



# Assessor Questionnaire

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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 (attach sheet if needed)  | _____       |             |             |                  |                  |

**Please return this questionnaire via email to [NVLAP@nist.gov](mailto:NVLAP@nist.gov). Thank you very much!**

### FOR NVLAP USE ONLY

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: