

DATE :

NVLAP LAB CODE:

## CONDITIONS FOR ACCREDITATION

To become accredited and maintain accreditation, a laboratory shall agree in writing to comply with the following NVLAP conditions for accreditation:

- a) comply at all times with the NVLAP requirements for accreditation as set forth in NIST Handbook 150 and relevant technical documents, including any changes to those requirements;
- b) fulfill the accreditation procedure, especially to receive the assessment team and allow access to information, documents, and records;
- c) when the laboratory conducts activities at clients' sites, have arrangements to provide access to the assessment team;
- d) pay the fees charged to the applicant laboratory as determined by NVLAP, and maintain relevant financial agreements;
- e) participate in proficiency testing as required;
- f) follow NVLAP conditions for referencing accreditation status (see Annex A and Annex E);
- g) resolve all nonconformities;
- h) report to NVLAP within 30 days any significant changes relevant to its accreditation, in any aspect of its status or operation relating to:
  - legal, commercial, organizational, or ownership status,
  - organization, top management, or key personnel, including Authorized Representative and Approved Signatories,
  - main policies,
  - resources and location, including equipment, facilities, and working environment, where significant,
  - scope of accreditation, or
  - other matters that may affect the laboratory's ability to comply with the requirements of NIST Handbook 150 and/or relevant technical documents;
- i) return to NVLAP the Certificate of Accreditation and the Scope of Accreditation should it be requested to do so by

NVLAP.

In addition to the confidentiality provisions of NIST Handbook 150 paragraph 1.7, NVLAP (administered by NIST) and the laboratory seeking accreditation acknowledge and agree that the accreditation assessments and proficiency testing work done by NIST/NVLAP is done in accordance with the authority granted to NIST by Title 15 United States Code Section 3710a. The Parties further agree that to the extent permitted by law, NIST will protect information obtained during application, on-site assessment, proficiency testing, evaluation, and accreditation from disclosure pursuant to Title 15 USC 3710a(c)(7) (A) and (7)(B) for a period of five (5) years after it is obtained.

For the first five years that laboratory information is held by NVLAP, both confidentiality provisions will be in force —NIST Handbook 150 and 15USC3710a. Information in NVLAP's possession for more than five years will continue to be held in confidence under the provision of NIST Handbook 150.

As the applicant laboratory's **Authorized Representative**, I agree to the above conditions for accreditation. I attest that all statements made in this application are correct to the best of my knowledge and are made in good faith.

Signature and Date: \_\_\_\_\_

Phone:

Printed Name and Title: \_\_\_\_\_

E-mail: