

DATE :

NVLAP LAB CODE:

**ELECTROMAGNETIC COMPATIBILITY AND TELECOMMUNICATIONS (ECT)
INSTRUCTIONS FOR ECT RENEWAL APPLICATIONS**

These instructions are for ECT laboratories who apply for NVLAP accreditation using the NVLAP Interactive Web Site (NIWS) or using paper forms.

Please confirm the status of the proposed scope of accreditation:

___ 1. **No Changes in Scope** — The current scope of accreditation will not change (i.e., no changes in standards or in the version or date of the standards).

OR

___ 2. **Scope Reduction** — The current scope of accreditation will be reduced. Please list by NVLAP test method code (12/xxx) the test methods to be removed from the scope (attach an extra sheet if needed).

OR

___ 3. **Scope Expansion or Change** — The current scope of accreditation will be expanded to include additional test methods or different versions of the present standards. Please do the following:

- a. Go to the NVLAP home page (<http://www.nist.gov/nvlap>).
- b. Select "Print NVLAP Application Forms" under "NVLAP Quick List."
- c. Download the "Application Addendum #1: Laboratory Request to Expand or Reduce Scope" file.
- d. Complete this form. The NVLAP test method codes can be found in the Microsoft Excel file entitled "Electromagnetic Compatibility and Telecommunications Test Method Selection List," which is available on the NVLAP Application Forms web page.
- e. If the appropriate NVLAP test method code cannot be found (both standard names, versions, and dates must be the same), then complete the "Application Addendum #3: Add or Revise an ECT Standard or Specification to the Test Method List" form, which is available on the NVLAP Application Forms web page.