

## Initial screen

🏠 National Voluntary Laboratory Accreditation Program (NVLAP)



### Welcome to the NVLAP Interactive Web System (NIWS)

This portal is a secure on-line tool that enables your organization to apply for or renew your laboratory's NVLAP accreditation and keep relevant accreditation records up to date.



Search Directory



Test Method & Calibration Parameters



Lab Portal Login



Assessor Portal Login

powered by **TouchStone** v1.9

## Welcome

This customer portal is a secure on-line tool that enables your organization to apply for and manage your NVLAP accreditation while keeping relevant accreditation records up to date.

 NVLAP Website

 Search Directory

## Sign In

**IMPORTANT:** The NIWS authentication process has changed.

NVLAP has implemented Login.gov to further strengthen the confidentiality and security of the NVLAP Interactive Web System (NIWS) portal.

You must have an active NVLAP Laboratory account and a Login.gov account under the same email that is listed in your NVLAP account in order to access the NIWS Lab Portal. If you need additional information on how to register for Login.gov, instructions are available [HERE](#).

Once you have a Login.gov account, follow the instructions below to login:

1. Click the Login button below. This will forward you to Login.gov.
2. Log in to your Login.gov account. You will be redirected to the NIWS home page after login.
3. Then you are on the NIWS home page.

**Don't have a Login.gov account?** [Click here to create one.](#)

Sign In with  LOGIN.GOV

WARNING \*\*\* WARNING \*\*\* WARNING

*This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.*

OMB Number: 0693-0003

Approval Expires: January 31, 2025

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0693-0003. Without this approval, we could not conduct this information collection. Public reporting for this information collection is estimated to be approximately 3.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are required to obtain benefits. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the National Institute of Standards and Technology/NVLAP at: 100 Bureau Drive, Stop 2140, Gaithersburg MD 20899-2140, Attn: Bethany Hackett, Quality Manager.

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.

The screenshot displays the NVLAP Customer Dashboard. At the top left, the NVLAP logo is visible, and the user's name 'Hackett' is shown in the top right corner. A red banner with the word 'TEST' is positioned in the upper right. The breadcrumb navigation shows 'Home > Dashboard'. Below the breadcrumb, the word 'Dashboard' is displayed. A 'Documents Library' button is located in the top right area. The main content is divided into two panels. The left panel, titled 'Alerts', contains two notification items: one about document review for 'Lab 777777' and another about an assessment assignment to Bethany Hackett. The right panel, titled 'Overview', shows details for 'TEST LAB - Vanda (777777-6)', including a 'Manage Lab Information' link and the lab's address: 'TEST LAB - Vanda, MD 20899'. Navigation tabs at the top of the Overview panel include 'My Labs', 'My Applications', 'My Accreditations', and 'My Assessments' (with a notification icon).

## A.2 Lab information

 Home > Lab Management > Lab Information  
Lab Management: TEST LAB - Vanda (777777-0)

**Lab Notices:**  
There are no notices

- Lab Information
- Contacts
- Applications
- Assessments
- Accreditations

### Lab Information

Important! Please make sure we have your most up to date Lab information.  
Please review the Lab Information and update as needed. All fields marked with \* are required.

#### Organization

Lab Name:

Lab Type:

Owner:

Legal Entity:

Website:

#### Primary Address

Address:

City:  State:

Zip:  Country:

#### Shipping/Mailing Address Same as primary

Address:

City:  State:

Zip:  Country:

#### Billing Address Same as primary

Address:

City:  State:

Zip:  Country:

[Back](#) [Continue](#)

## 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](mailto: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  requires change approval and is only editable by contacting NVLAP.*

##### ★ Authorized Representative

	<b>Beth Hackett</b> ( <a href="mailto:bethany.hackett@nist.gov">bethany.hackett@nist.gov</a> ) <small>View Contact</small>	TEST LAB - Vanda TEST LAB - Vanda, MD 20899
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##### Bill To

[Add Bill To](#)

##### Signatory

[Add Signatory](#)

	<b>Shella Black</b> ( <a href="mailto:vanda@nist.gov">vanda@nist.gov</a> ) Lab Director <small>Edit Contact   Remove Contact</small>	TEST LAB - Vanda TEST LAB - Vanda, MD 20899 TEST LAB - Vanda Assigned Program(s):
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##### Technical Representative

	<b>Bill Ware</b> ( <a href="mailto:vanda@nist.gov">vanda@nist.gov</a> ) Analyst <small>View Contact</small>	TEST LAB - Vanda TEST LAB - Vanda, MD 20899 TEST LAB - Vanda
	<b>Ida Know</b> ( <a href="mailto:ida.know@test.com">ida.know@test.com</a> ) <small>View Contact</small>	

##### 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.

The screenshot displays the NVLAP Lab Management interface for 'TEST LAB - Vanda (777777-0)'. The interface is divided into a sidebar on the left and a main content area on the right.

**Sidebar:**

- Lab Notices: *There are no notices*
- Lab Information
- Contacts
- Applications** (highlighted)
- Assessments
- Accreditations

**Main Content Area:**

**Applications**

	Started on 10/21/2020 Open Lab Application	ECT	In-Progress
	Started on 07/21/2021 Open Lab Application	Federal Warfare Systems	In-Progress
	Started on 07/21/2021 Open Lab Application	Voting	Pending
	Submitted on 02/02/2015 Open Lab Application	Prod Test > Acoustics	Cancelled
	Open Lab Application	Calibration	Cancelled
	Open Lab Application	Voting	Cancelled

Navigation buttons: Back, Continue

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.

The screenshot displays the NVLAP Lab Management interface for 'TEST LAB - Vanda (777777-0)'. The top navigation bar shows the path: Home > Lab Management > Lab Assessments. The main content area is divided into two sections. On the left, a sidebar contains navigation options: Lab Information, Contacts, Applications, Assessments (highlighted), and Accreditations. Above the sidebar, a 'Lab Notices' section indicates 'There are no notices'. The main content area features a blue header for 'Assessments' with a calendar icon, an 'Open Assessment' link, and a 'Back' button. A notification banner at the top right of the main content area reads 'On Site Report Submitted'. At the bottom right of the main content area, there are 'Back' and 'Continue' buttons.

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).

The screenshot displays the NVLAP Lab Management interface for 'TEST LAB - Vanda (777777-0)'. The interface is divided into a sidebar on the left and a main content area on the right.

**Sidebar:**

- Lab Notices: There are no notices.
- Lab Information
- Contacts
- Applications
- Assessments
- Accreditations**

**Main Content Area: Accreditations**

From: [Date] To: [Date]	Program	Status
<a href="#">From: 08/10/2021 To: 09/30/2022</a> <a href="#">Open Accreditation</a>	Voting	Renewal
<a href="#">From: 07/21/2021 To: 06/30/2022</a> <a href="#">Open Accreditation</a>	Federal Warfare Systems	New Lab
<a href="#">From: 10/21/2020 To: 09/30/2021</a> <a href="#">Open Accreditation</a>	ECT	Renewal
<a href="#">From: 12/02/2019 To: 06/30/2020</a> <a href="#">Open Accreditation</a>	Voting	Accredited
<a href="#">From: 07/01/2015 To: 06/30/2016</a> <a href="#">Open Accreditation</a>	Calibration	Renewal
<a href="#">From: 04/06/2015 To: 03/31/2016</a> <a href="#">Open Accreditation</a>	Prod Test > Acoustics	Suspended

Back

## B) Screens under My Applications tab

### B.1 Dashboard

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

The screenshot displays the NVLAP dashboard interface. At the top left, the NVLAP logo is visible, and the user's name 'Hackett' is shown in the top right corner. A red banner with the word 'TEST' is positioned in the upper right. The main navigation bar includes 'Home > Dashboard' and a 'Documents Library' button. The 'Alerts' section on the left contains two notifications: one about document review for Lab 777777 and another about an assessment assignment to Bethany Hackett. The 'Overview' section on the right lists several applications for 'TEST LAB - Vanda (777777-0)', each with a status and a 'Cancelled - Renewal' button. The second application in the list is highlighted in yellow.

Application ID	Category	Status	Action
TEST LAB - Vanda (777777-0)	Calibration Laboratories	Cancelled	Cancelled - Renewal
TEST LAB - Vanda (777777-0)	Voting System Testing	Started on 07/21/2021	Pending - Renewal
TEST LAB - Vanda (777777-0)	Federal Warfare Systems	Started on 07/21/2021	In-Progress - New Lab
TEST LAB - Vanda (777777-0)	Electromagnetic Compatibility & Telecommunications	Started on 10/21/2020	In-Progress - Renewal
TEST LAB - Vanda (777777-0)	Voting System Testing	Cancelled - Accredited	Cancelled - Accredited
TEST LAB - Vanda (777777-0)	Product Testing > Acoustical Testing Services	Submitted on 02/02/2015	Cancelled - Suspended

## Upon selecting Open Lab Application:

### B.2 Instructions

**nvlap**

Home > Accreditation Application > Instructions

Accreditation Application for: TEST LAB - Vanda (777777-0)

Accreditation for:  
● Voting System Testing

- Instructions
- Lab Information
- Contacts
- Scopes of Accreditation
- Other Accreditation
- Lab Documents
- Fees
- Submission in-progress

#### Instructions

**Important! Please read this carefully before continuing.**

The NVLAP Interactive Website (NIWS) is the web-based application for a secure submission of an online accreditation application. This system is also used to submit supporting documentation pertaining to the accreditation.

A Laboratory applies through the NIWS for accreditation using the self-directed system:

1. Complete the Program-Specific Application form where applicable.
2. Upload the supporting documents for the application
3. Submit payment information

The application is not complete until you have selected **Submit Application** on the Submission section.

Please contact [niwshelp@nist.gov](mailto:niwshelp@nist.gov) if you need assistance with your online application.

[← Back](#) [Continue →](#)

**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.

Home > Accreditation Application > Lab Information  
Accreditation Application for: TEST LAB - Vanda (777777-0)

Accreditation for:  
Voting System Testing

Instructions  
Lab Information  
Contacts  
Scopes of Accreditation  
Other Accreditation  
Lab Documents  
Fees  
Submission In-progress

### Lab Information

Please make sure we have your most up to date Lab Information.  
Please review the Lab Information and update as needed. *All fields marked with \* are required.*

#### Organization

Name\*: TEST LAB - Vanda  
Type\*: Not Available for Commercial Testing  
Owner\*: TEST LAB - Vanda  
Legal Entity\*: Sole Proprietorship  
Website: www.nist.gov/nvlap

#### Primary Address

Address: TEST LAB - Vanda  
City: TEST LAB - Vanda State: Maryland  
Zip: 20899 Country: United States

#### Shipping/Mailing Address

Address: TEST LAB - Vanda  
City: TEST LAB - Vanda State: Maryland  
Zip: 20899 Country: United States [Set as primary](#)

#### Billing Address

Address: TEST LAB - Vanda  
City: TEST LAB - Vanda State: California  
Zip: 20899 Country: United States [Set as primary](#)

[Back](#) [Continue](#)

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.

Home > Accreditation Application > Contacts

Accreditation Application for: TEST LAB - Vanda (77777-0)

Accreditation for: Voting System Testing

- Instructions
- Lab Information
- Contacts**
- Scopes of Accreditation
- Other Accreditation
- Lab Documents
- Fees
- Submission In-progress

### Contacts

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](mailto:nvlap@nist.gov). For an AR change you must submit a signed Conditions for Accreditation. A fillable pdf, Conditions for Accreditation form, can be downloaded from: My Accreditations tab, open the current accreditation and Click on the Lab Documents tab.

Contact marked with requires change approval and is only editable by contacting NVLAP.

#### ★ Authorized Representative ↑ Top

	<b>Beth Hackett</b> ( <a href="mailto:bethany.hackett@nist.gov">bethany.hackett@nist.gov</a> ) <a href="#">View Contact</a>	TEST LAB - Vanda TEST LAB - Vanda, MD 20899
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#### Bill To ↑ Add Bill To ↑ Top

#### Signatory ↑ Add Signatory ↑ Top

	<b>Sheila Black</b> ( <a href="mailto:vanda@nist.gov">vanda@nist.gov</a> ) Lab Director <a href="#">Edit Contact</a>   <a href="#">Remove Contact</a>	TEST LAB - Vanda TEST LAB - Vanda, MD 20899 <a href="#">TEST LAB - Vanda</a> Assigned Program(s)
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#### Technical Representative ↑ Top

	<b>Bill Ware</b> ( <a href="mailto:vanda@nist.gov">vanda@nist.gov</a> ) Analyst <a href="#">View Contact</a>	TEST LAB - Vanda TEST LAB - Vanda, MD 20899 <a href="#">TEST LAB - Vanda</a>
	<b>Ida Know</b> ( <a href="mailto:ida.know@test.com">ida.know@test.com</a> ) <a href="#">View Contact</a>	

#### Quality Manager ↑ Top

#### Other ↑ Top

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

- Contacts
- Scopes of Accreditation
- Other Accreditation
- Lab Documents
- Fees
- Submission In-progress

### ★ Authorized Representative

**Beth Hackett (bethany.hackett@nist.gov)** TEST LAB - Vanda  
View Contact TEST LAB - Vanda, MD 20899

### Bill To

+ Add Bill To

### Signatory

+ Add Signatory

**Sheila Black (vanda@nist.gov)** TEST LAB - Vanda  
Lab Director TEST LAB - Vanda, MD 20899  
Edit Contact | Remove Contact TEST LAB - Vanda  
Assigned Program(s):

#### Edit Signatory Contact: Sheila Black

Prefix: Dr.

First Name:\* Sheila

Middle Name:

Last Name:\* Black

Suffix:

Title: Lab Director

Email Address:\* vanda@nist.gov

Work Phone: TEST LAB - Vanda

Assign Program(s): Select Program(s)

### Contact Address

Same as Lab



## 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.

Home > Accreditation Application > Scopes of Accreditation

### Accreditation Application for: TEST LAB - Vanda (777777-0)

Accreditation for: **Electromagnetic Compatibility & Telecommunications**

- Instructions
- Lab Information
- Contacts
- Scopes of Accreditation**
- Other Accreditation
- Lab Documents
- Fees
- Submission In-progress

#### Scopes of Accreditation

For a new lab:

- Identify the desired scope of accreditation from the Available Test Methods selection.
- Select the test method and confirm with Add Test Method

For a renewal lab:

- Review the Selected Test Methods
- To add test methods, select the test method and confirm with Add Test Method
- To remove test methods, select the test method and confirm with Remove Test Method

#### Available Test Methods

Show Matches Only

- National Voluntary Laboratory Accreditation Program
  - Electromagnetic Compatibility & Telecommunications
    - Emissions
      - [KS C 9814-1:2020] Electromagnetic compatibility (EMC) -- Requirements for household appliances, electric tools and similar apparatus -- Part 1: Emission
      - [KS X 3143 (2020)] EMC Test Methods for Implantable Medical Radio Equipment
      - [UN ECE Regulation No. 10, 2012] Regulation No 10 of the Economic Commission for Europe of the United Nations (UN/ECE) — Uniform provisions concerning the approval of vehicles with regard to electroma
      - [ANSI C63.10-2020] American National Standard of Procedures for Compliance Testing of Unlicensed Wireless Devices
      - [EN 55011:2016/A2:2021] Industrial, scientific and medical equipment - Radio-frequency disturbance characteristics - Limits and methods of measurement (CISPR 11:2015, modified)

#### Test Method Details

Test Method: [UN ECE Regulation No. 10, 2012] Regulation No 10 of the Economic Commission for Europe of the United Nations (UN/ECE) — Uniform provisions concerning the approval of vehicles with regard to electromagnetic compatibility

Lab Remarks:

Cancel Add Test Method

#### Selected Test Methods

Click on test methods below to update Test Method

PN - Test Method has Publish Notice LR - Test Method has Lab Remark  
REQ - Test Method is required PT - Proficiency Test is required

- [IEC 60601-2-18, Ed. 3.0 (2009-08)] Medical electrical equipment - Part 2-18: Particular requirements for the basic safety and essential performance of endoscopic equipment
- [IEC 60601-2-19, Ed. 2.1 (2016-04)] CSV Medical electrical equipment - Part 2-19: Particular requirements for the basic safety and essential performance of infant incubators
- [IEC 60601-2-20, Ed. 2.1 (2016-04)] CSV Medical electrical equipment - Part 2-20: Particular requirements for the basic safety and essential performance of infant transport incubators [Including: Amendment 1 (2016)]
- [IEC 60601-2-21, Ed. 2.1 (2016-04)] CSV Medical electrical equipment - Part 2-21: Particular requirements for the basic safety and essential performance of infant radiant warmers [Including: Amendment 1 (2016)]
- [IEC 60601-2-22, Ed. 3.1 (2012-10)] Medical electrical equipment - Part 2-22: Particular requirements for basic safety and essential performance of surgical, cosmetic, therapeutic and diagnostic laser equipment

Home > Accreditation Application > Scopes of Accreditation

### Accreditation Application for: TEST LAB - Vanda (777777-0)

Accreditation for: **Electromagnetic Compatibility & Telecommunications**

- Instructions
- Lab Information
- Contacts
- Scopes of Accreditation**
- Other Accreditation
- Lab Documents
- Fees
- Submission In-progress

#### Scopes of Accreditation

For a new lab:

- Identify the desired scope of accreditation from the Available Test Methods selection.
- Select the test method and confirm with Add Test Method

For a renewal lab:

- Review the Selected Test Methods
- To add test methods, select the test method and confirm with Add Test Method
- To remove test methods, select the test method and confirm with Remove Test Method

#### Available Test Methods

Show Matches Only

- National Voluntary Laboratory Accreditation Program
  - Electromagnetic Compatibility & Telecommunications
    - Emissions
      - [KS C 9814-1:2020] Electromagnetic compatibility (EMC) -- Requirements for household appliances, electric tools and similar apparatus -- Part 1: Emission
      - [KS X 3143 (2020)] EMC Test Methods for Implantable Medical Radio Equipment
      - [UN ECE Regulation No. 10, 2012] Regulation No 10 of the Economic Commission for Europe of the United Nations (UN/ECE) — Uniform provisions concerning the approval of vehicles with regard to electroma
      - [ANSI C63.10-2020] American National Standard of Procedures for Compliance Testing of Unlicensed Wireless Devices
      - [EN 55011:2016/A2:2021] Industrial, scientific and medical equipment - Radio-frequency disturbance characteristics - Limits and methods of measurement (CISPR 11:2015, modified)

#### Test Method Details

Test Method: [UN ECE Regulation No. 10, 2012] Regulation No 10 of the Economic Commission for Europe of the United Nations (UN/ECE) — Uniform provisions concerning the approval of vehicles with regard to electromagnetic compatibility

Lab Remarks:

Cancel Remove Test Method

#### Selected Test Methods

Click on test methods below to update Test Method

PN - Test Method has Publish Notice LR - Test Method has Lab Remark  
REQ - Test Method is required PT - Proficiency Test is required

- [IEC 60601-1-6, Ed. 3.1 (2013-10)] Medical electrical equipment - Part 1-6: General requirements for basic safety and essential performance - Collateral standard: Usability
- [IEC 60601-1-8, Ed. 2.1 (2012-11)] Medical electrical equipment - Part 1-8: General requirements for basic safety and essential performance - Collateral Standard: General requirements tests and guidance for alarm systems in medical electrical equipment and medical electrical systems.
- [ISO 80601-2-56, Ed. 2.0 (2017-03)] Medical electrical equipment - Part 2-56: Particular requirements for basic safety and essential performance of clinical thermometers for body temperature measurement. [Including: Amendment 1 (2018)]

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.

**Accreditation for:**  
● Voting System Testing

- Instructions
- Lab Information
- Contacts
- Scopes of Accreditation
- Other Accreditation**
- Lab Documents
- Fees
- Submission in-progress

**Other Accreditation**

Please make sure we have your most up to date Lab information.  
Please review the current information and update as appropriate.

