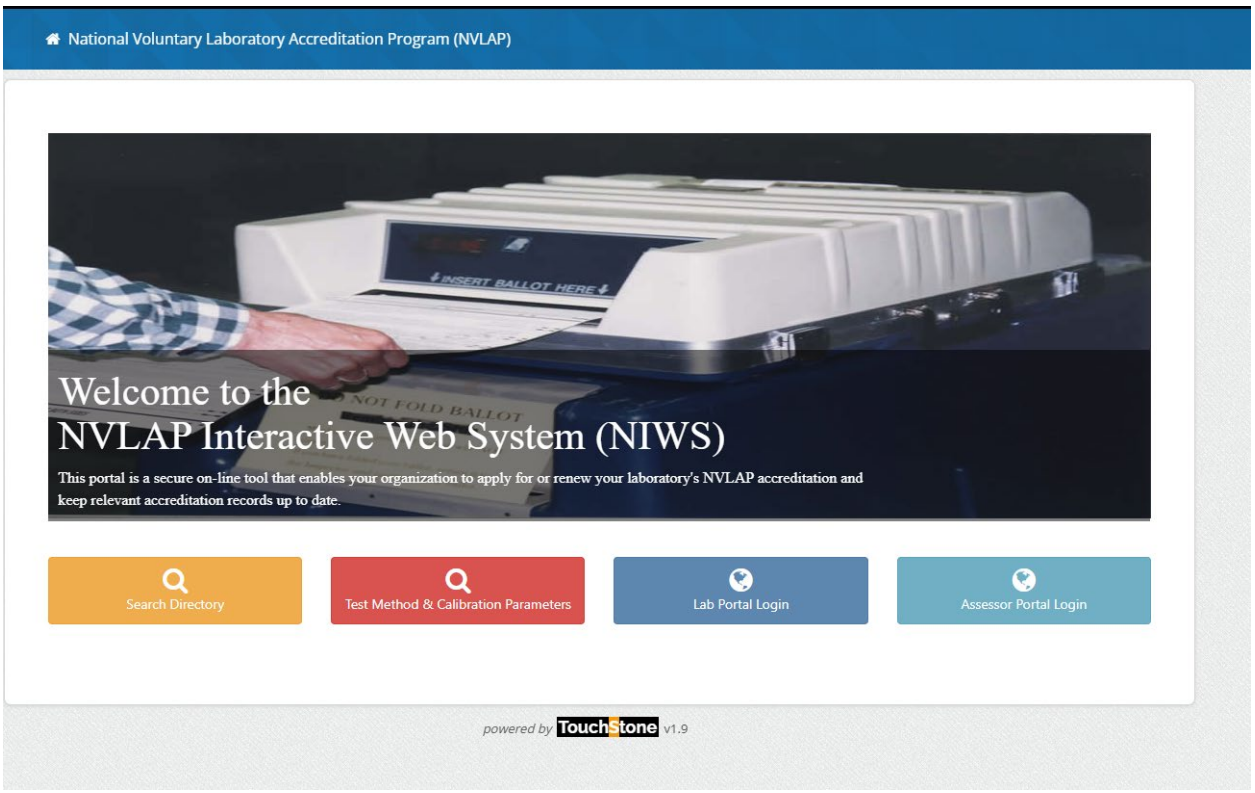
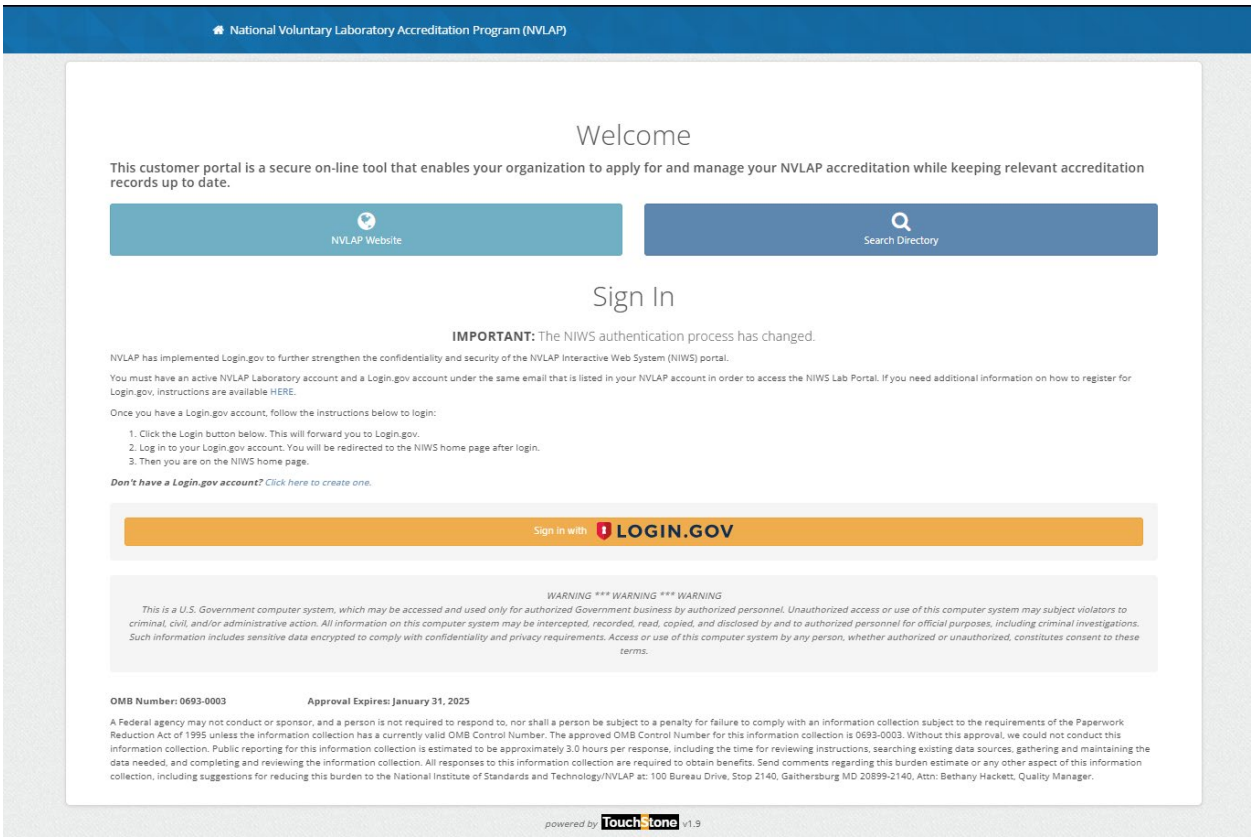
Initial screen



Lab Portal Login



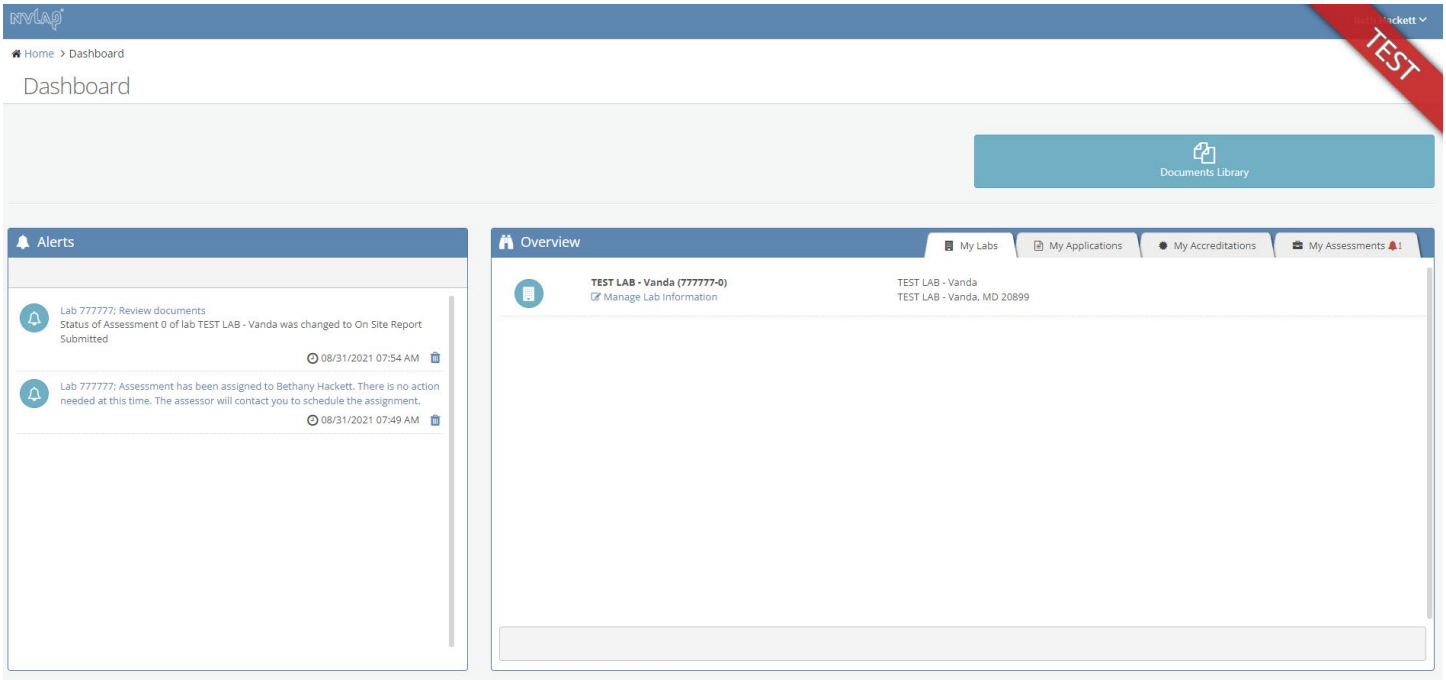
Customer Dashboard-Shows the Alerts and tabs for the lab areas.

A) Screens under My Labs tab:

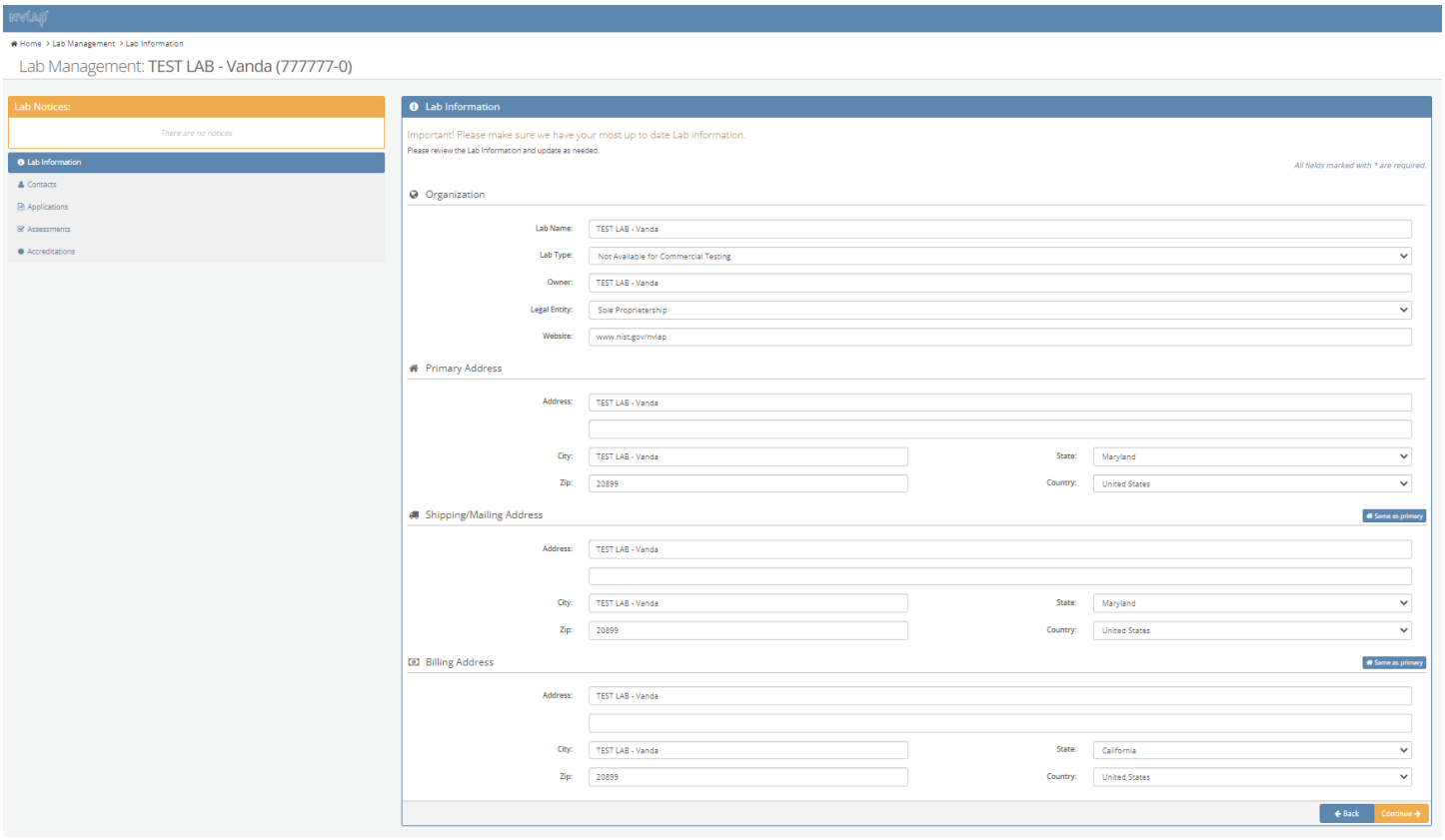
A.1 Dashboard

a. Alerts-notices used to let laboratory know the status of the assessment process, such as the assigned assessor, the report submission, etc.

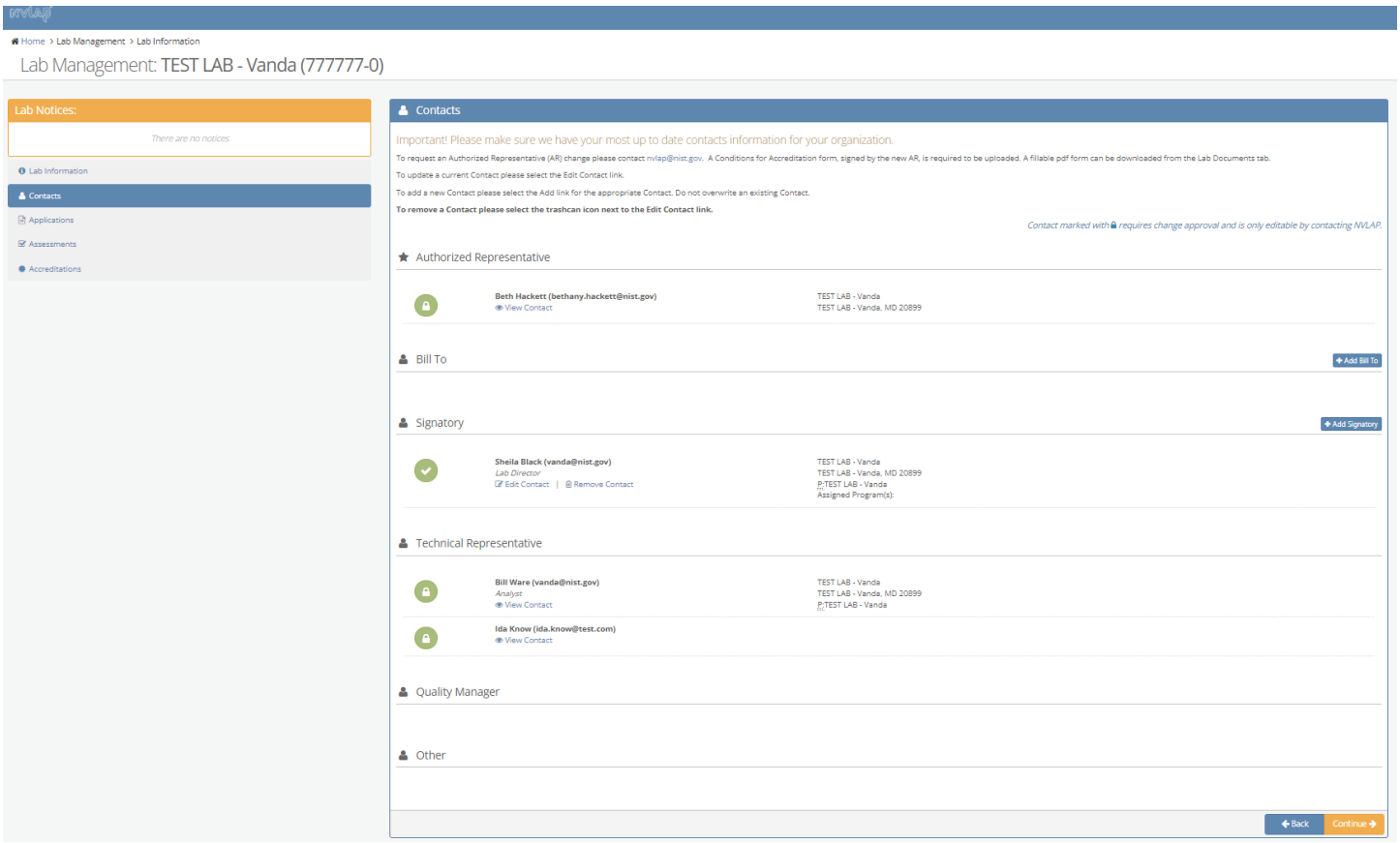
b. Overview-provides the laboratory name (Lab Code) and address. By selecting Manage Lab Information, labs will be able to review the information that is used to create their lab record.



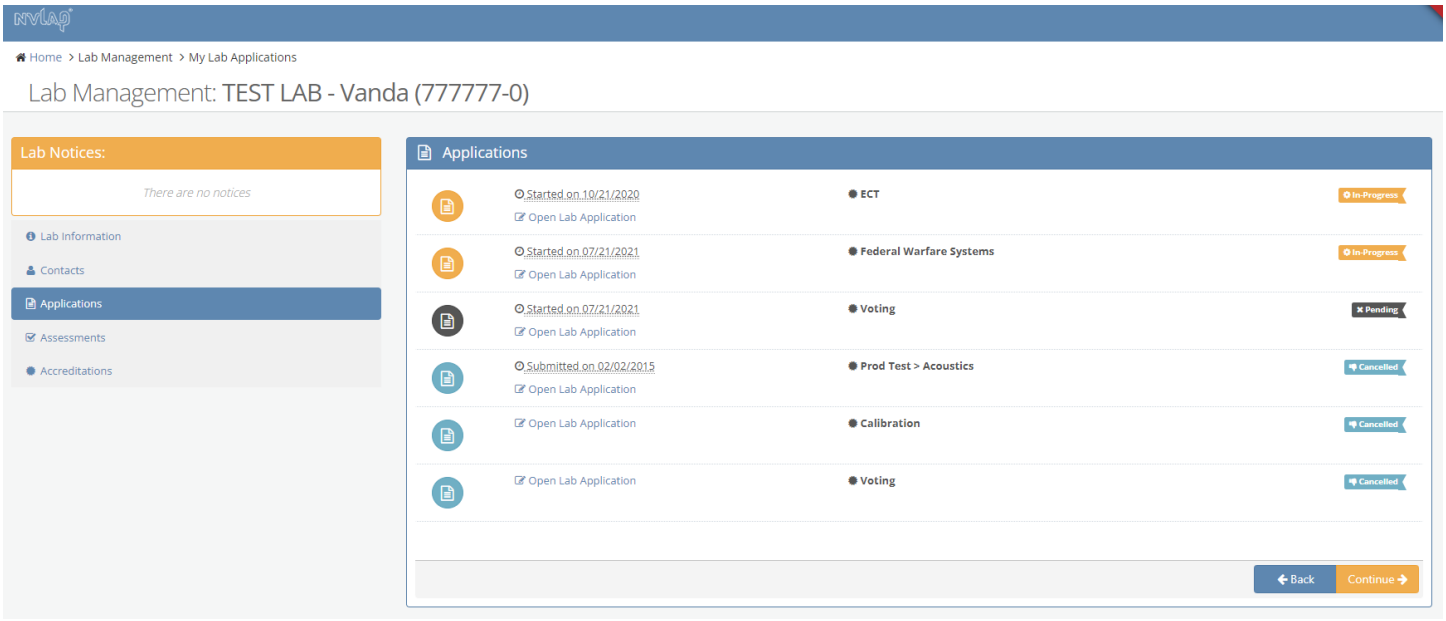
A.2 Lab information



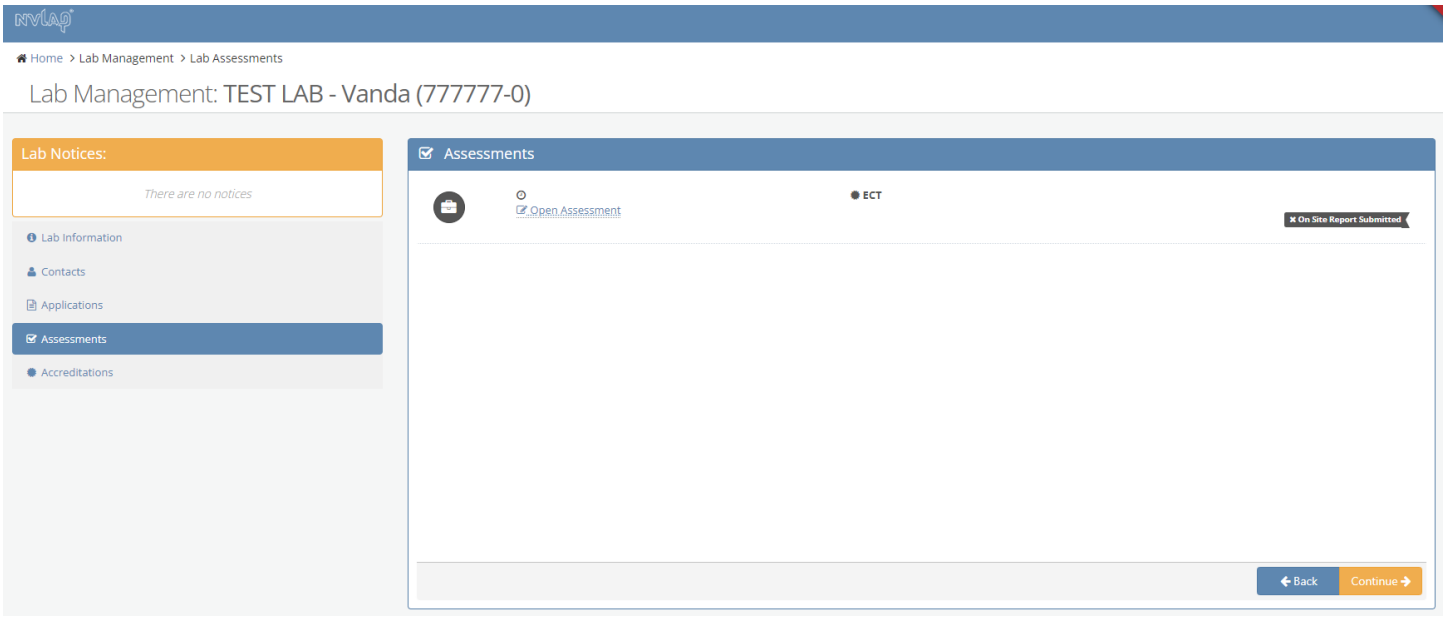
A.3 Contacts


Home > Lab Management > Lab Information
Lab Management: TEST LAB - Vanda (777777-0)
Lab Notices:
There are no notices
Lab Information
Contacts
Applications
Assessments
Accreditations
Contacts
Important! Please make sure we have your most up to date contacts information for your organization.
To request an Authorized Representative (AR) change please contact nvlap@nist.gov. A Conditions for Accreditation form, signed by the new AR, is required to be uploaded. A fillable pdf form can be downloaded from the Lab Documents tab.
To update a current Contact please select the Edit Contact link.
To add a new Contact please select the Add link for the appropriate Contact. Do not overwrite an existing Contact.
To remove a Contact please select the trashcan icon next to the Edit Contact link.
Contact marked with a requires change approval and is only editable by contacting NVLAP.
Authorized Representative
Beth Hackett (bethany.hackett@nist.gov)
View Contact
TEST LAB - Vanda
TEST LAB - Vanda, MD 20899
Bill To
Add Bill To
Signatory
Add Signatory
Sheila Black (vanda@nist.gov)
Lab Director
Edit Contact | Remove Contact
TEST LAB - Vanda
TEST LAB - Vanda, MD 20899
P:TEST LAB - Vanda
Assigned Program(s):
Technical Representative
Bill Ware (vanda@nist.gov)
Analyst
View Contact
TEST LAB - Vanda
TEST LAB - Vanda, MD 20899
P:TEST LAB - Vanda
Ida Know (ida.know@test.com)
View Contact
Quality Manager
Other
Back
Continue

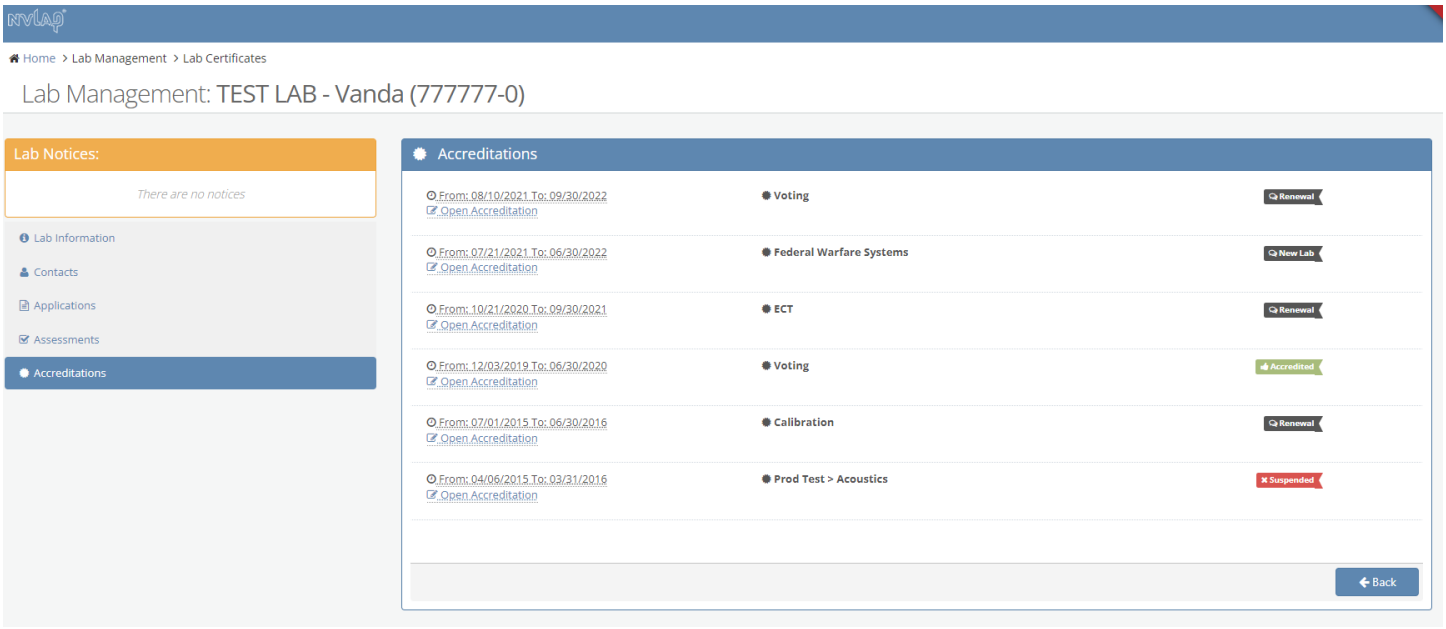
A.4 Applications-This screen shows a list of the applications that have been generated for the laboratory, the Accreditation program for the application, and the status of the application. The highlighted application entry will be followed through the application process.



A.5 Assessments-This screen summarizes if the laboratory has an assessment with the renewal period, and if so, the status of the assessment (Complete-Pass, Resolving Nonconformity, etc.). The Assessment with the status of Resolving Nonconformities will be reviewed under the My Assessments tab.



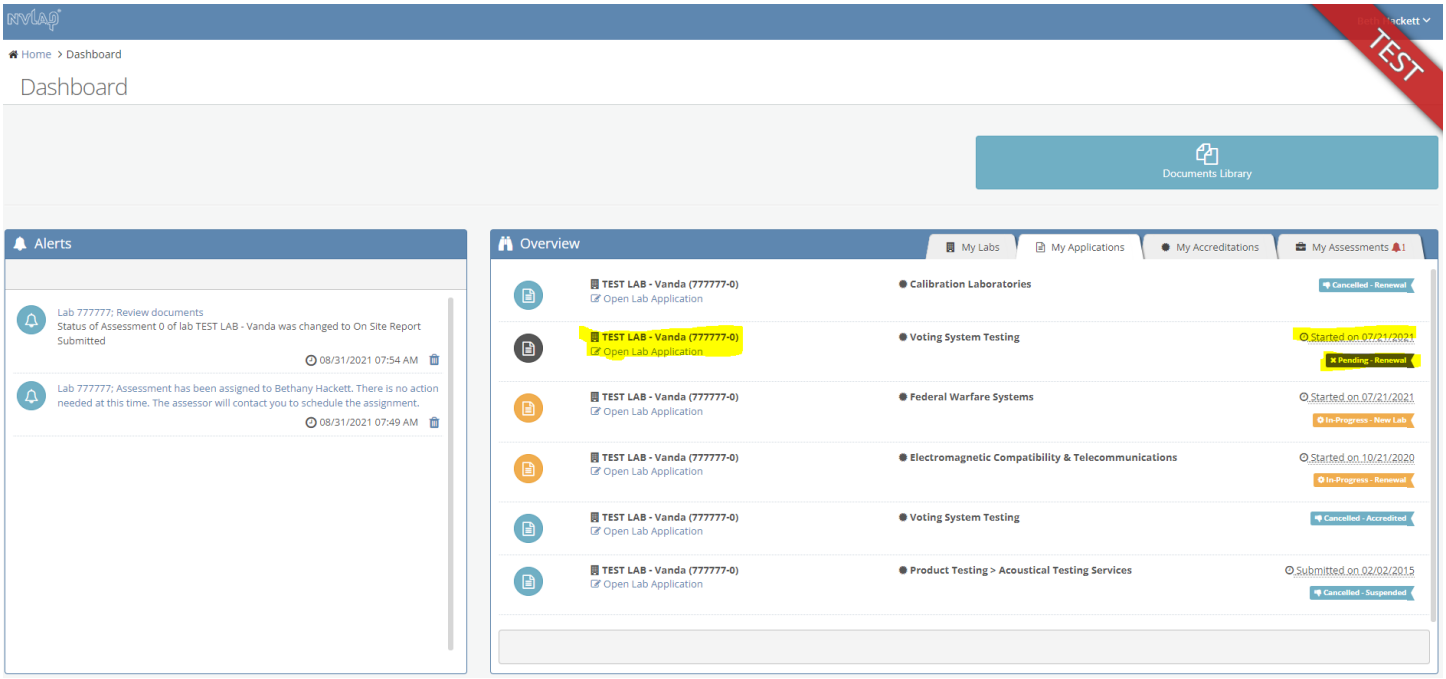
A.6 Accreditations-This screen shows which accreditation programs the laboratory is accredited in (Voting), and the dates of the accreditation cycle (the documentation will follow the Renewal with the cycle listed From: 2021-8-10 To: 2022-09-30).



B) Screens under My Applications tab

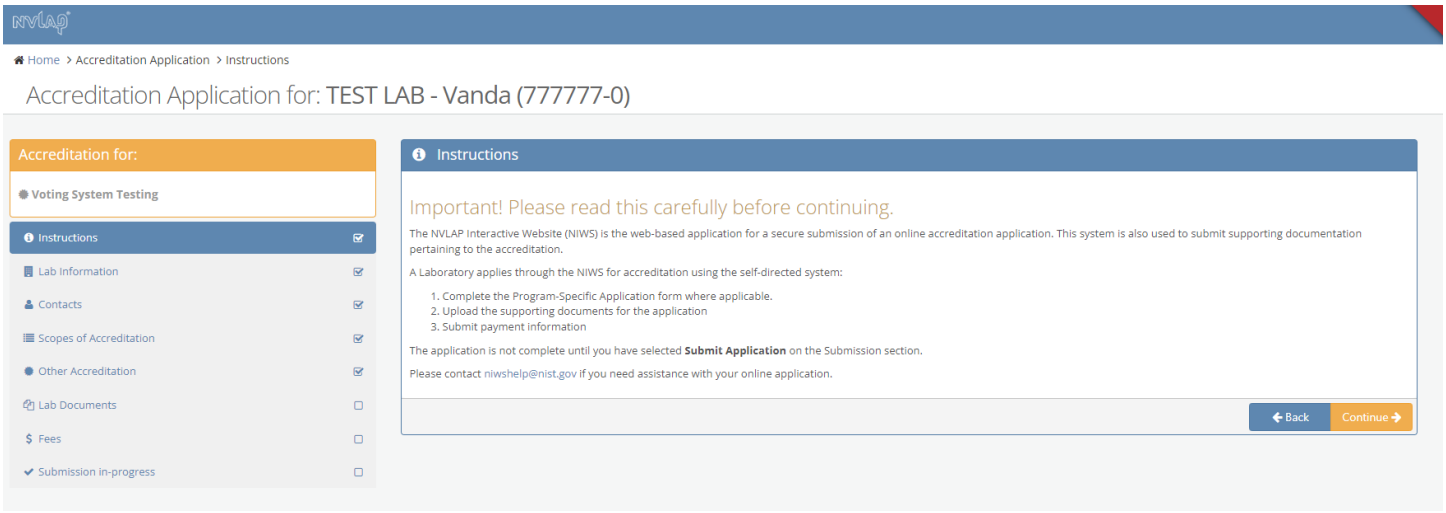
B.1 Dashboard

a. Alerts-notices used to let laboratory know the status of the assessment process, such as the assigned assessor, the report submission, etc.
b. Overview-provides a list of the application actions for the laboratory. This information will be following the highlighted application renewal process by selecting Open Lab Application.

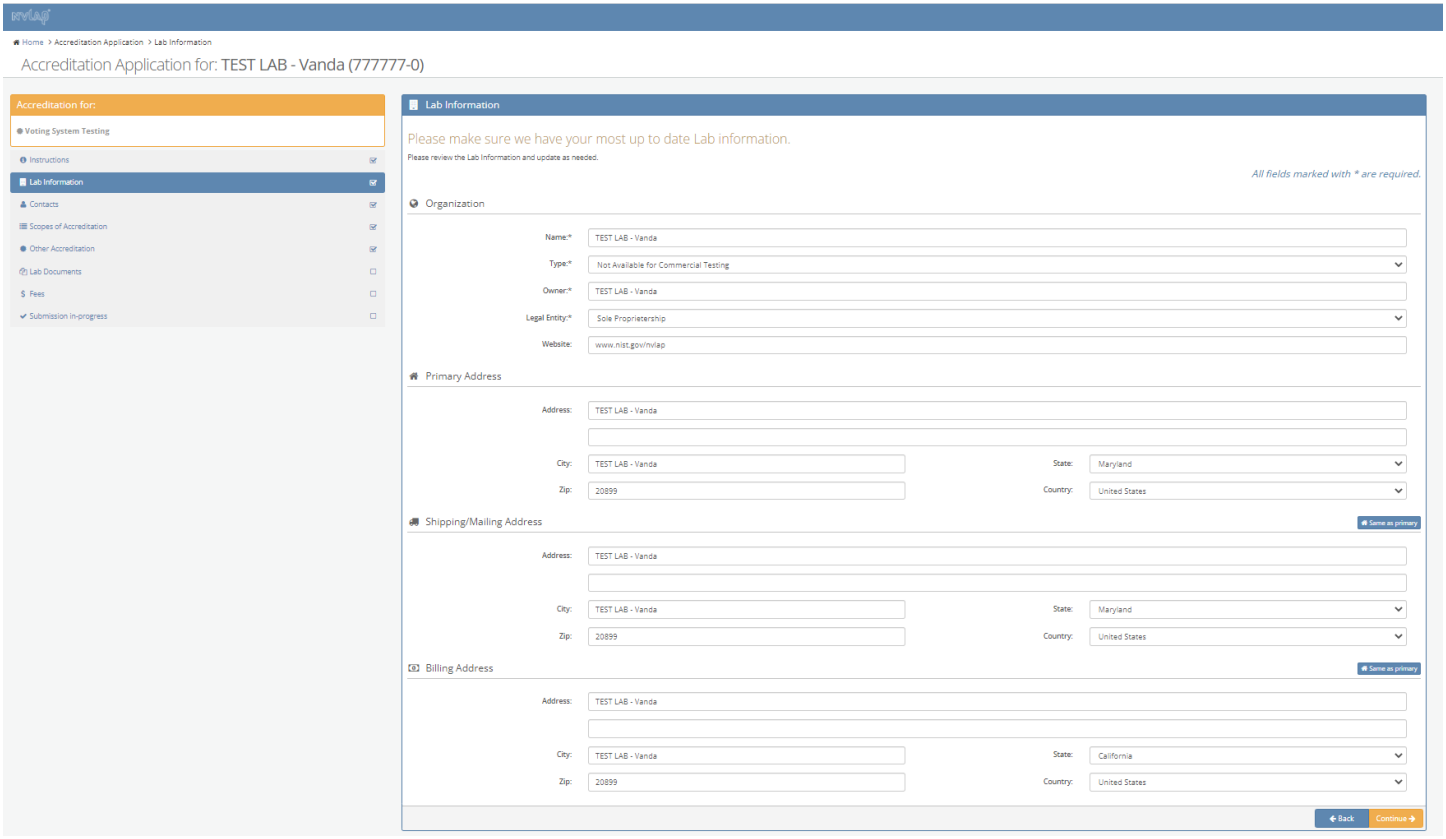


Upon selecting Open Lab Application:

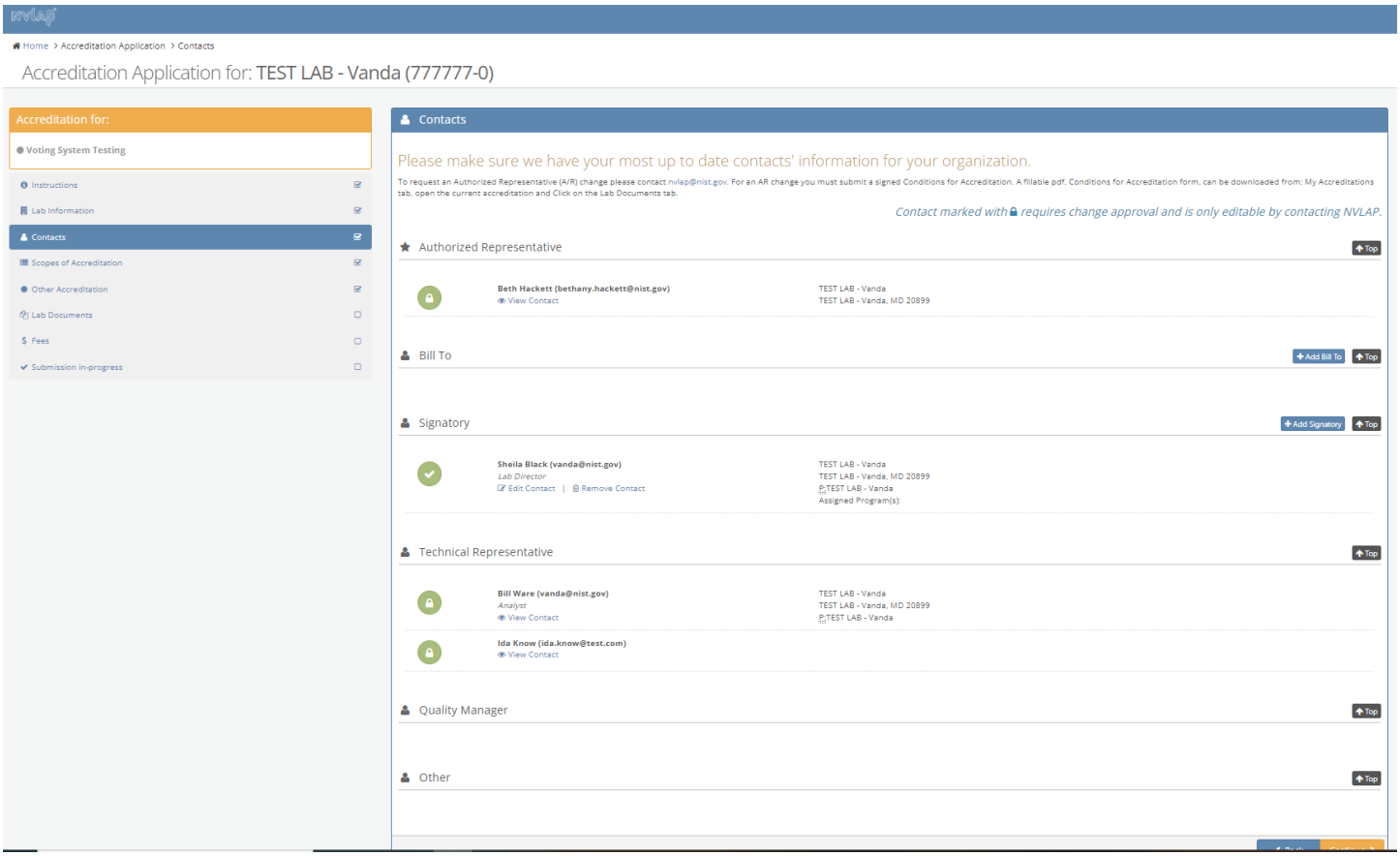
B.2 Instructions



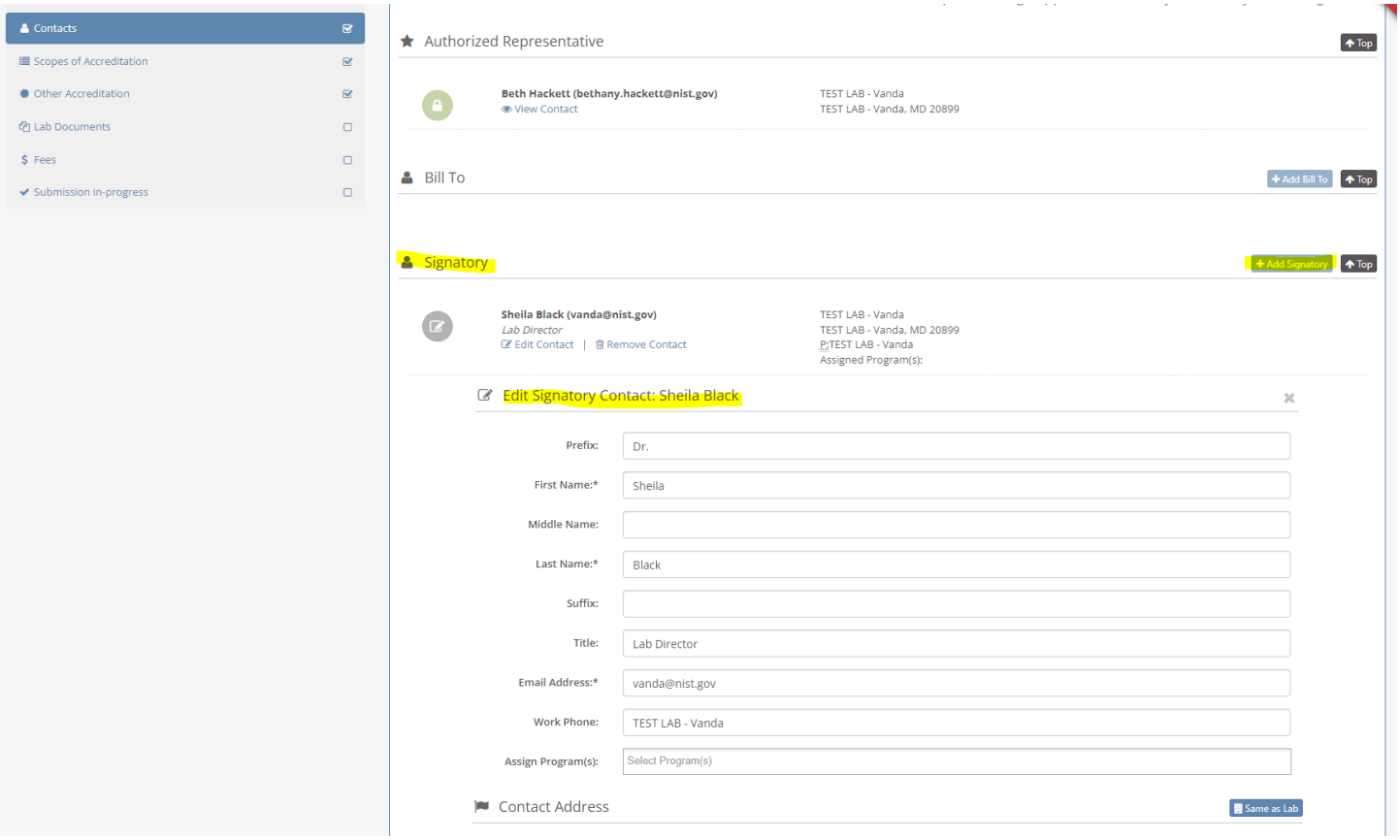
B.3 Lab Information-This information is provided to NVLAP on the General Application for New Laboratories form with the initial application, in which NVLAP sets up the database entry for the laboratory's review with each application submission.



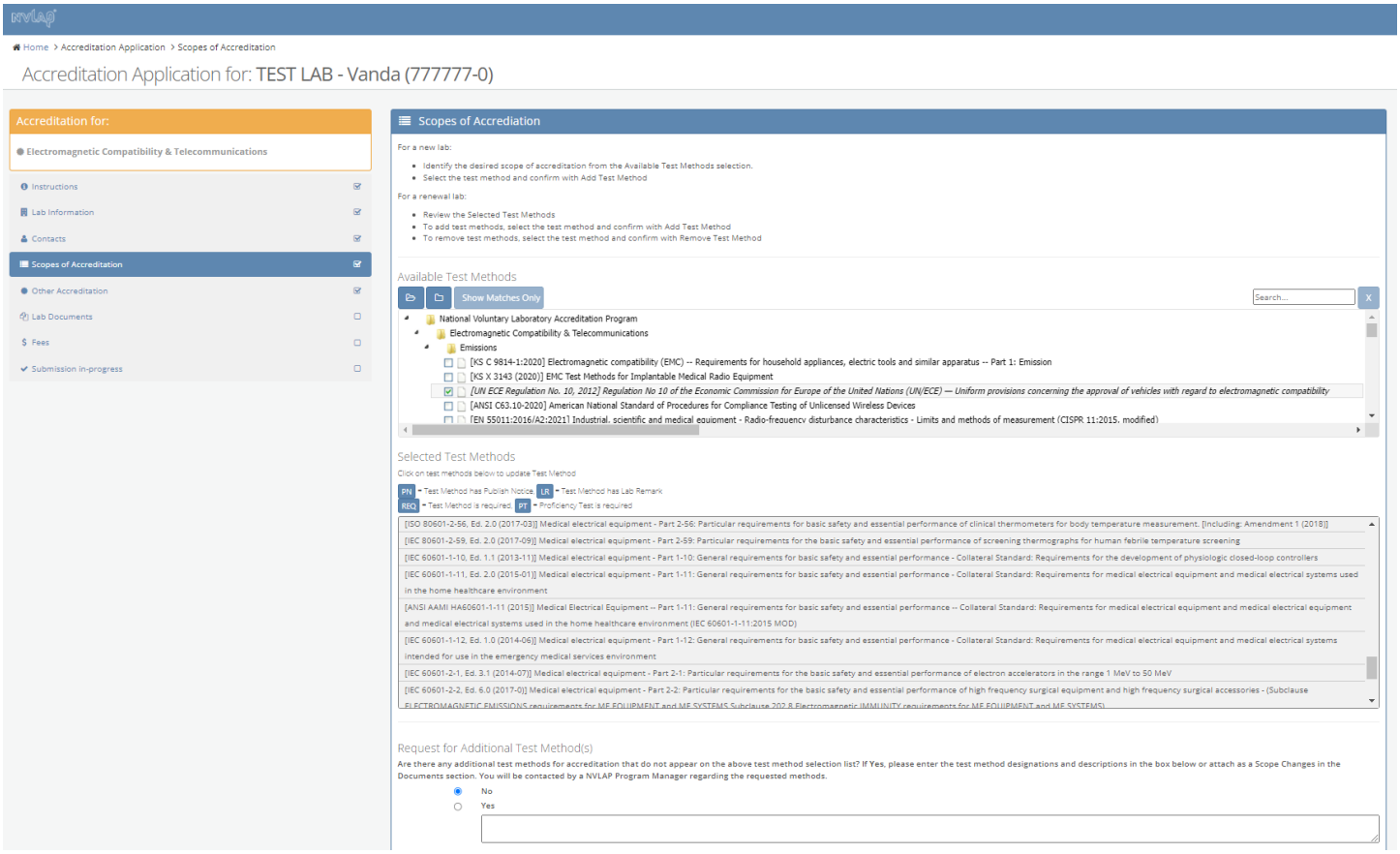
B.3 Contacts-This Authorized Representative information is provided to NVLAP on the General Application for New Laboratories form. Once the laboratory has been entered into the database by NVLAP and provided with the credentials to access their laboratory record, they are able to log into the Lab Portal and create and modify the Signatory records.



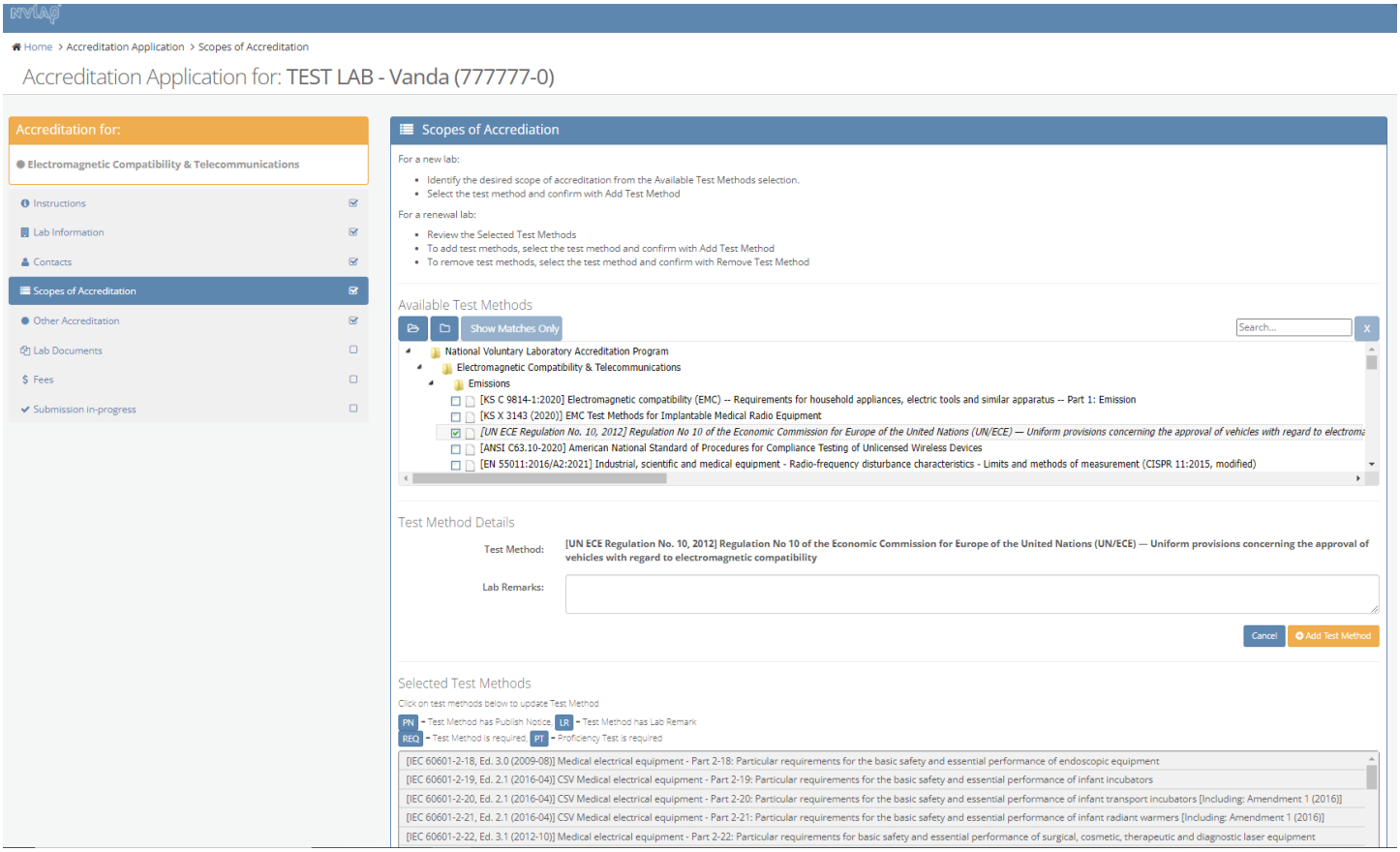
B.3a Add or remove Signatory Contact or edit an existing Signatory Contact

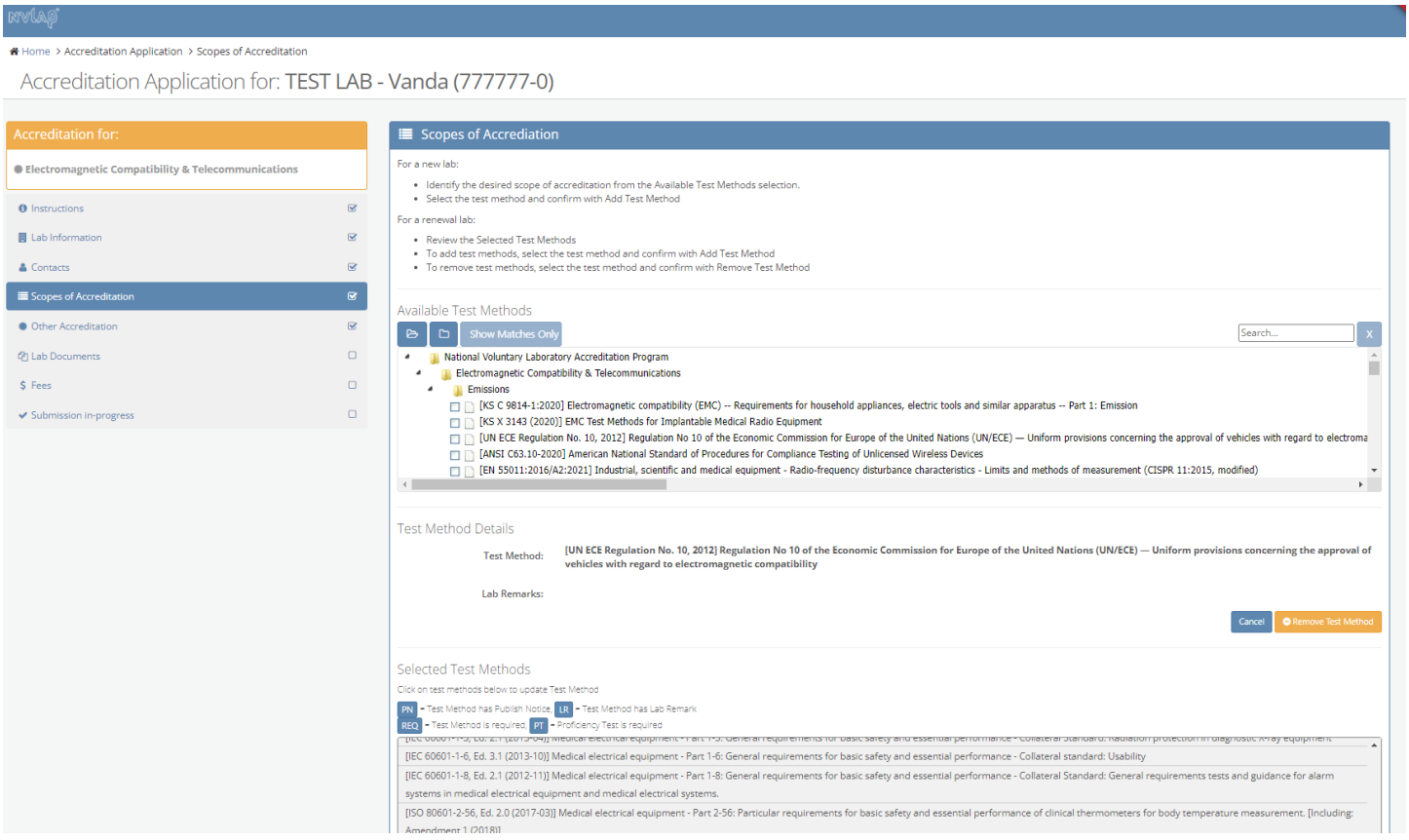


B.4 Scopes of Accreditation-This screen allows the laboratories to see what test methods are available for the accreditation program and those that they have selected. Laboratories make any modifications to their scope using this screen. If the method isn't currently available, laboratories can request methods that they provide.

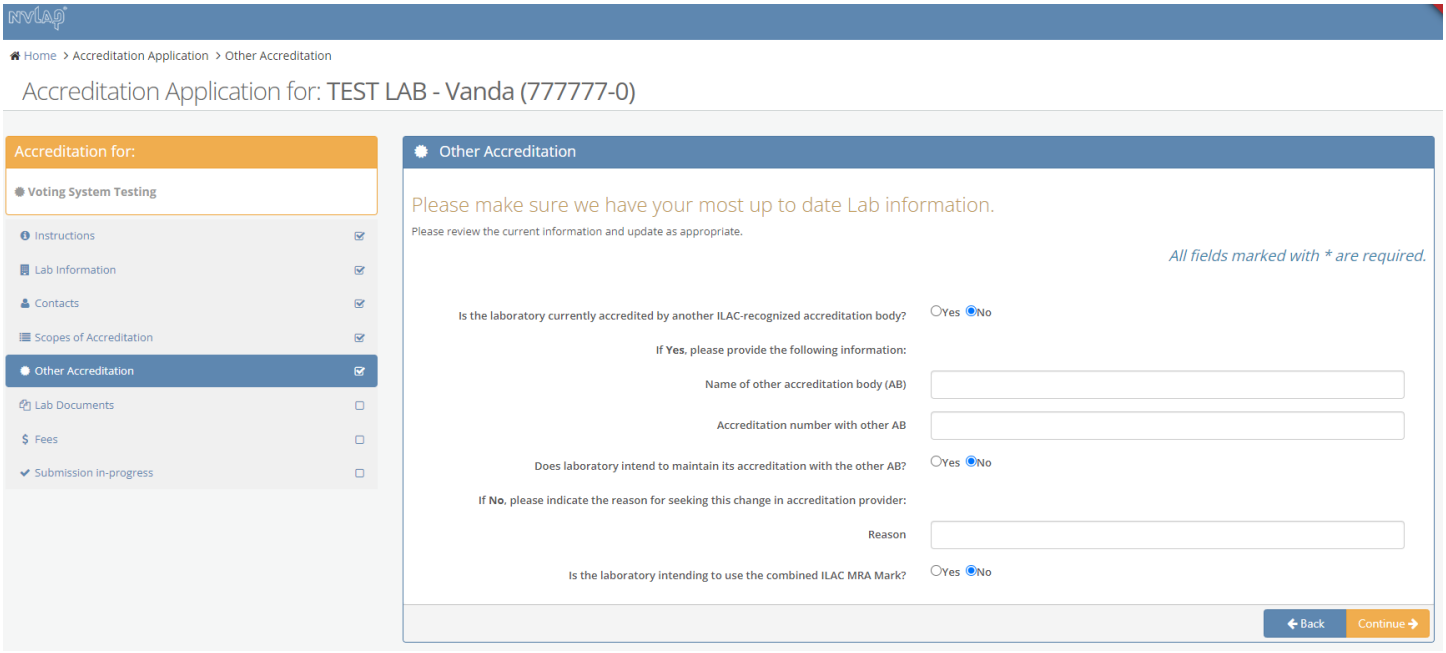


B.5 For those programs in which the scopes can be freely modified, laboratories are able to indicate the methods they wish to add and remove.

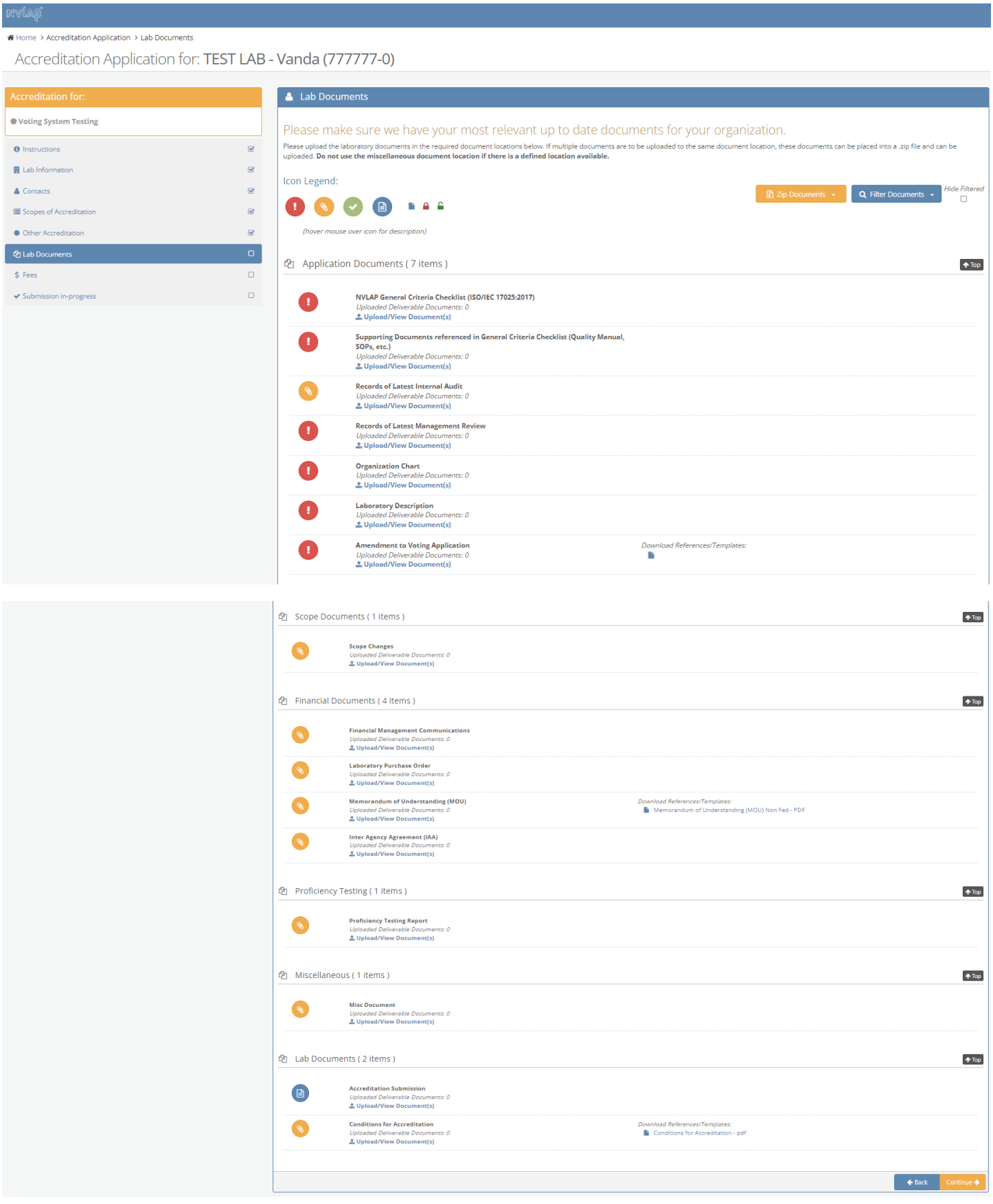




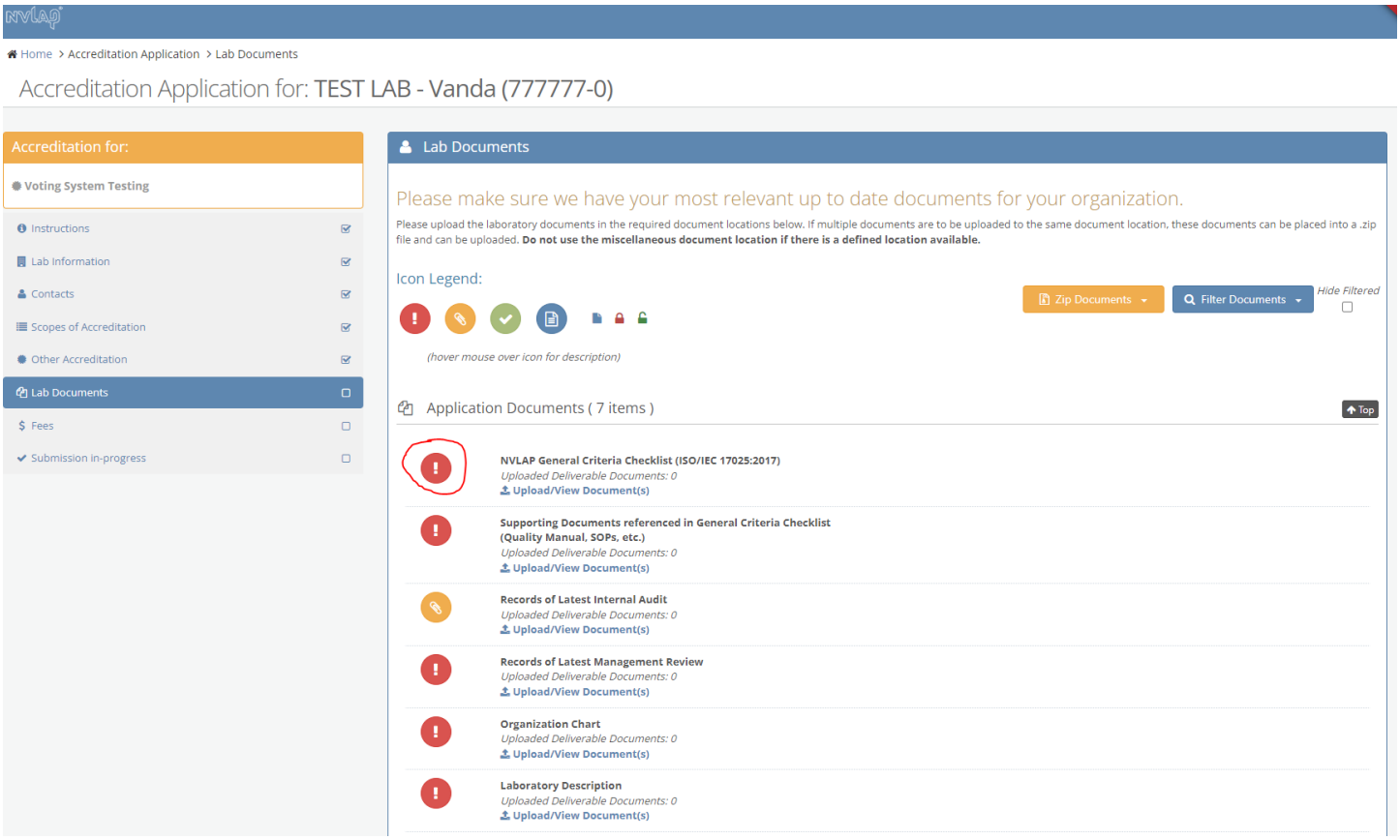
B.6 Other Accreditations-NVLAP requests applicant laboratories to provide information about other ILAC related areas, such as accreditations, use of the Combined ILAC MRA Mark, and the revision of the standard to which they are requesting accreditation.



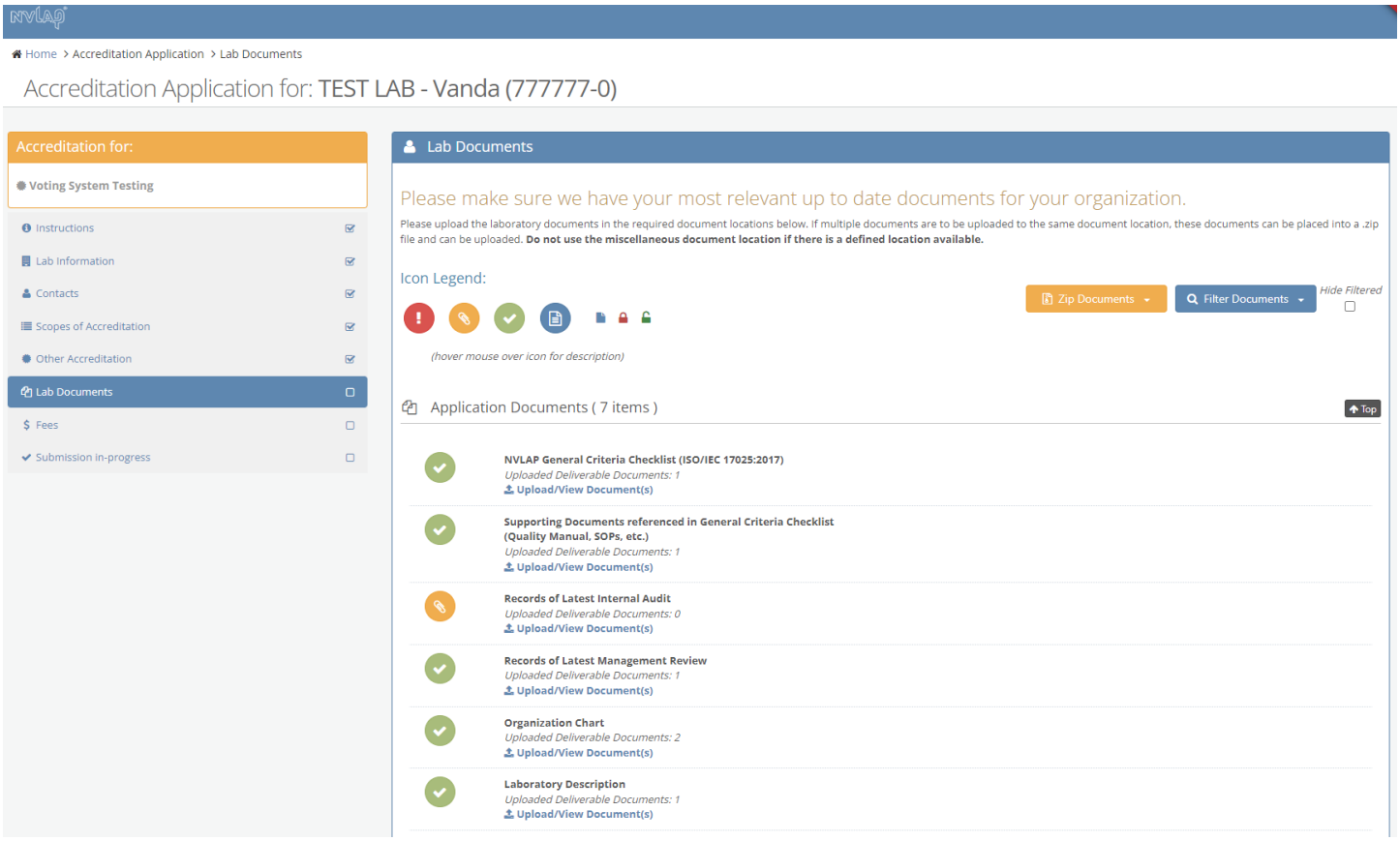
B.7 Lab Documents-this screen includes the areas where the applicant laboratory is required to upload the supporting documents for the application.



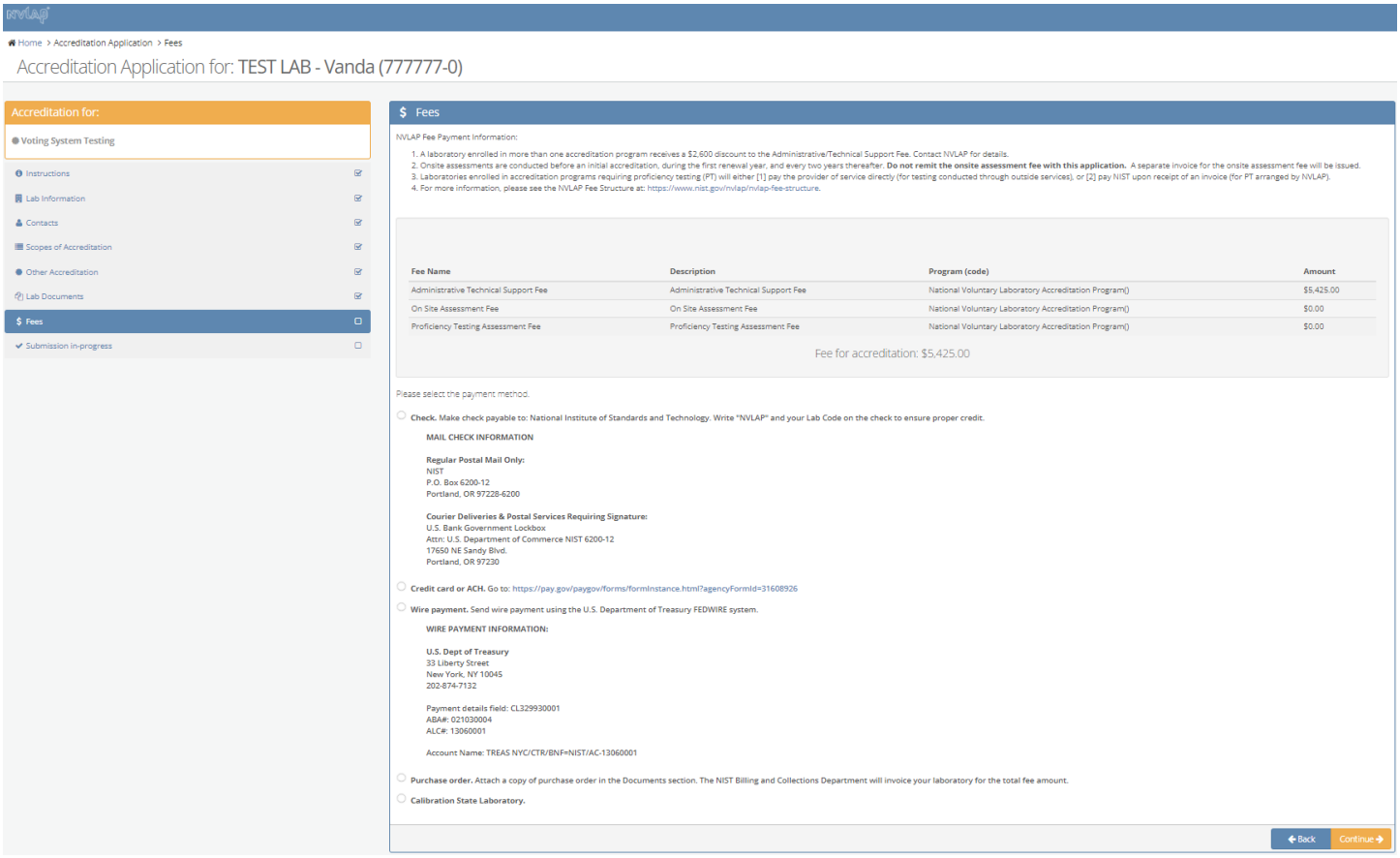
B.7.1 The lab is required to provide a several documents as part of the application. Required documents are indicated by the red circle with exclamation point. The lab uploads the documents into the portal



B.7.2 Once the documentation has been uploaded into the required fields, the required indicator is changed to a green circle with a check mark

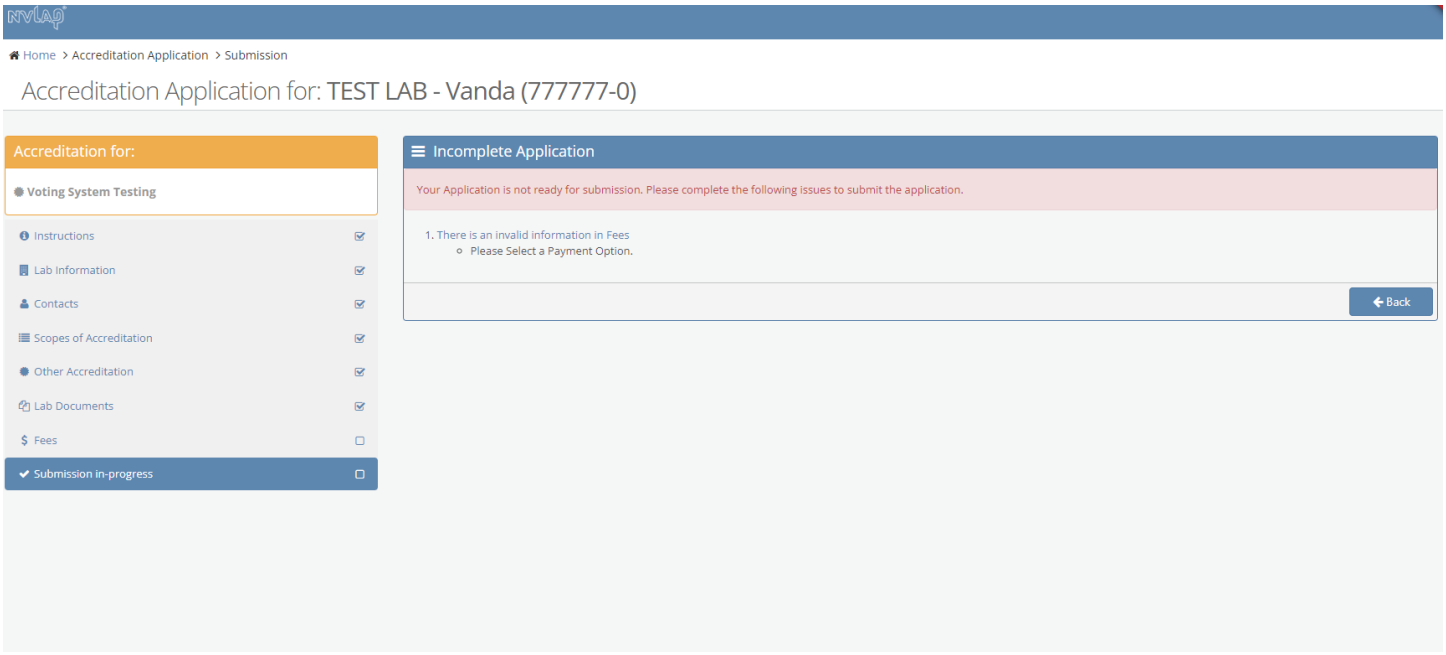


B.8 Fees-this screen allows the laboratory to identify the payment method for the Administrative Technical Support Fee.

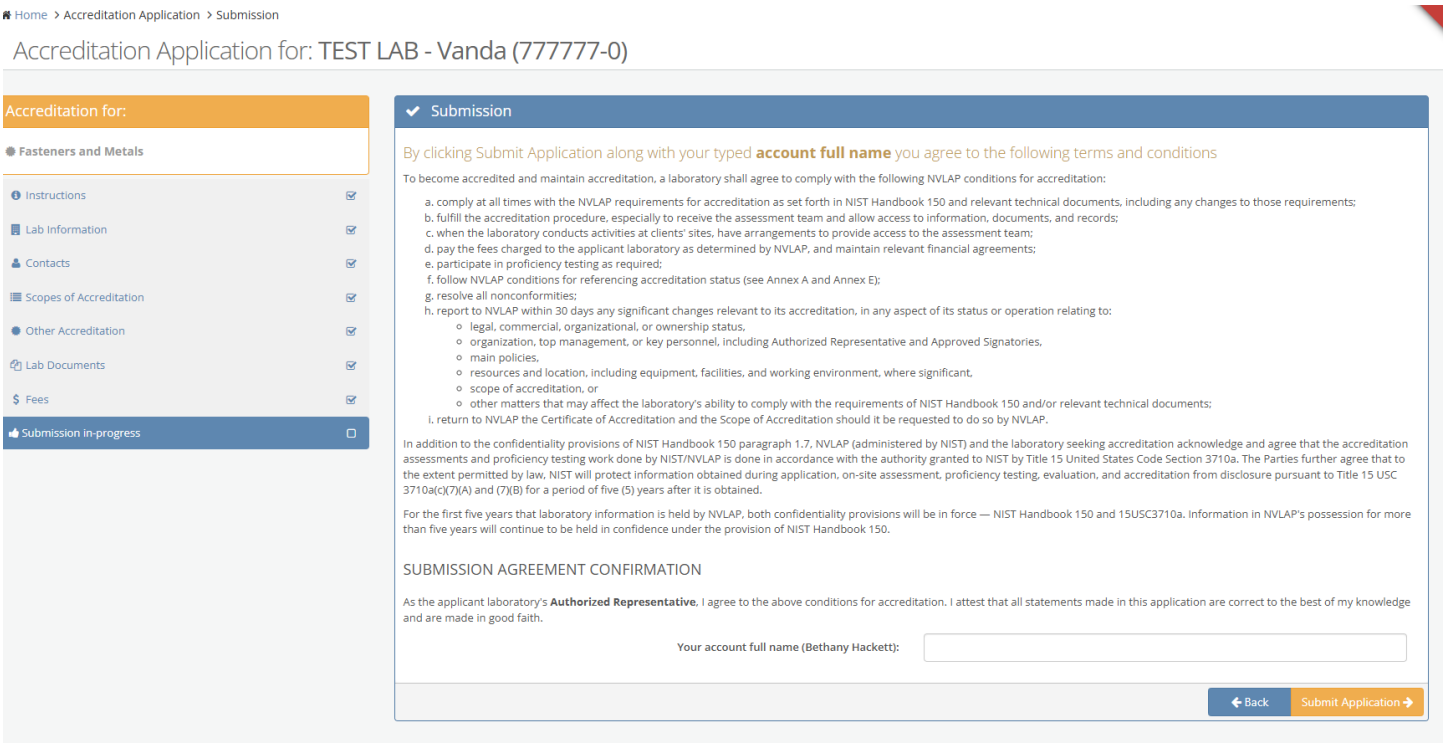


B.9 Submission of the Application-This screen identifies if the application is ready for submission.

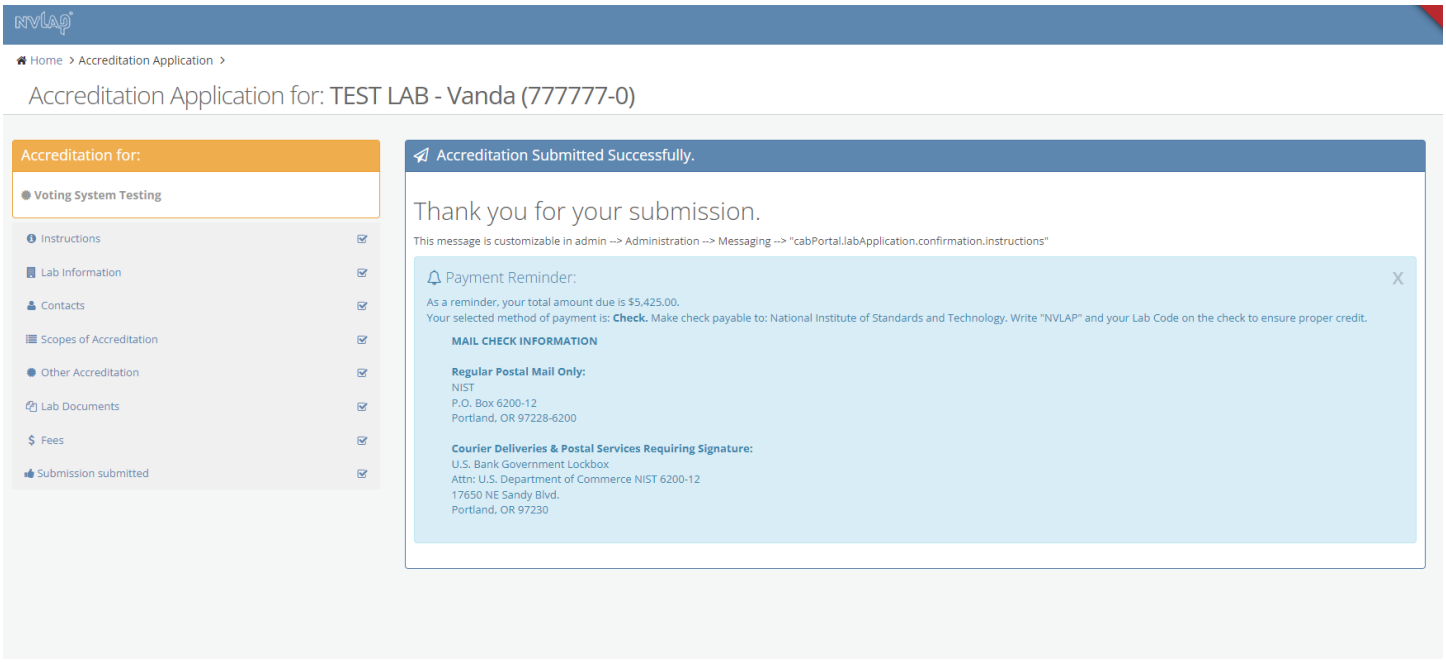
B.9.1 If any issues are identified within the Lab Information, Lab Documents and Fee steps, the system will not allow the laboratory to submit the application until the issues have been resolved.



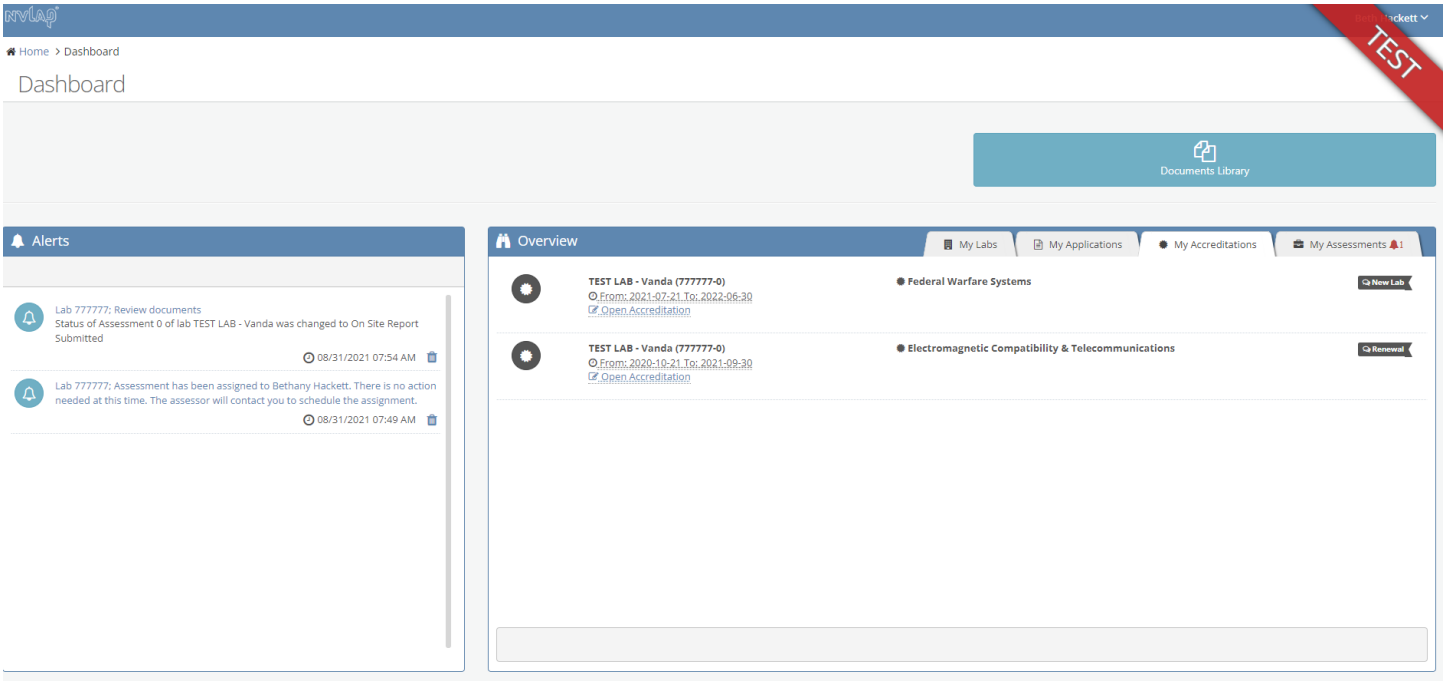
B.9.2 Once all the issues with the application have been resolved, the Submission screen identifies the Conditions for Accreditation in which the laboratory agrees to abide by these terms and conditions, and their password is required to be provided to complete the submission.



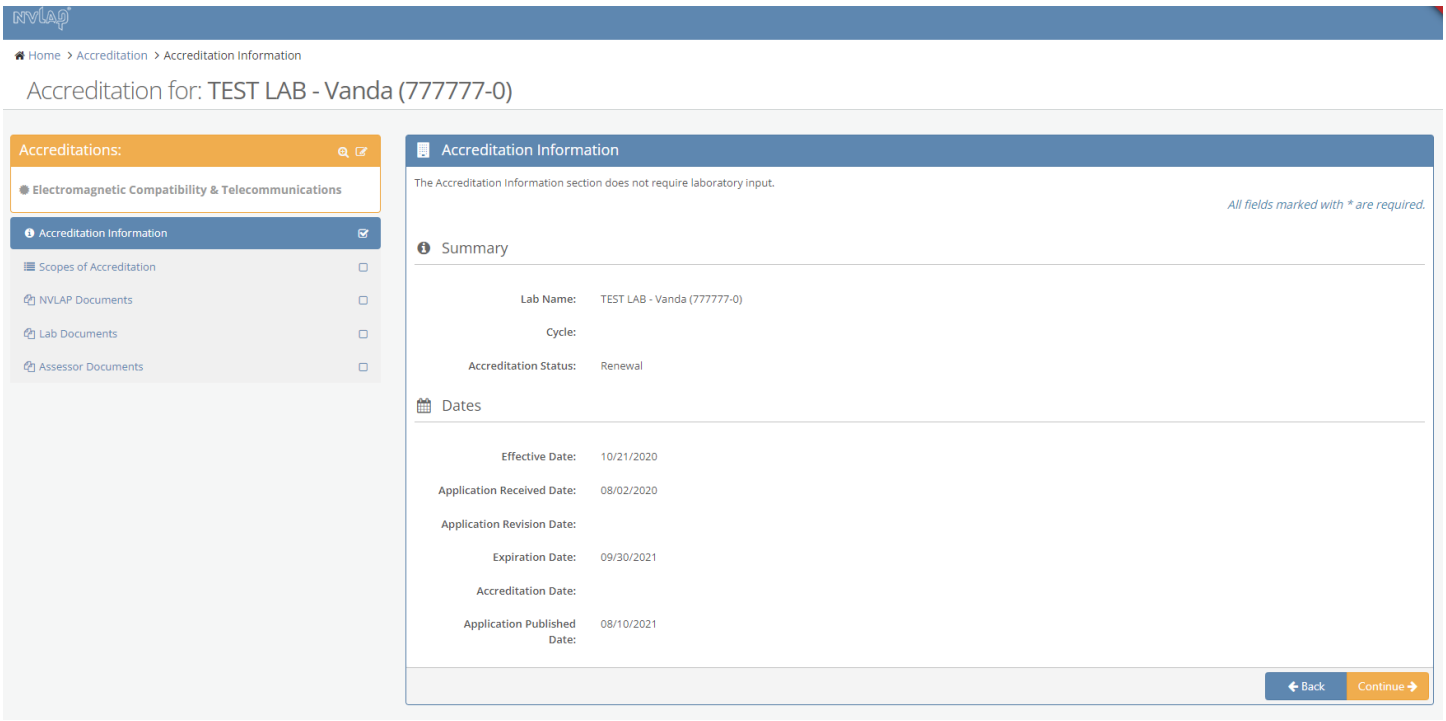
B.9.3 The laboratory Authorized Representative uses their password to submit the application and receives confirmation of the submission.



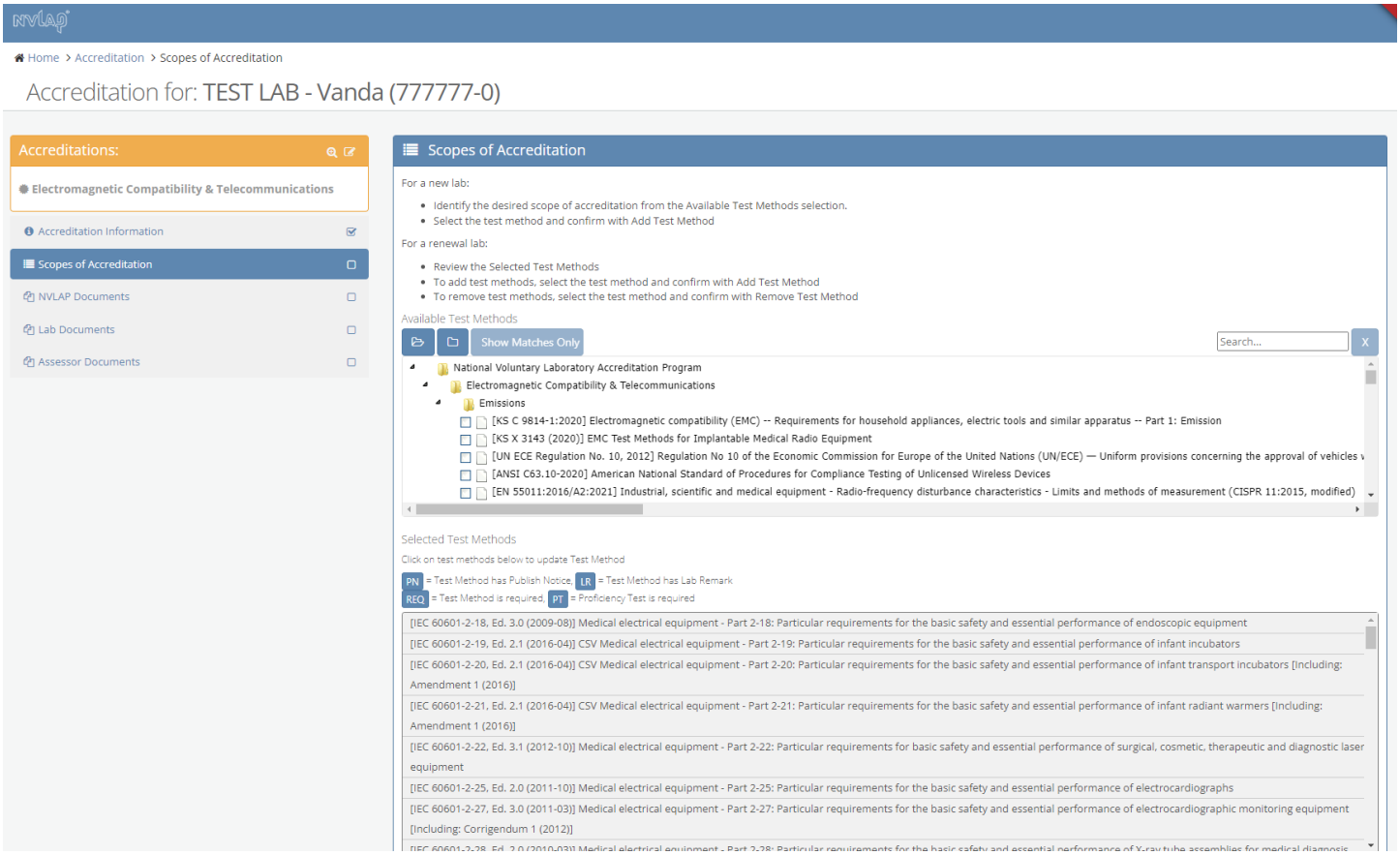
C) My Accreditations tab-In the Overview, select the Open Application for the Renewal status



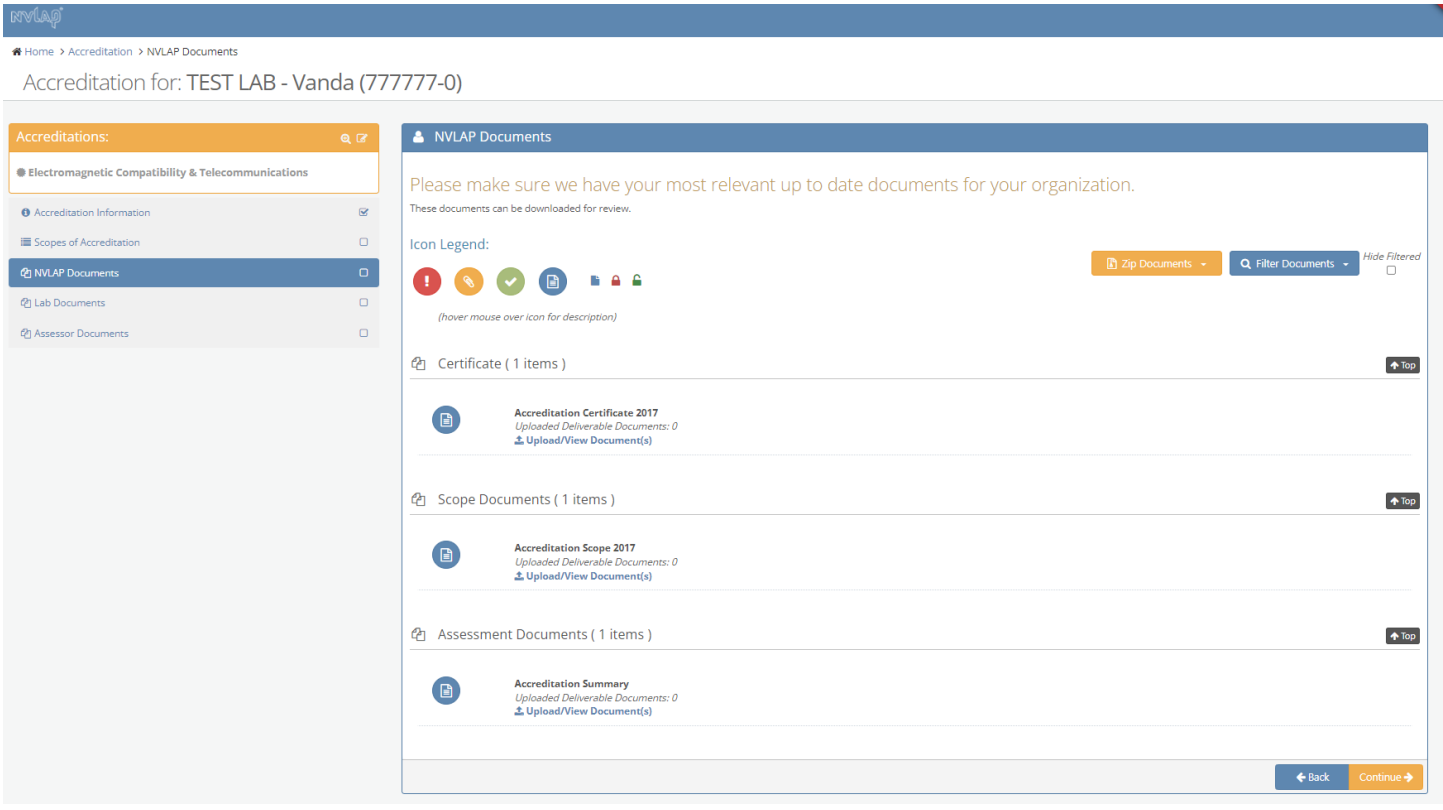
C.1 Accreditation Information-No laboratory input required



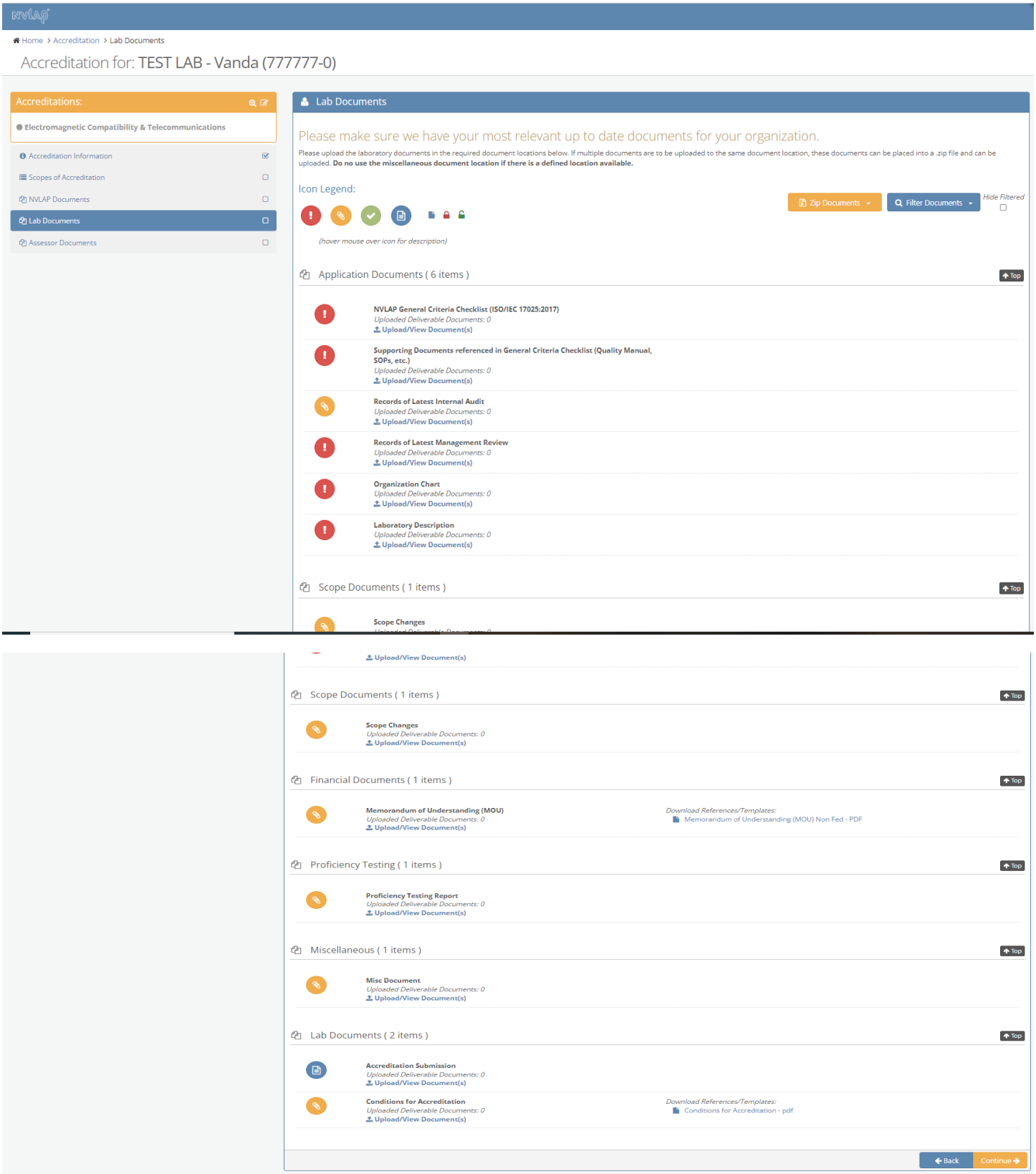
C.2 Scopes of Accreditation-Screen is the same that is found under the My Applications tab, on the Scopes of Accreditation screen.



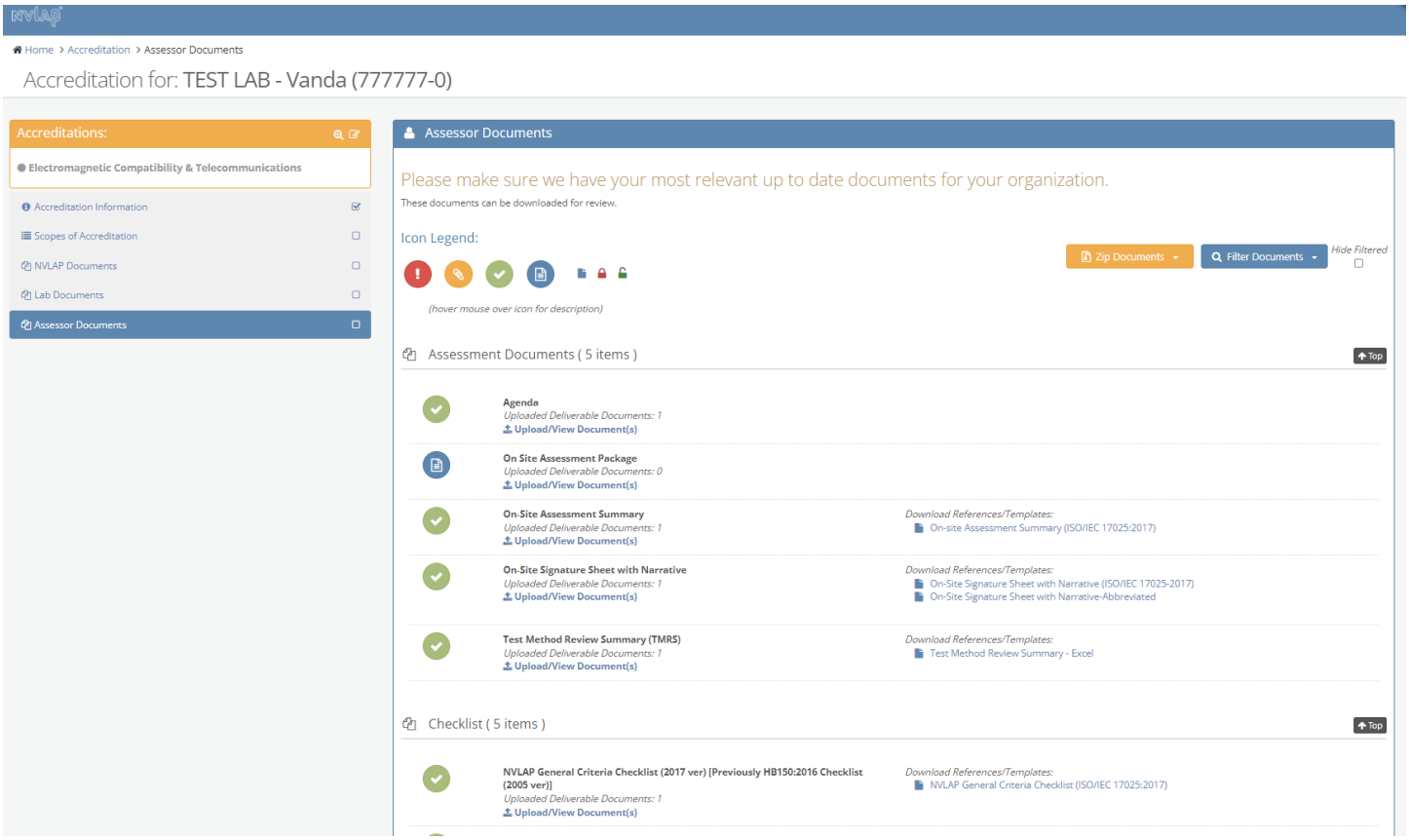
C.3 NVLAP Documents-Screen shows the NVLAP retained information regarding accreditation documentation for the laboratory.

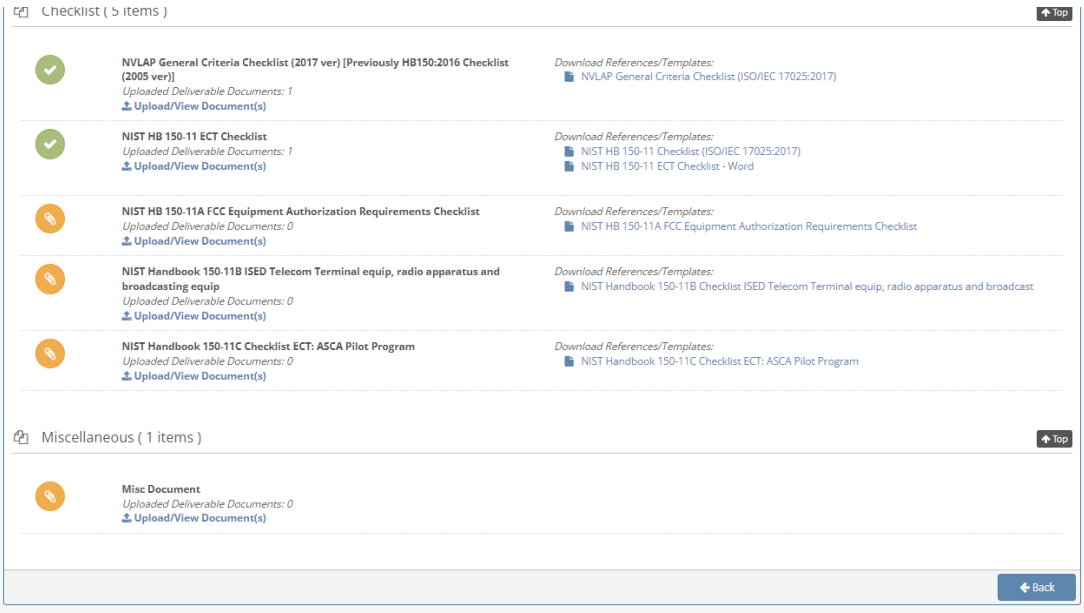


C.4 Lab Documents-Same screen as found in the B.7-My Applications tab in the Lab Documents file. Used for the laboratory to review the information they have provided.



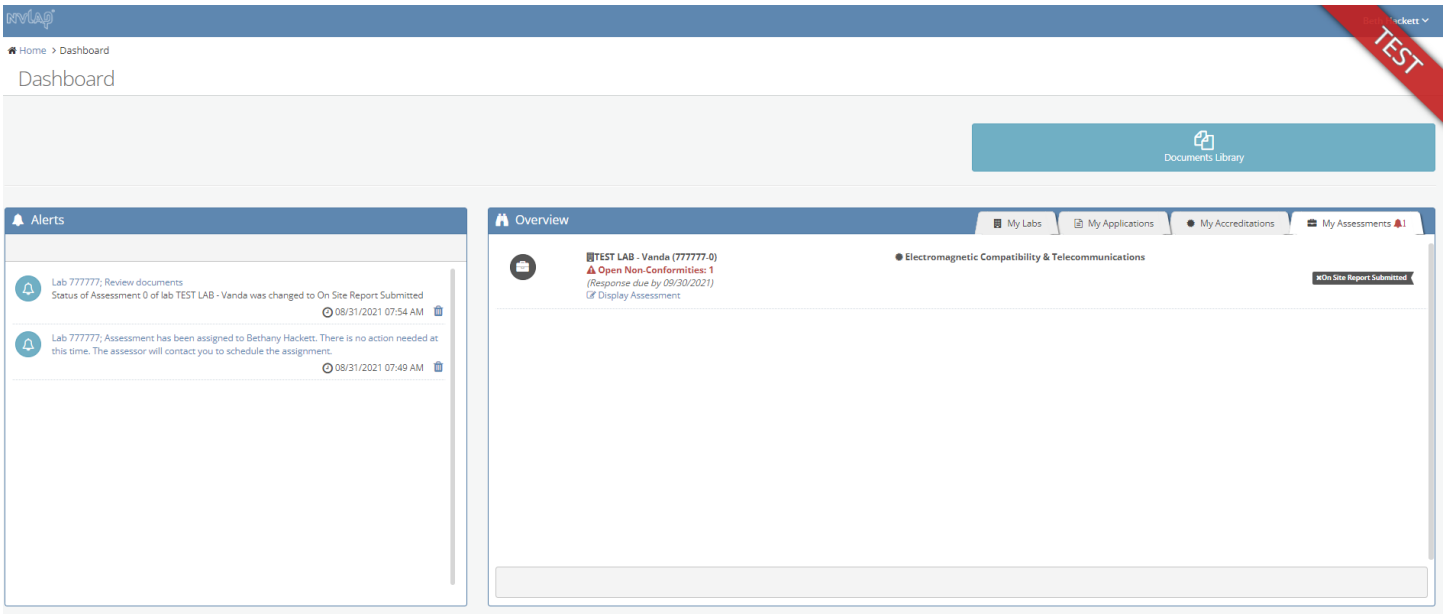
C.5 Assessor Documents-used for the lab to see any documents provided by the assessor if an assessment is required during the renewal period.



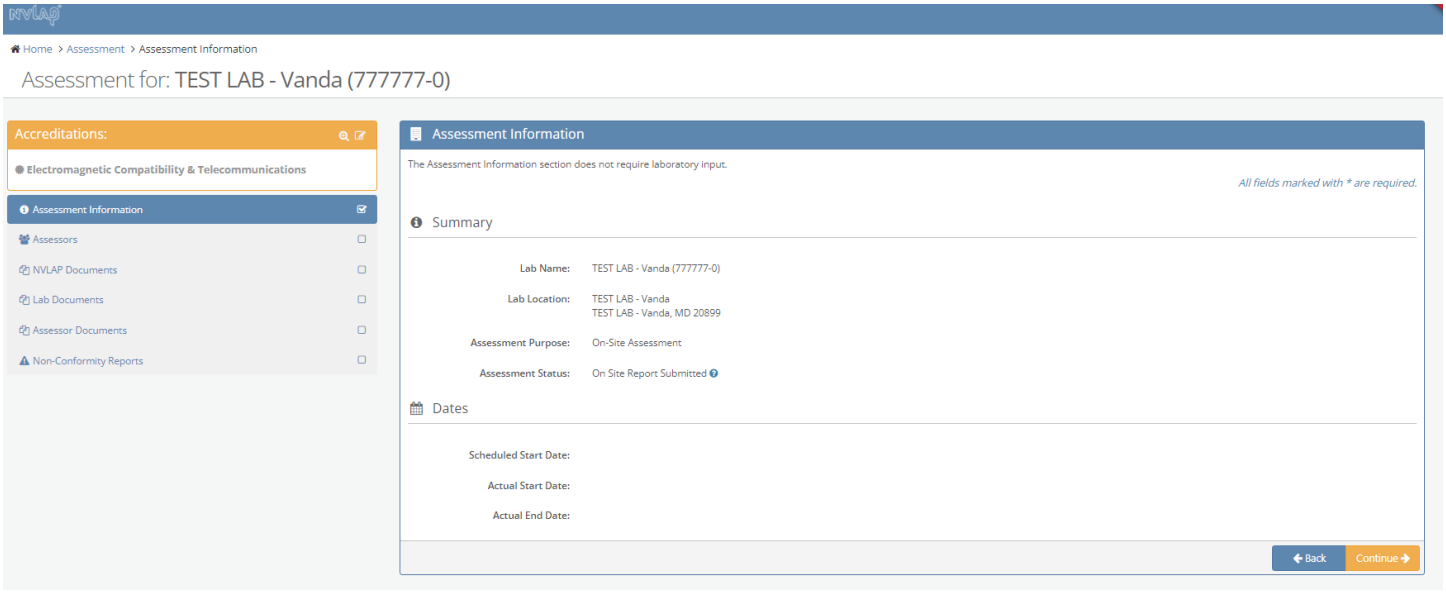


D) Screens under My Assessments tab

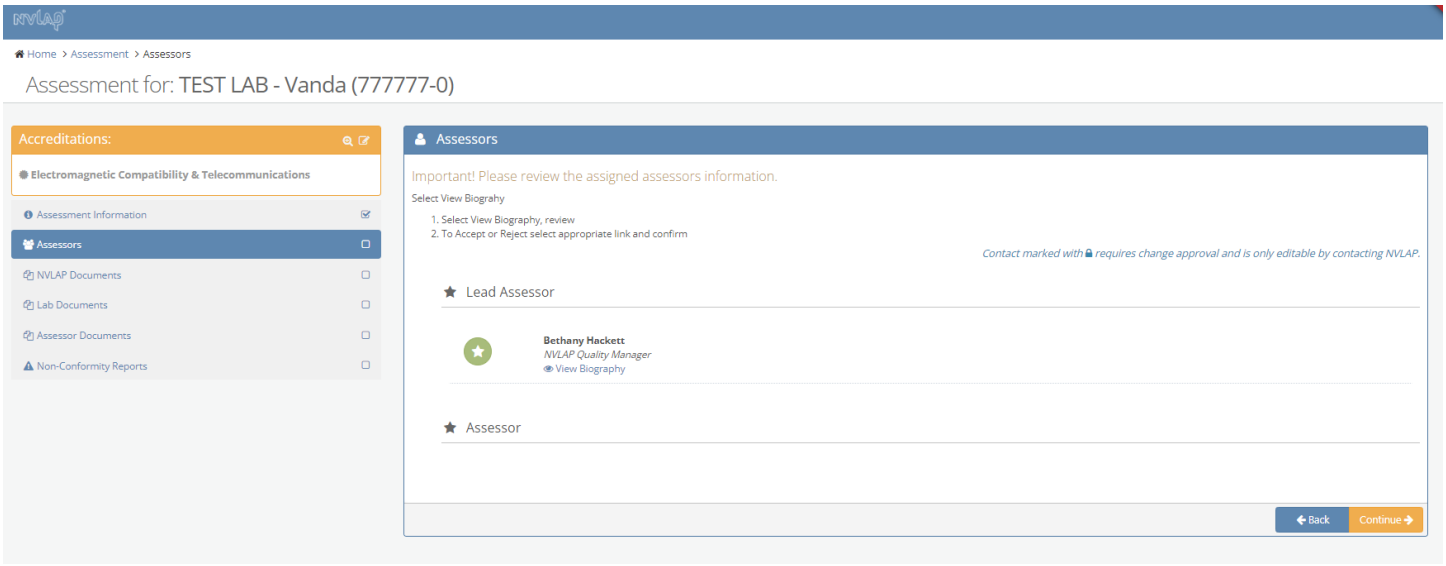
D.1 The Overview pane shows the laboratory's assessment history, and the status of the assessment (Completed-Pass, Resolving Nonconformity). The screen shots follow the Assessment with an Open Non-Conformity by selecting Display Assessment.



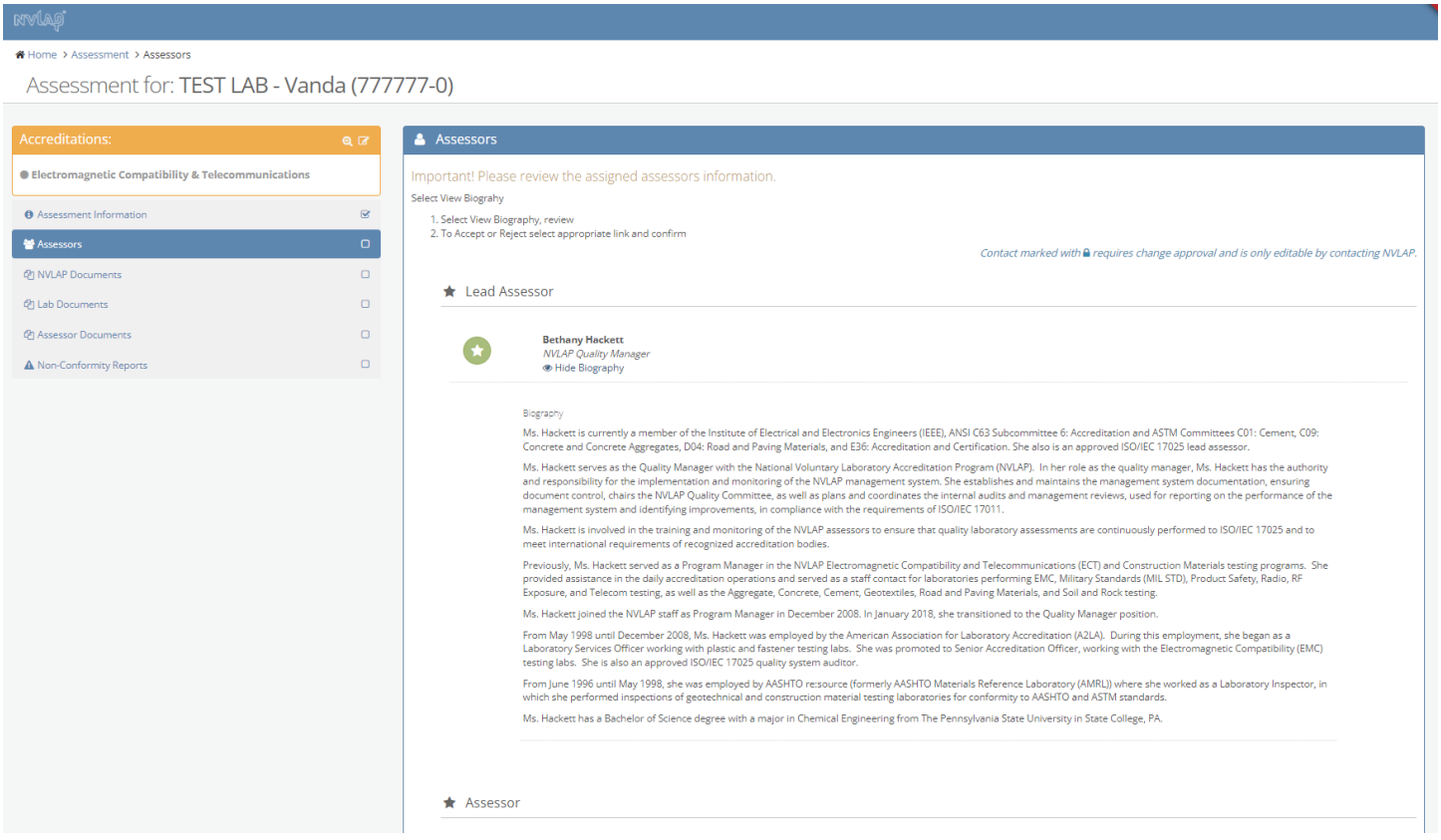
D.2 Assessment Information screen-no laboratory input



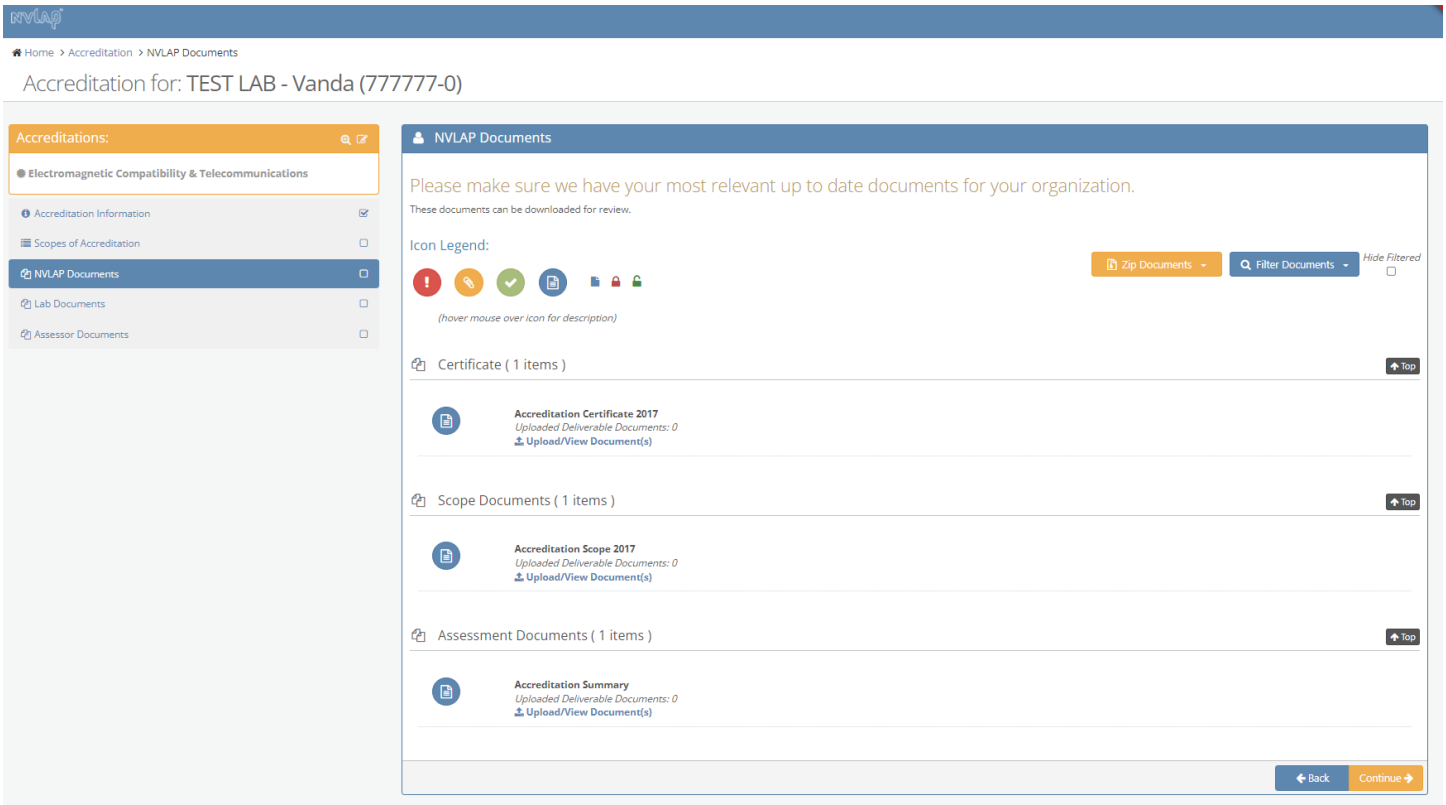
D.3 Assessors-shows the history of the assessors involved with the assessments



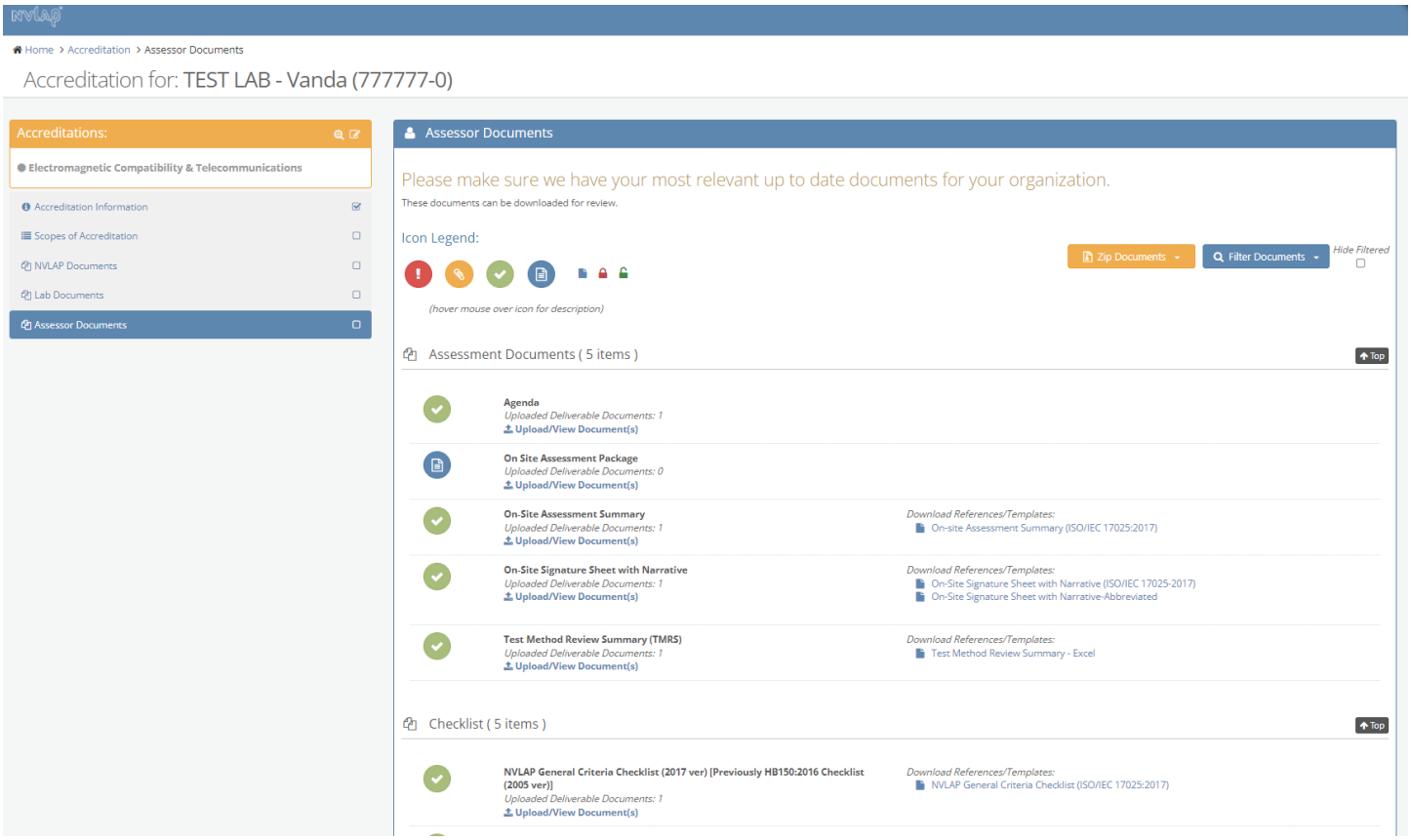
D.3.a Laboratories can view the assessor's biography by selecting View Biography.

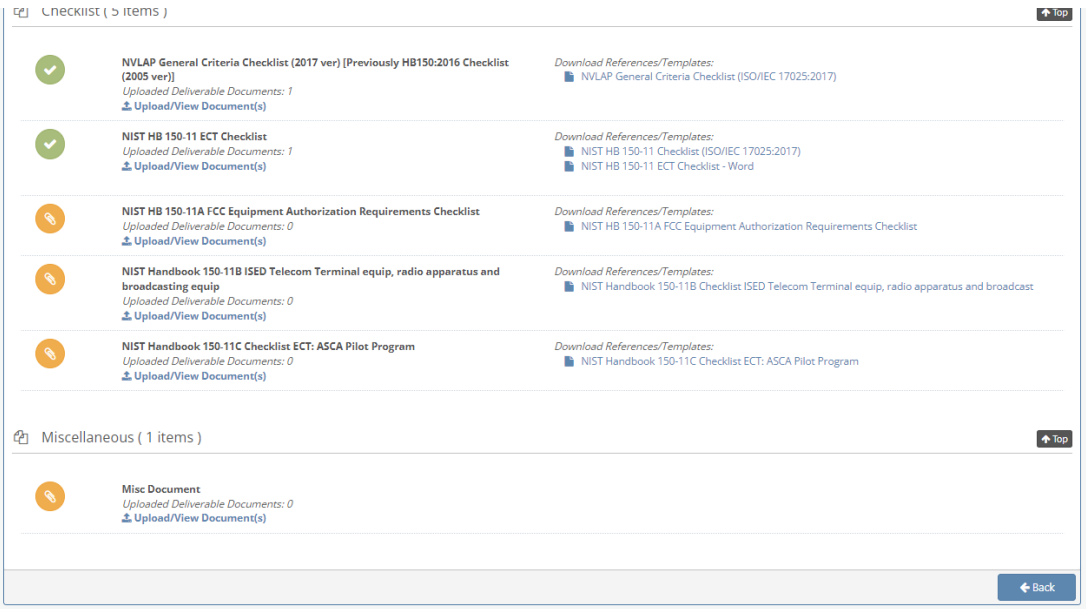


D.4 NVLAP Documents-Lab is able to view the Accreditation Summary and the accreditation documents. (Same as C.3)

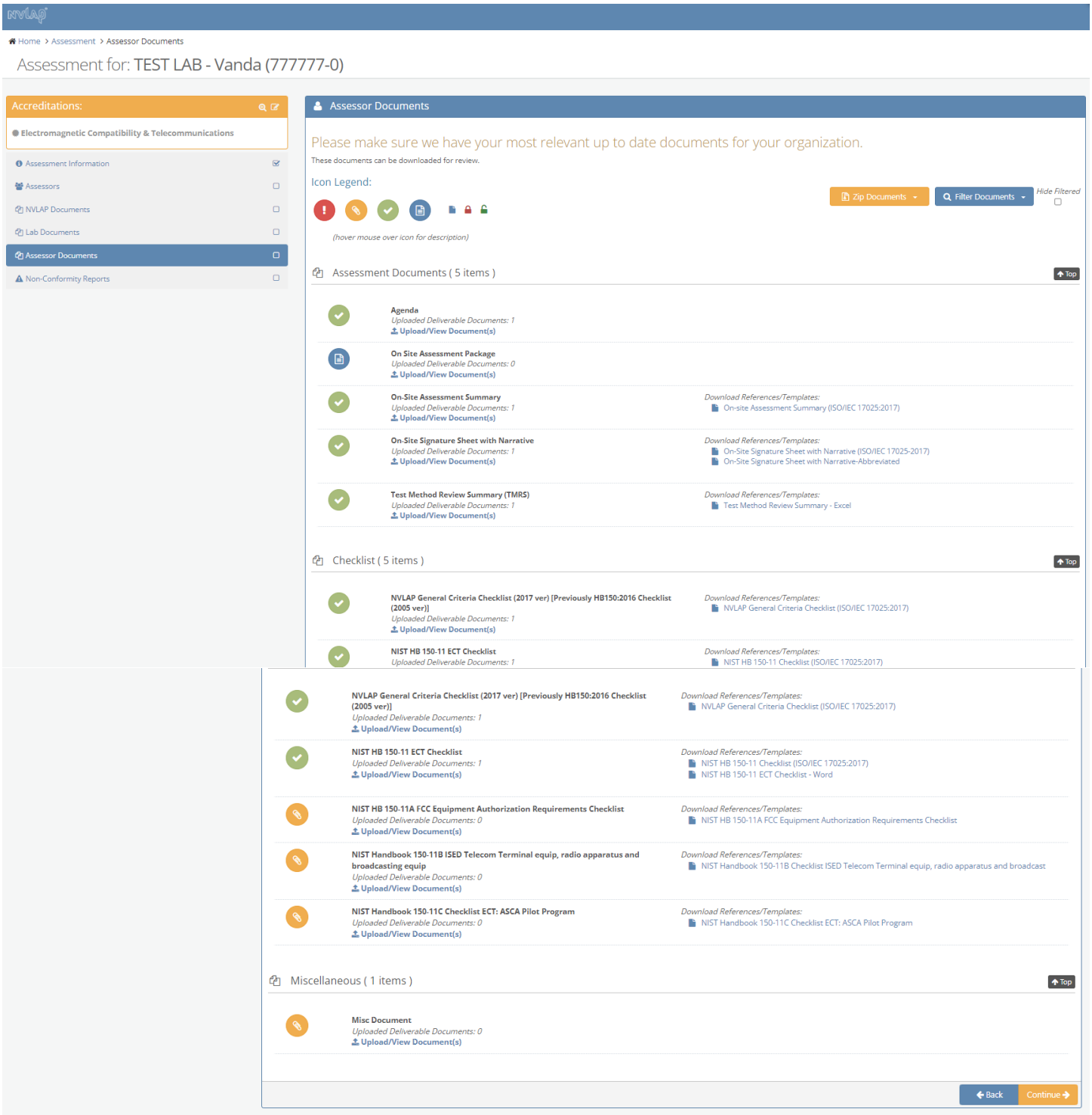


D.5 Lab Documents- Same Lab Documents screen as found in the B.7 under My Applications tab and C.5 under My Accreditations.

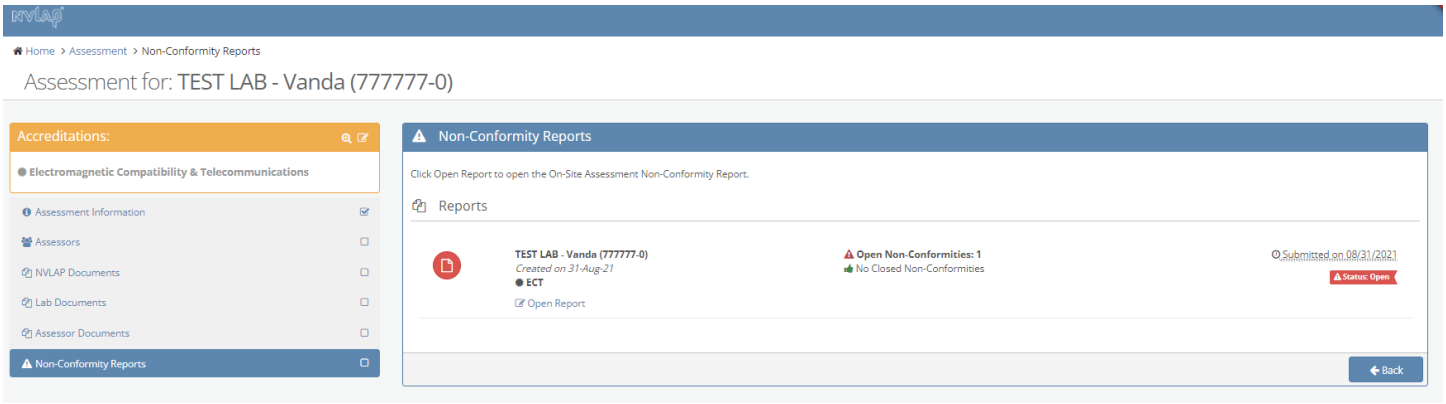



Checklist (5 items)
Top
NVLAP General Criteria Checklist (2017 ver) [Previously HB150:2016 Checklist (2005 ver)]
Uploaded Deliverable Documents: 1
Upload/View Document(s)
Download References/Templates:
NVLAP General Criteria Checklist (ISO/IEC 17025:2017)
NIST HB 150-11 ECT Checklist
Uploaded Deliverable Documents: 1
Upload/View Document(s)
Download References/Templates:
NIST HB 150-11 Checklist (ISO/IEC 17025:2017)
NIST HB 150-11 ECT Checklist - Word
NIST HB 150-11A FCC Equipment Authorization Requirements Checklist
Uploaded Deliverable Documents: 0
Upload/View Document(s)
Download References/Templates:
NIST HB 150-11A FCC Equipment Authorization Requirements Checklist
NIST Handbook 150-11B ISED Telecom Terminal equip, radio apparatus and broadcasting equip
Uploaded Deliverable Documents: 0
Upload/View Document(s)
Download References/Templates:
NIST Handbook 150-11B Checklist ISED Telecom Terminal equip, radio apparatus and broadcast
NIST Handbook 150-11C Checklist ECT: ASCA Pilot Program
Uploaded Deliverable Documents: 0
Upload/View Document(s)
Download References/Templates:
NIST Handbook 150-11C Checklist ECT: ASCA Pilot Program
Miscellaneous (1 items)
Top
Misc Document
Uploaded Deliverable Documents: 0
Upload/View Document(s)
Back

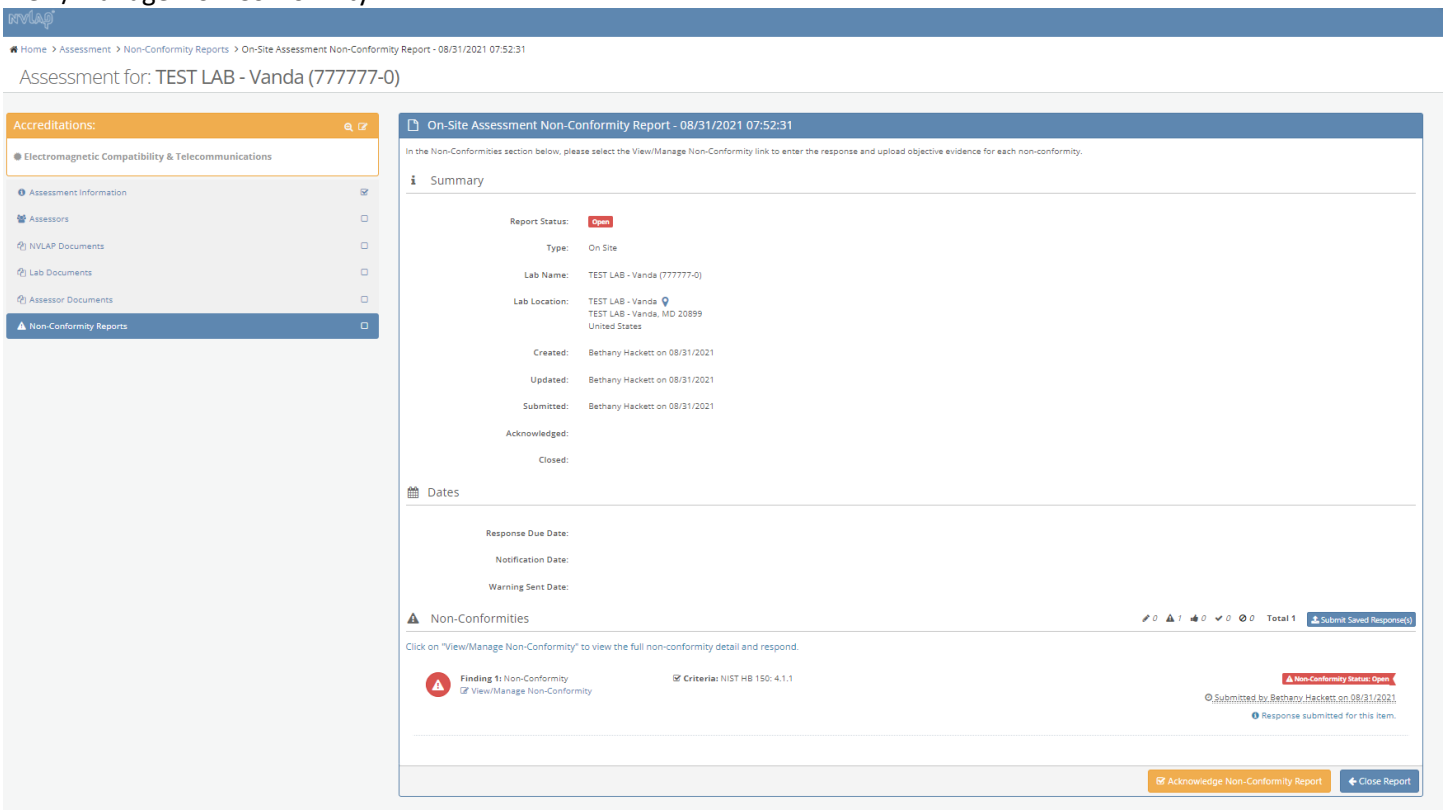
D.6 Assessor Documents-this screen shows the information that has been provided as part of the assessment.



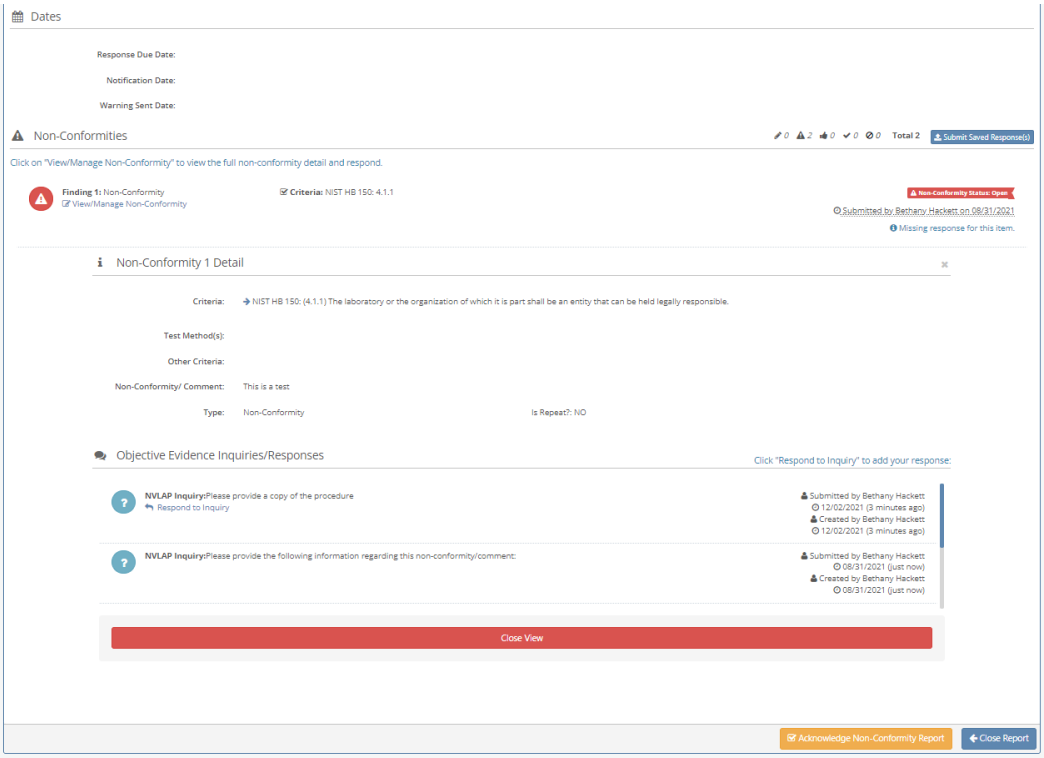
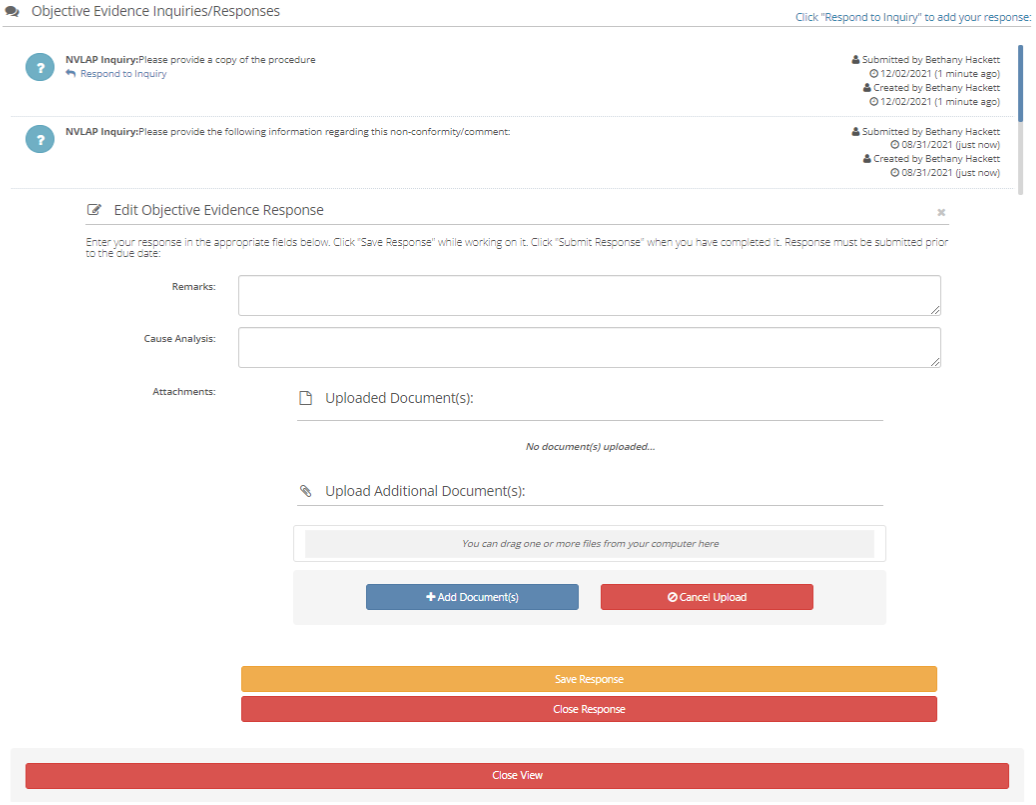
D.7 Non-Conformity Report-The laboratory can see the results and status of the on-site assessment, including the status of any nonconformities cited, by selecting Open Report.



D.7.1 Lab can view the nonconformity report and provide evidence of resolution to the nonconformity by selecting View/Manage Non-Conformity.



D.7.2 The lab uses the Non-Conformity Reports section to add evidence of resolution for the nonconformities cited, and any further inquiry for additional information.



D.7.3 By selecting Respond to Inquiry, the laboratory can provide their response, which includes uploading the objective evidence of resolution for each nonconformity cited.