| | **DEPARTMENT OF COMMERCE**<br>National Institute of Standards and Technology<br>National Voluntary Laboratory Accreditation Program | **ISSUE DATE:**<br>August 19, 2002<br>(revised September 14, 2007) |
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| NVLAP® | **ASSESSOR BULLETIN** | **NUMBER:** AB-3-2002 |
| | | **LAP:** All |

**SUBJECT:** Laboratory Policy and Procedure for Referencing NVLAP Accreditation

**This bulletin supersedes and replaces the 2002 version of Assessor Bulletin AB-3-2002.**

The purpose of this bulletin is to remind assessors to check for laboratory compliance with NVLAP's policy for referencing NVLAP accreditation (see NIST Handbook 150:2006, 1.8 and Annex A). Misuse of the term *NVLAP* and the NVLAP symbol can lead to market confusion and unfair competition among laboratories.

Assessors should pay particular attention to the requirements of Annex A of the NIST Handbook 150 Checklist when conducting an on-site assessment. Annex A, A.1 b) states that a "laboratory shall have a policy and procedure for controlling the use of the term *NVLAP* and the NVLAP symbol." A policy may reference Annex A and state that laboratory management is committed to conformity in this area; however, a procedure must be **laboratory-specific.**

Specific emphasis should be given to the procedures and implementation of the items listed in NIST Handbook 150:2006, 1.8.2; that is,

- web sites
- test and calibration reports
- letterheads
- contracts
- business cards
- brochures
- advertising
- any other use not specified in NIST Handbook 150.

Assessors must sample the above-listed items to ensure that the laboratory's policy and procedure are effectively implemented. It is suggested that an assessor request the procedure and view a laboratory's web site as part of the documentation review prior to the on-site assessment visit.

Please contact your NVLAP Program Manager if you have questions about this bulletin. If you are unsure of whether a laboratory has properly referenced its accreditation, note the concern on the NIST Handbook 150 Checklist and ask the laboratory to send a copy of the reference to the NVLAP Program Manager for review.