*All fields marked with \* are required.*

Is the laboratory currently accredited by another ILAC-recognized accreditation body?  Yes  No

If Yes, please provide the following information:

Name of other accreditation body (AB)

Accreditation number with other AB

Does laboratory intend to maintain its accreditation with the other AB?  Yes  No

If No, please indicate the reason for seeking this change in accreditation provider:

Reason

Is the laboratory intending to use the combined ILAC MRA Mark?  Yes  No

[← Back](#) [Continue →](#)

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

**NVLAP**

Home > Accreditation Application > Lab Documents

Accreditation Application for: TEST LAB - Vanda (777777-0)

Accreditation for: **Voting System Testing**

- Instructions
- Lab Information
- Contacts
- Scopes of Accreditation
- Other Accreditation
- Lab Documents**
- Fees
- Submission in-progress

### Lab Documents

Please make sure we have your most relevant up to date documents for your organization.

Please upload the laboratory documents in the required document locations below. If multiple documents are to be uploaded to the same document location, these documents can be placed into a .zip file and can be uploaded. **Do not use the miscellaneous document location if there is a defined location available.**

Icon Legend: Zip Documents Filter Documents Hide Filtered

(hover mouse over icon for description)

#### Application Documents ( 7 items )

- NVLAP General Criteria Checklist (ISO/IEC 17025:2017)**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Supporting Documents referenced in General Criteria Checklist (Quality Manual, SOPs, etc.)**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Records of Latest Internal Audit**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Records of Latest Management Review**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Organization Chart**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Laboratory Description**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Amendment to Voting Application**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#) Download References/Templates: [\[icon\]](#)

#### Scope Documents ( 1 items )

- Scope Changes**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

#### Financial Documents ( 4 items )

- Financial Management Communications**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Laboratory Purchase Order**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Memorandum of Understanding (MOU)**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#) Download References/Templates: [\[icon\]](#) Memorandum of Understanding (MOU) Non Fed - PDF
- Inter Agency Agreement (IAA)**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

#### Proficiency Testing ( 1 items )

- Proficiency Testing Report**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

#### Miscellaneous ( 1 items )

- Misc Document**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

#### Lab Documents ( 2 items )

- Accreditation Submission**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Conditions for Accreditation**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#) Download References/Templates: [\[icon\]](#) Conditions for Accreditation - pdf

[Back](#) [Continue](#)

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

The screenshot displays the NVLAP Accreditation Application portal for 'TEST LAB - Vanda (777777-0)'. The left sidebar shows navigation options, with 'Lab Documents' selected. The main content area is titled 'Lab Documents' and includes instructions for uploading documents. An 'Icon Legend' section shows various icons, with a red circle and exclamation point icon highlighted. Below this, a list of 'Application Documents (7 items)' is shown, with the first item, 'NVLAP General Criteria Checklist (ISO/IEC 17025:2017)', marked with the red circle and exclamation point icon. Other items include 'Supporting Documents referenced in General Criteria Checklist (Quality Manual, SOPs, etc.)', 'Records of Latest Internal Audit', 'Records of Latest Management Review', 'Organization Chart', and 'Laboratory Description'. Each item shows 'Uploaded Deliverable Documents: 0' and an 'Upload/View Document(s)' link.

Accreditation for: **Voting System Testing**

- Instructions
- Lab Information
- Contacts
- Scopes of Accreditation
- Other Accreditation
- Lab Documents**
- Fees
- Submission In-progress

**Lab Documents**

Please make sure we have your most relevant up to date documents for your organization.  
Please upload the laboratory documents in the required document locations below. If multiple documents are to be uploaded to the same document location, these documents can be placed into a .zip file and can be uploaded. **Do not use the miscellaneous document location if there is a defined location available.**

Icon Legend:

(hover mouse over icon for description)

Zip Documents Filter Documents Hide Filtered

Application Documents ( 7 items) [Top](#)

- NVLAP General Criteria Checklist (ISO/IEC 17025:2017)**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Supporting Documents referenced in General Criteria Checklist (Quality Manual, SOPs, etc.)**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Records of Latest Internal Audit**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Records of Latest Management Review**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Organization Chart**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Laboratory Description**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

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

**NVLAP**

Home > Accreditation Application > Lab Documents

Accreditation Application for: TEST LAB - Vanda (777777-0)

Accreditation for:

Voting System Testing

- Instructions
- Lab Information
- Contacts
- Scopes of Accreditation
- Other Accreditation
- Lab Documents**
- Fees
- Submission in-progress

### Lab Documents

Please make sure we have your most relevant up to date documents for your organization.

Please upload the laboratory documents in the required document locations below. If multiple documents are to be uploaded to the same document location, these documents can be placed into a .zip file and can be uploaded. **Do not use the miscellaneous document location if there is a defined location available.**

Icon Legend:

(hover mouse over icon for description)

[Zip Documents](#) [Filter Documents](#) Hide Filtered

Application Documents ( 7 items ) [Top](#)

- NVLAP General Criteria Checklist (ISO/IEC 17025:2017)**  
Uploaded Deliverable Documents: 1  
[Upload/View Document\(s\)](#)
- Supporting Documents referenced in General Criteria Checklist (Quality Manual, SOPs, etc.)**  
Uploaded Deliverable Documents: 1  
[Upload/View Document\(s\)](#)
- Records of Latest Internal Audit**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Records of Latest Management Review**  
Uploaded Deliverable Documents: 1  
[Upload/View Document\(s\)](#)
- Organization Chart**  
Uploaded Deliverable Documents: 2  
[Upload/View Document\(s\)](#)
- Laboratory Description**  
Uploaded Deliverable Documents: 1  
[Upload/View Document\(s\)](#)

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

Home > Accreditation Application > Fees

Accreditation Application for: TEST LAB - Vanda (777777-0)

Accreditation for: Voting System Testing

- Instructions
- Lab Information
- Contacts
- Scopes of Accreditation
- Other Accreditation
- Lab Documents
- Fees**
- Submission in-progress

### Fees

NVLAP Fee Payment Information:

1. A laboratory enrolled in more than one accreditation program receives a \$2,600 discount to the Administrative/Technical Support Fee. Contact NVLAP for details.
2. Onsite assessments are conducted before an initial accreditation, during the first renewal year, and every two years thereafter. **Do not remit the onsite assessment fee with this application.** A separate invoice for the onsite assessment fee will be issued.
3. Laboratories enrolled in accreditation programs requiring proficiency testing (PT) will either [1] pay the provider of service directly (for testing conducted through outside services), or [2] pay NIST upon receipt of an invoice (for PT arranged by NVLAP).
4. For more information, please see the NVLAP Fee Structure at: <https://www.nist.gov/mlap/nvap-fee-structure>.

Fee Name	Description	Program (code)	Amount
Administrative Technical Support Fee	Administrative Technical Support Fee	National Voluntary Laboratory Accreditation Program()	\$5,425.00
On Site Assessment Fee	On Site Assessment Fee	National Voluntary Laboratory Accreditation Program()	\$0.00
Proficiency Testing Assessment Fee	Proficiency Testing Assessment Fee	National Voluntary Laboratory Accreditation Program()	\$0.00

Fee for accreditation: \$5,425.00

Please select the payment method:

- Check.** Make check payable to: National Institute of Standards and Technology. Write "NVLAP" and your Lab Code on the check to ensure proper credit.  
**MAIL CHECK INFORMATION**  
Regular Postal Mail Only:  
NIST  
P.O. Box 6200-12  
Portland, OR 97228-6200  
  
Courier Deliveries & Postal Services Requiring Signature:  
U.S. Bank Government Lockbox  
Attn: U.S. Department of Commerce NIST 6200-12  
17650 NE Sandy Blvd.  
Portland, OR 97230
- Credit card or ACH.** Go to: <https://pay.gov/paygov/forms/forminstance.html?agencyFormId=31608926>
- Wire payment.** Send wire payment using the U.S. Department of Treasury FEDWIRE system.  
**WIRE PAYMENT INFORMATION:**  
U.S. Dept of Treasury  
33 Liberty Street  
New York, NY 10045  
202-674-7132  
  
Payment details field: CL329930001  
ABA#: 021030004  
ALC#: 13060001  
  
Account Name: TREAS NYC/CTR/BNF=NIST/AC-13060001
- Purchase order.** Attach a copy of purchase order in the Documents section. The NIST Billing and Collections Department will invoice your laboratory for the total fee amount.
- Calibration State Laboratory.**

[Back](#) [Continue](#)

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.

The screenshot shows the NVLAP Accreditation Application Submission interface. At the top, the NVLAP logo is visible. Below it, the breadcrumb navigation reads: Home > Accreditation Application > Submission. The main heading is "Accreditation Application for: TEST LAB - Vanda (777777-0)".

On the left side, there is a vertical menu titled "Accreditation for:" with the following items and their completion status:

- Voting System Testing (Selected)
- Instructions (Completed)
- Lab Information (Completed)
- Contacts (Completed)
- Scopes of Accreditation (Completed)
- Other Accreditation (Completed)
- Lab Documents (Completed)
- Fees (Not Completed)
- Submission in-progress (Not Completed)

The main content area is titled "Incomplete Application" and contains a red warning message: "Your Application is not ready for submission. Please complete the following issues to submit the application." Below this, a list of issues is shown:

1. There is an invalid information in Fees
  - o Please Select a Payment Option.

A "Back" button is located at the bottom right of the issue list.

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.

Home > Accreditation Application > Submission

Accreditation Application for: TEST LAB - Vanda (777777-0)

- Accreditation for:
- Fasteners and Metals
  - Instructions
  - Lab Information
  - Contacts
  - Scopes of Accreditation
  - Other Accreditation
  - Lab Documents
  - Fees
  - Submission in-progress

### Submission

By clicking Submit Application along with your typed **account full name** you agree to the following terms and conditions

To become accredited and maintain accreditation, a laboratory shall agree 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:
  - o legal, commercial, organizational, or ownership status,
  - o organization, top management, or key personnel, including Authorized Representative and Approved Signatories,
  - o main policies,
  - o resources and location, including equipment, facilities, and working environment, where significant,
  - o scope of accreditation, or
  - o 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.

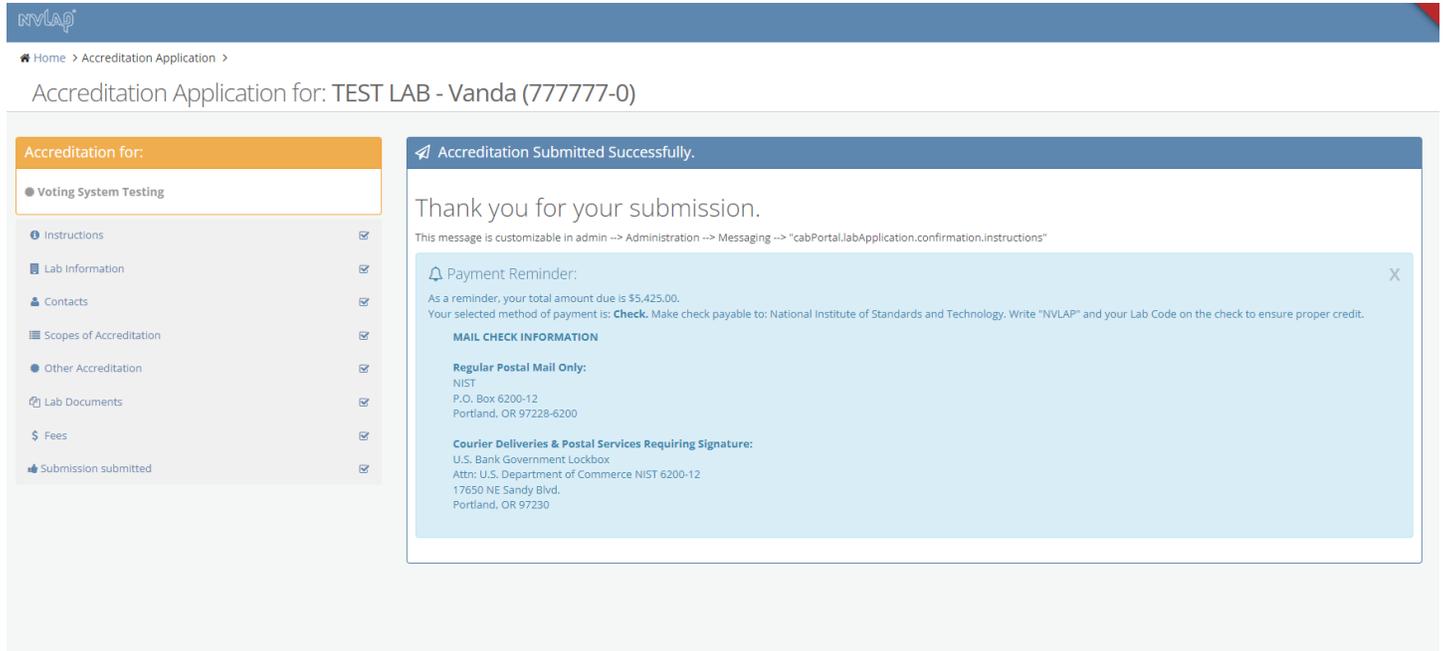
#### SUBMISSION AGREEMENT CONFIRMATION

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.

Your account full name (Bethany Hackett):

[← Back](#) [Submit Application →](#)

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



The screenshot shows the NVLAP Accreditation Application Confirmation page. The header includes the NVLAP logo and a breadcrumb trail: Home > Accreditation Application >. The main heading is "Accreditation Application for: TEST LAB - Vanda (777777-0)".

On the left, there is a sidebar menu under "Accreditation for:" with the following items, each with a checkmark:

- Voting System Testing
- Instructions
- Lab Information
- Contacts
- Scopes of Accreditation
- Other Accreditation
- Lab Documents
- Fees
- Submission submitted

The main content area has a blue header that says "Accreditation Submitted Successfully." Below this, it says "Thank you for your submission." and "This message is customizable in admin --> Administration --> Messaging --> "cabPortal.LabApplication.confirmation.instructions".

A light blue notification box contains a "Payment Reminder:" with a close button (X). The text inside the box reads:

As a reminder, your total amount due is \$5,425.00.  
Your selected method of payment is: **Check**. Make check payable to: National Institute of Standards and Technology. Write "NVLAP" and your Lab Code on the check to ensure proper credit.

**MAIL CHECK INFORMATION**

**Regular Postal Mail Only:**  
NIST  
P.O. Box 6200-12  
Portland, OR 97228-6200

**Courier Deliveries & Postal Services Requiring Signature:**  
U.S. Bank Government Lockbox  
Attn: U.S. Department of Commerce NIST 6200-12  
17650 NE Sandy Blvd.  
Portland, OR 97230

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

The screenshot shows the NVLAP dashboard interface. At the top left, the NVLAP logo is visible, and the user's name 'Hackett' is in the top right. A red banner with the word 'TEST' is positioned in the upper right corner. The main navigation bar includes 'Home > Dashboard' and a 'Documents Library' button. The 'Alerts' sidebar on the left contains two notifications: one about document review for 'TEST LAB - Vanda' and another about an assessment assignment to Bethany Hackett. The 'Overview' section has tabs for 'My Labs', 'My Applications', 'My Accreditations', and 'My Assessments'. The 'My Accreditations' tab is active, showing two entries for 'TEST LAB - Vanda (777777-0)'. The first entry is for 'Federal Warfare Systems' with a 'New Lab' button. The second entry is for 'Electromagnetic Compatibility & Telecommunications' with a 'Renewal' button. Both entries show dates from 2021-07-21 to 2022-08-20 and a link to 'Open Accreditation'.

## C.1 Accreditation Information-No laboratory input required

 Home > Accreditation > Accreditation Information

Accreditation for: TEST LAB - Vanda (777777-0)

Accreditations:

- Electromagnetic Compatibility & Telecommunications
- Accreditation Information**
- Scopes of Accreditation
- NVLAP Documents
- Lab Documents
- Assessor Documents

### Accreditation Information

The Accreditation Information section does not require laboratory input.

*All fields marked with \* are required.*

#### Summary

Lab Name:	TEST LAB - Vanda (777777-0)
Cycle:	
Accreditation Status:	Renewal

#### Dates

Effective Date:	10/21/2020
Application Received Date:	08/02/2020
Application Revision Date:	
Expiration Date:	09/30/2021
Accreditation Date:	
Application Published Date:	08/10/2021

[← Back](#) [Continue →](#)

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

Home > Accreditation > Scopes of Accreditation

### Accreditation for: TEST LAB - Vanda (777777-0)

**Accreditations:**

- Electromagnetic Compatibility & Telecommunications

**Scopes of Accreditation**

For a new lab:

- Identify the desired scope of accreditation from the Available Test Methods selection.
- Select the test method and confirm with Add Test Method

For a renewal lab:

- Review the Selected Test Methods
- To add test methods, select the test method and confirm with Add Test Method
- To remove test methods, select the test method and confirm with Remove Test Method

Available Test Methods

Search...

- National Voluntary Laboratory Accreditation Program
  - Electromagnetic Compatibility & Telecommunications
    - Emissions
      - [KS C 9814-1:2020] Electromagnetic compatibility (EMC) -- Requirements for household appliances, electric tools and similar apparatus -- Part 1: Emission
      - [KS X 3143 (2020)] EMC Test Methods for Implantable Medical Radio Equipment
      - [UN ECE Regulation No. 10, 2012] Regulation No 10 of the Economic Commission for Europe of the United Nations (UN/ECE) — Uniform provisions concerning the approval of vehicles
      - [ANSI C63.10-2020] American National Standard of Procedures for Compliance Testing of Unlicensed Wireless Devices
      - [EN 55011:2016/A2:2021] Industrial, scientific and medical equipment - Radio-frequency disturbance characteristics - Limits and methods of measurement (CISPR 11:2015, modified)

Selected Test Methods

Click on test methods below to update Test Method

PN = Test Method has Publish Notice, LR = Test Method has Lab Remark  
REQ = Test Method is required, PT = Proficiency Test is required

- [IEC 60601-2-18, Ed. 3.0 (2009-08)] Medical electrical equipment - Part 2-18: Particular requirements for the basic safety and essential performance of endoscopic equipment
- [IEC 60601-2-19, Ed. 2.1 (2016-04)] CSV Medical electrical equipment - Part 2-19: Particular requirements for the basic safety and essential performance of infant incubators
- [IEC 60601-2-20, Ed. 2.1 (2016-04)] CSV Medical electrical equipment - Part 2-20: Particular requirements for the basic safety and essential performance of infant transport incubators [Including: Amendment 1 (2016)]
- [IEC 60601-2-21, Ed. 2.1 (2016-04)] CSV Medical electrical equipment - Part 2-21: Particular requirements for the basic safety and essential performance of infant radiant warmers [Including: Amendment 1 (2016)]
- [IEC 60601-2-22, Ed. 3.1 (2012-10)] Medical electrical equipment - Part 2-22: Particular requirements for basic safety and essential performance of surgical, cosmetic, therapeutic and diagnostic laser equipment
- [IEC 60601-2-25, Ed. 2.0 (2011-10)] Medical electrical equipment - Part 2-25: Particular requirements for the basic safety and essential performance of electrocardiographs
- [IEC 60601-2-27, Ed. 3.0 (2011-03)] Medical electrical equipment - Part 2-27: Particular requirements for the basic safety and essential performance of electrocardiographic monitoring equipment [Including: Corrigendum 1 (2012)]
- [IEC 60601-2-28, Ed. 3.0 (2011-03)] Medical electrical equipment - Part 2-28: Particular requirements for the basic safety and essential performance of X-ray tube assemblies for medical diagnostic

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

Home > Accreditation > NVLAP Documents

### Accreditation for: TEST LAB - Vanda (777777-0)

**Accreditations:**

- Electromagnetic Compatibility & Telecommunications

**NVLAP Documents**

Please make sure we have your most relevant up to date documents for your organization.  
These documents can be downloaded for review.

