



# Assessor Questionnaire

OMB No. 0693-0031  
Expires: 2012-02-29

This collection of information contains Paperwork Reduction Act (PRA) requirements approved by the Office of Management and Budget (OMB). Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the PRA unless that collection of information displays a currently valid OMB control number. Public reporting burden for this collection is estimated to be 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to the National Institute of Standards and Technology, Attn: Vanda White, vanda.white@nist.gov, 301-975-3592.

Laboratory Name:	NVLAP Lab Code:
Assessor Name:	Assessment Date(s):

Please provide NVLAP with your evaluation of the assessor by rating the following performance areas. Complete a separate questionnaire for each assessor. For any question rated Poor or Fair, comment below.

	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Very Good</i>	<i>Excellent</i>
1. Familiarity with NVLAP accreditation procedures and requirements (NIST Handbook 150 series)	(1)	(2)	(3)	(4)	(5)
2. Knowledge of relevant assessment methods and techniques: examining, questioning, evaluating and reporting	(1)	(2)	(3)	(4)	(5)
3. Audit management skills: preparation, organization, and direction	(1)	(2)	(3)	(4)	(5)
4. Technical knowledge of specific tests or calibrations for which accreditation is sought and, where relevant, of the associated sampling procedures	(1)	(2)	(3)	(4)	(5)
5. Personal attributes: judgment, objectivity, maturity, interpersonal skills	(1)	(2)	(3)	(4)	(5)
6. Oral and written communication skills	(1)	(2)	(3)	(4)	(5)
7. Presentation of assessment findings and conclusions in a logical and orderly sequence and in appropriate depth (exit briefing and on-site assessment report)	(1)	(2)	(3)	(4)	(5)
8. Duration of assessment (number of hours at laboratory) _____					
9. Comments (use back if needed) _____ _____ _____					

**Please return this questionnaire to NVLAP in the postage-paid envelope. Thank you very much!**

<b>FOR NVLAP USE ONLY</b>	
Reviewed by: _____	Date: _____
Comments: _____ _____	