

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: November 18, 2008
	LAB BULLETIN	NUMBER: LB-37-2008
		LAP: Calibration
SUBJECT: NVLAP Assessment of Calibration Laboratories with Field Locations		

Currently, NVLAP has four accredited Calibration Laboratories with field activities. The purpose of this Lab Bulletin is to expand the requirements of NIST Handbook 150 3.3.1.1, with respect to calibrations performed at locations other than laboratory premises (for example, customer sites). When a laboratory has technical aspects of its accredited work being performed at a field location by staff not residing at the laboratory's main facility, the following requirements for NVLAP accreditation shall apply:

- a) The laboratory shall demonstrate that all requirements of NIST Handbook 150 (other than the calibration or test) are being managed, performed, or otherwise controlled at the main facility. The management system documentation shall clearly cover the processes for managing the field operations and identify the personnel specifically authorized to perform calibrations at the field locations.
- b) For an initial accreditation of a calibration laboratory having one or more field locations, at least one field location will be visited by NVLAP. In addition, all field representatives shall be present at the initial assessment of the main facility.
- c) During a renewal assessment, the main laboratory shall have a representative sample of its field personnel present for interviews. Over a four year period, all field personnel shall be present for at least one renewal assessment.
- d) The laboratory shall demonstrate that field personnel are trained at the main facility or by staff from the main facility. How field personnel are trained shall be included in the training system documentation.
- e) Calibration reports shall be issued by the main facility, indicate the physical locations of the calibrations, and be signed by Approved Signatories.

If you have questions about this Lab Bulletin or need assistance in determining if your laboratory complies with these requirements, please contact your NVLAP Program Manager.