Icon Legend: Zip Documents Filter Documents Hide Filtered

(hover mouse over icon for description)

- Certificate ( 1 items ) Top
  - Accreditation Certificate 2017  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Scope Documents ( 1 items ) Top
  - Accreditation Scope 2017  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Assessment Documents ( 1 items ) Top
  - Accreditation Summary  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

[Back](#) [Continue](#)

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.

**Accreditation for: TEST LAB - Vanda (777777-0)**

**Accreditations:** Electromagnetic Compatibility & Telecommunications

- Accreditation Information
- Scopes of Accreditation
- NVLAP Documents
- Lab Documents**
- Assessor Documents

**Lab Documents**

Please make sure we have your most relevant up to date documents for your organization.

Please upload the laboratory documents in the required document locations below. If multiple documents are to be uploaded to the same document location, these documents can be placed into a .zip file and can be uploaded. Do not use the miscellaneous document location if there is a defined location available.

**Icon Legend:** (hover mouse over icon for description)

- Zip Documents
- Filter Documents
- Hide Filtered

**Application Documents ( 6 items )**

- NVLAP General Criteria Checklist (ISO/IEC 17025:2017)**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Supporting Documents referenced in General Criteria Checklist (Quality Manual, SOPs, etc.)**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Records of Latest Internal Audit**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Records of Latest Management Review**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Organization Chart**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Laboratory Description**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

**Scope Documents ( 1 items )**

- Scope Changes**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

**Financial Documents ( 1 items )**

- Memorandum of Understanding (MOU)**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Download References/Templates:**  
Memorandum of Understanding (MOU) Non Fed - PDF

**Proficiency Testing ( 1 items )**

- Proficiency Testing Report**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

**Miscellaneous ( 1 items )**

- Misc Document**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

**Lab Documents ( 2 items )**

- Accreditation Submission**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Conditions for Accreditation**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- Download References/Templates:**  
Conditions for Accreditation - pdf

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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.

NVLAP

Home > Accreditation > Assessor Documents

Accreditation for: TEST LAB - Vanda (777777-0)

Accreditations: 🔍

- Electromagnetic Compatibility & Telecommunications
- Accreditation Information ☑
- Scopes of Accreditation ☐
- NVLAP Documents ☐
- Lab Documents ☐
- Assessor Documents ☐

Assessor Documents

Please make sure we have your most relevant up to date documents for your organization.

These documents can be downloaded for review.

Icon Legend: 📄 Zip Documents - 🔍 Filter Documents - Hide Filtered ☐

(hover mouse over icon for description)

Assessment Documents ( 5 items ) ⬆ Top

<span style="color: green;">✔</span>	<b>Agenda</b> <small>Uploaded Deliverable Documents: 1</small> <small>📄 Upload/View Document(s)</small>	
<span style="color: blue;">📄</span>	<b>On Site Assessment Package</b> <small>Uploaded Deliverable Documents: 0</small> <small>📄 Upload/View Document(s)</small>	
<span style="color: green;">✔</span>	<b>On-Site Assessment Summary</b> <small>Uploaded Deliverable Documents: 1</small> <small>📄 Upload/View Document(s)</small>	<b>Download References/Templates:</b> <span style="color: blue;">📄</span> On-site Assessment Summary (ISO/IEC 17025:2017)
<span style="color: green;">✔</span>	<b>On-Site Signature Sheet with Narrative</b> <small>Uploaded Deliverable Documents: 1</small> <small>📄 Upload/View Document(s)</small>	<b>Download References/Templates:</b> <span style="color: blue;">📄</span> On-Site Signature Sheet with Narrative (ISO/IEC 17025:2017) <span style="color: blue;">📄</span> On-Site Signature Sheet with Narrative-Abbreviated
<span style="color: green;">✔</span>	<b>Test Method Review Summary (TMRS)</b> <small>Uploaded Deliverable Documents: 1</small> <small>📄 Upload/View Document(s)</small>	<b>Download References/Templates:</b> <span style="color: blue;">📄</span> Test Method Review Summary - Excel

Checklist ( 5 items ) ⬆ Top

<span style="color: green;">✔</span>	<b>NVLAP General Criteria Checklist (2017 ver) [Previously HB150:2016 Checklist (2005 ver)]</b> <small>Uploaded Deliverable Documents: 1</small> <small>📄 Upload/View Document(s)</small>	<b>Download References/Templates:</b> <span style="color: blue;">📄</span> NVLAP General Criteria Checklist (ISO/IEC 17025:2017)
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Checklist ( 5 items ) ⬆ Top

<span style="color: green;">✔</span>	<b>NVLAP General Criteria Checklist (2017 ver) [Previously HB150:2016 Checklist (2005 ver)]</b> <small>Uploaded Deliverable Documents: 1</small> <small>📄 Upload/View Document(s)</small>	<b>Download References/Templates:</b> <span style="color: blue;">📄</span> NVLAP General Criteria Checklist (ISO/IEC 17025:2017)
<span style="color: green;">✔</span>	<b>NIST HB 150-11 ECT Checklist</b> <small>Uploaded Deliverable Documents: 1</small> <small>📄 Upload/View Document(s)</small>	<b>Download References/Templates:</b> <span style="color: blue;">📄</span> NIST HB 150-11 Checklist (ISO/IEC 17025:2017) <span style="color: blue;">📄</span> NIST HB 150-11 ECT Checklist - Word
<span style="color: orange;">🔒</span>	<b>NIST HB 150-11A FCC Equipment Authorization Requirements Checklist</b> <small>Uploaded Deliverable Documents: 0</small> <small>📄 Upload/View Document(s)</small>	<b>Download References/Templates:</b> <span style="color: blue;">📄</span> NIST HB 150-11A FCC Equipment Authorization Requirements Checklist
<span style="color: orange;">🔒</span>	<b>NIST Handbook 150-11B ISED Telecom Terminal equip, radio apparatus and broadcasting equip</b> <small>Uploaded Deliverable Documents: 0</small> <small>📄 Upload/View Document(s)</small>	<b>Download References/Templates:</b> <span style="color: blue;">📄</span> NIST Handbook 150-11B Checklist ISED Telecom Terminal equip, radio apparatus and broadcast
<span style="color: orange;">🔒</span>	<b>NIST Handbook 150-11C Checklist ECT: ASCA Pilot Program</b> <small>Uploaded Deliverable Documents: 0</small> <small>📄 Upload/View Document(s)</small>	<b>Download References/Templates:</b> <span style="color: blue;">📄</span> NIST Handbook 150-11C Checklist ECT: ASCA Pilot Program

