NVLAP CALIBRATION LABORATORIES

PROGRAM-SPECIFIC APPLICATION AND FEE INSTRUCTIONS

Application for this program is a two-stage process with a preliminary quality system and technical review comprising the first stage (Stage 1) and a preassessment (optional), formal assessment, proficiency testing, and accreditation comprising the second stage (Stage 2). In line with this, two sets of fees have been developed, each of which is payable at the initiation of a stage.

To initiate Stage 1, a laboratory must complete the NVLAP General Application and Calibration Laboratories Program-Specific Application, and send to NVLAP the following items:

1) completed application package*;
2) laboratory quality manual; and
3) Stage 1 fee.

The Initial Application fee (part of the Stage 1 fee), which covers the cost of processing the application, is *nonrefundable*. Any costs incurred during the preliminary review will be deducted from the Stage 1 fee refund should the laboratory withdraw its application. To ensure that everything is in order before the above items are mailed to NVLAP, the laboratory's Authorized Representative (named on the General Application) should review the NVLAP requirements provided in the program handbook.

NVLAP will assign an assessor(s), including a lead assessor who will make all arrangements with the laboratory, to conduct a preliminary review. There is no on-site visit associated with Stage 1; however, the preliminary review may necessitate direct interaction between the laboratory and the assessor(s) via telephone, FAX or mail. When the review has been completed, NVLAP will notify the laboratory of the results and the next steps required for accreditation, including proficiency testing requirements. Included with the notification will be an itemized listing of the Stage 2 fee due.

Stage 2 consists of a thorough evaluation of the laboratory in accordance with NVLAP criteria. The evaluation includes: 1) an on-site preassessment, if needed, by one or more assessors, 2) an on-site assessment by one or more assessors, 3) nonconformity resolution (if needed) and, 4) proficiency testing. Additional costs may be incurred if conditions uncovered during the preassessment or assessment indicate that more than one assessment is necessary.

Upon satisfactory completion of all NVLAP accreditation requirements, the laboratory will be issued a scope and certificate of accreditation.

*Laboratories renewing their accreditation may submit, in lieu of the Program-Specific Application, a copy of their current Scope of Accreditation marked “no change” or with any changes, additions, or deletions appropriately annotated.

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NVLAP CALIBRATION LABORATORIES PROGRAM-SPECIFIC APPLICATION PARAMETER SELECTION LIST

Instructions: Check each calibration laboratory parameter for which you are requesting accreditation. Use separate sheets to list uncertainties desired, if necessary.

DIMENSIONAL

	NVLAP Code	*Short Title*	*Range(s) and Uncertainty Desired*
_____	20/D01	Angular	_____
_____	20/D02	API and Ring Gages	_____
_____	20/D03	Gage Blocks	_____
_____	20/D04	Laser Frequency/Wavelength	_____
_____	20/D05	Length & Diameter; Step Gages	_____
_____	20/D06	Line Standards	_____
_____	20/D07	Measuring Wires	_____
_____	20/D08	Optical Reference Planes	_____
_____	20/D09	Roundness	_____
_____	20/D10	Sieves	_____
_____	20/D11	Spherical Diameter; Plug/Ring Gages	_____
_____	20/D12	Surface Texture	_____
_____	20/D13	Surveying Rods and Tapes	_____
_____	20/D14	Threaded Plug & Ring Gages	_____
_____	20/D15	Two Dimensional Gages	_____
_____	20/D16	Coordinate Measuring Machines	_____
_____	20/D17	Film Thickness Standards	_____
_____	20/D18	Gears	_____

DIMENSIONAL (continued)

General Purpose Measuring and Test Equipment (M & TE)
(Describe below)

Short Title	*Range(s) and Uncertainty Desired*	*For NVLAP use only*

ELECTROMAGNETICS - DC/LOW FREQUENCY

	NVLAP Code	*Short Title*	*Range(s) and Uncertainty Desired*
_____	20/E01	Voltage/Current Converters (to 1 Mhz)	_____
_____	20/E02	AC Current and Resistance	_____
_____	20/E03	Capacitance Dividers	_____
_____	20/E04	Current Transformers	_____
_____	20/E05	DC Current and Resistance	_____
_____	20/E06	DC Voltage	_____
_____	20/E07	High Voltage Resistors	_____
_____	20/E08	Inductive Dividers	_____
_____	20/E09	LF AC Voltage	_____
_____	20/E10	LF Capacitance	_____
_____	20/E11	LF Inductance	_____
_____	20/E12	LF Power/Energy	_____
_____	20/E13	Magnetics	_____
_____	20/E14	Mixed Dividers	_____
_____	20/E15	Phase Meters	_____
_____	20/E16	Power-Frequency Capacitors	_____
_____	20/E17	Pulse Waveform	_____
_____	20/E18	Resistance Dividers	_____
_____	20/E19	Voltage Transformers	_____
_____	20/E20	Oscilloscopes	_____

ELECTROMAGNETICS - DC/LOW FREQUENCY (continued)

General Purpose Measuring and Test Equipment (M & TE)
(Describe below)

Short Title	*Range(s) and Uncertainty Desired*	*For NVLAP use only*

ELECTROMAGNETICS - RF/MICROWAVE

	NVLAP Code	*Short Title*	*Range(s) and Uncertainty Desired*
_____	20/R01	Coaxial Air Line Standards	_____
_____	20/R02	Coaxial/Waveguide Terminations	_____
_____	20/R03	Dielectric Materials	_____
_____	20/R04	Electromagnetic Field Strength	_____
_____	20/R05	HF Capacitance	_____
_____	20/R06	HF Inductance	_____
_____	20/R07	High Frequency Resistors	_____
_____	20/R08	Microwave Antenna Parameters	_____
_____	20/R09	Noise Temperature	_____
_____	20/R10	Q-Standards	_____
_____	20/R11	RF-DC Voltage/Current Converters	_____
_____	20/R12	RF/Microwave Bolometer Units	_____
_____	20/R13	RF/Microwave Attenuators	_____
_____	20/R14	RF/Microwave Phase Shifters	_____
_____	20/R15	VHF Omnidirectional Range	_____
_____	20/R16	Group Delay	_____
_____	20/R17	RF/Microwave Power Meters	_____

ELECTROMAGNETICS - RF/MICROWAVE (continued)

General Purpose Measuring and Test Equipment (M & TE)
(Describe below)

Short Title	*Range(s) and Uncertainty Desired*	*For NVLAP use only*

IONIZING RADIATION (includes categories formerly accredited under the Secondary Calibration Laboratory for Ionizing Radiation LAP)

	NVLAP Code	*Short Title*	*Range(s) and Uncertainty Desired*
_____	20/I01	Dosimetry of X-Rays, Gamma Rays & Electrons	
_____	20/I02	High-Dose Dosimetry	
_____	20/I03	Neutron Sources and Dosimeters	
_____	20/I04	Radioactive Sources	

General Purpose Measuring and Test Equipment (M & TE)
(Describe below)

Short Title	*Range(s) and Uncertainty Desired*	*For NVLAP use only*

MECHANICAL

	NVLAP Code	*Short Title*	*Range(s) and Uncertainty Desired*
_____	20/M01	Acoustic	_____
_____	20/M02	Acoustic Emission Transducers	_____
_____	20/M03	Airspeed	_____
_____	20/M04	Cryogenic Flow Rate	_____
_____	20/M05	Flow Rate	_____
_____	20/M06	Force	_____
_____	20/M07	Hydrometers	_____
_____	20/M08	Mass	_____
_____	20/M09	Ultrasonic Reference Block	_____
_____	20/M10	Ultrasonic Transducer	_____
_____	20/M11	Vibration	_____
_____	20/M12	Volume and Density	_____
_____	20/M13	Hardness	_____
_____	20/M14	Speed Indicators	_____

General Purpose Measuring and Test Equipment (M & TE)
(Describe below)

Short Title	*Range(s) and Uncertainty Desired*	*For NVLAP use only*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OPTICAL RADIATION

	NVLAP Code	*Short Title*	*Range(s) and Uncertainty Desired*
_____	20/O01	Laser Power Energy	_____
_____	20/O02	Photometric	_____
_____	20/O03	Radiometric	_____
_____	20/O04	Spectrophotometric	_____
_____	20/O05	UV Radiometric-Standard Detectors	_____
_____	20/O06	UV Radiometric-Standard Sources	_____
_____	20/O07	Photovoltaic Devices	_____

General Purpose Measuring and Test Equipment (M & TE)
(Describe below)

Short Title	*Range(s) and Uncertainty Desired*	*For NVLAP use only*
_____	_____	_____
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_____	_____	_____
_____	_____	_____

THERMODYNAMIC

	NVLAP Code	*Short Title*	*Range(s) and Uncertainty Desired*
_____	20/T01	Heat Flux Gages	_____
_____	20/T02	Humidity	_____
_____	20/T03	Laboratory Thermometers	_____
_____	20/T04	Leak Artifacts	_____
_____	20/T05	Pressure	_____
_____	20/T06	Radiation Thermometry	_____
_____	20/T07	Resistance Thermometry	_____
_____	20/T08	Thermocouples & Pyrometer Indicators	_____
_____	20/T09	Vacuum & Low Pressure Gages	_____
_____	20/T10	Vacuum & Low Pressure Transducers	_____

General Purpose Measuring and Test Equipment (M & TE)
(Describe below)

Short Title	*Range(s) and Uncertainty Desired*	*For NVLAP use only*
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

TIME AND FREQUENCY

	NVLAP Code	*Short Title*	*Range(s) and Uncertainty Desired*
_____	20/F01	Frequency Dissemination	_____
_____	20/F02	Time Dissemination	_____
_____	20/F03	Oscillator Characterization	_____
_____	20/F04	Pulse Waveform	_____
_____	20/F05	Stopwatches and Timers	_____

General Purpose Measuring and Test Equipment (M & TE)
(Describe below)

Short Title	*Range(s) and Uncertainty Desired*	*For NVLAP use only*

RECOGNITION OF COMPLIANCE TO ANSI/NCSL Z540-1-1994, PART I

A few of the general requirements prescribed in ANSI/NCSL Z540-1-1994, *Calibration Laboratories and Measuring and Test Equipment - General Requirements*, Part I are not directly addressed in ISO/IEC 17025:2005 and, therefore, are not addressed in NIST Handbook 150: *NVLAP Procedures and General Requirements* (2006 edition). Laboratories wishing to be evaluated for their compliance to Z540-1, in addition to the requirements of NIST Handbook 150, should indicate their desires below.

The additional requirements may be found in the Supplemental Checklist for Verification of Compliance to ANSI/NCSL Z540-1-1994, Part I.

	NVLAP Code	***Short Title***
_____	20/A01	ANSI/NCSL Z540-1-1994, Part I compliance