsoft Word form that is locked but enabled for data entry, or an Adobe Acrobat PDF file that may be printed. For assistance with using electronic Word forms, please see "Tips for Working with Microsoft Word Forms" on this web page.

If an assessor prepares an on-site report document on his/her computer, it is the assessor's responsibility to ensure that the correct version of the document has been downloaded and is used. This can be done by comparing the revision date of the document (found in the lower left-hand corner of each page) with the date of the document posted on the web site.

Use of unprotected documents

NVLAP assessors may have access to on-site report documents in the unprotected Microsoft Word format for their own use, provided that:

- they do not give unprotected electronic copies to the public, including laboratories, and

- they use only authentic versions of the documents when submitting them, electronically or on paper, to an assessed laboratory and to NVLAP.

"Authentic" versions are those on-site assessment documents posted on the NVLAP web site, or those enclosed with an on-site assessment package that is mailed to an assessor. Requests for unprotected copies of checklists or other documents should be directed to the NVLAP Quality Manager, Vanda White, at 301-975-3592 or <vanda.white@nist.gov>.

Please contact your NVLAP Program Manager if you have any questions about the technical content of the checklists and forms that you use for on-site assessments.