Miscellaneous ( 1 items ) ⬆ Top

<span style="color: orange;">🔒</span>	<b>Misc Document</b> <small>Uploaded Deliverable Documents: 0</small> <small>📄 Upload/View Document(s)</small>	
---------------------------------------	--	--

← Back

## 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.

The screenshot shows the NVLAP Dashboard. At the top right, there is a red banner with the word "TEST". The main navigation bar includes "Home > Dashboard" and "Dashboard". A "Documents Library" button is visible in the top right. The "Alerts" section on the left contains two notifications: "Lab 777777; Review documents. Status of Assessment 0 of lab TEST LAB - Vanda was changed to On-Site Report Submitted" (dated 08/31/2021 07:54 AM) and "Lab 777777; Assessment has been assigned to Bethany Hackett. There is no action needed at this time. The assessor will contact you to schedule the assignment." (dated 08/31/2021 07:49 AM). The "Overview" section on the right shows the "My Assessments" tab selected, displaying "TEST LAB - Vanda (777777-0)" with "Open Non-Conformities: 1" (Response due by 09/30/2021) and "Display Assessment" link. The assessment category is "Electromagnetic Compatibility & Telecommunications" and the status is "On-Site Report Submitted".

## D.2 Assessment Information screen-no laboratory input

The screenshot shows the "Assessment Information" screen for "TEST LAB - Vanda (777777-0)". The breadcrumb trail is "Home > Assessment > Assessment Information". The page title is "Assessment for: TEST LAB - Vanda (777777-0)". On the left, a sidebar lists "Accreditations" (Electromagnetic Compatibility & Telecommunications), "Assessment Information" (selected), "Assessors", "NVLAP Documents", "Lab Documents", "Assessor Documents", and "Non-Conformity Reports". The main content area shows "Assessment Information" with the note "The Assessment Information section does not require laboratory input." and "All fields marked with \* are required." The "Summary" section displays: "Lab Name: TEST LAB - Vanda (777777-0)", "Lab Location: TEST LAB - Vanda, TEST LAB - Vanda, MD 20899", "Assessment Purpose: On-Site Assessment", and "Assessment Status: On Site Report Submitted". The "Dates" section shows "Scheduled Start Date:", "Actual Start Date:", and "Actual End Date:". At the bottom right, there are "Back" and "Continue" buttons.

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

The screenshot shows the NVLAP web interface. The top navigation bar includes the NVLAP logo and the breadcrumb path: Home > Assessment > Assessors. The main heading is "Assessment for: TEST LAB - Vanda (777777-0)".

On the left sidebar, under "Accreditations:", "Electromagnetic Compatibility & Telecommunications" is selected. Below it, a list of menu items includes "Assessment Information", "Assessors", "NVLAP Documents", "Lab Documents", "Assessor Documents", and "Non-Conformity Reports".

The main content area is titled "Assessors" and contains the following text:

Important! Please review the assigned assessors information.  
Select View Biography

1. Select View Biography, review
2. To Accept or Reject select appropriate link and confirm

Contact marked with requires change approval and is only editable by contacting NVLAP.

Under the heading "★ Lead Assessor", there is a profile for **Bethany Hackett**, NVLAP Quality Manager, with a "View Biography" link. Below this, under the heading "★ Assessor", there is a blank space.

At the bottom right, there are "Back" and "Continue" buttons.

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

This screenshot is similar to the previous one, but the "View Biography" link for Bethany Hackett has been selected, and her biography is now displayed.

The main content area shows the same instructions and "★ Lead Assessor" heading. The profile for **Bethany Hackett** now includes a "Hide Biography" link instead of "View Biography".

Below the profile, the biography text is shown:

Biography

Ms. Hackett is currently a member of the Institute of Electrical and Electronics Engineers (IEEE), ANSI C63 Subcommittee 6: Accreditation and ASTM Committees C01: Cement, C09: Concrete and Concrete Aggregates, D04: Road and Paving Materials, and E36: Accreditation and Certification. She also is an approved ISO/IEC 17025 lead assessor.

Ms. Hackett serves as the Quality Manager with the National Voluntary Laboratory Accreditation Program (NVLAP). In her role as the quality manager, Ms. Hackett has the authority and responsibility for the implementation and monitoring of the NVLAP management system. She establishes and maintains the management system documentation, ensuring document control, chairs the NVLAP Quality Committee, as well as plans and coordinates the internal audits and management reviews, used for reporting on the performance of the management system and identifying improvements, in compliance with the requirements of ISO/IEC 17011.

Ms. Hackett is involved in the training and monitoring of the NVLAP assessors to ensure that quality laboratory assessments are continuously performed to ISO/IEC 17025 and to meet international requirements of recognized accreditation bodies.

Previously, Ms. Hackett served as a Program Manager in the NVLAP Electromagnetic Compatibility and Telecommunications (ECT) and Construction Materials testing programs. She provided assistance in the daily accreditation operations and served as a staff contact for laboratories performing EMC, Military Standards (MIL STD), Product Safety, Radio, RF Exposure, and Telecom testing, as well as the Aggregate, Concrete, Cement, Geotextiles, Road and Paving Materials, and Soil and Rock testing.

Ms. Hackett joined the NVLAP staff as Program Manager in December 2008. In January 2018, she transitioned to the Quality Manager position.

From May 1998 until December 2008, Ms. Hackett was employed by the American Association for Laboratory Accreditation (A2LA). During this employment, she began as a Laboratory Services Officer working with plastic and fastener testing labs. She was promoted to Senior Accreditation Officer, working with the Electromagnetic Compatibility (EMC) testing labs. She is also an approved ISO/IEC 17025 quality system auditor.

From June 1996 until May 1998, she was employed by AASHTO resource (formerly AASHTO Materials Reference Laboratory (AMRL)) where she worked as a Laboratory Inspector, in which she performed inspections of geotechnical and construction material testing laboratories for conformity to AASHTO and ASTM standards.

Ms. Hackett has a Bachelor of Science degree with a major in Chemical Engineering from The Pennsylvania State University in State College, PA.

At the bottom, the "★ Assessor" heading is visible.

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

Home > Accreditation > NVLAP Documents

Accreditation for: TEST LAB - Vanda (777777-0)

**Accreditations:**

- Electromagnetic Compatibility & Telecommunications
- Accreditation Information
- Scopes of Accreditation
- NVLAP Documents**
- Lab Documents
- Assessor Documents

**NVLAP Documents**

Please make sure we have your most relevant up to date documents for your organization.  
These documents can be downloaded for review.

**Icon Legend:**

- ! (Warning)
- 🔗 (Link)
- ✅ (Success)
- 📄 (Document)
- 🔒 (Lock)

(hover mouse over icon for description)

**Zip Documents** | **Filter Documents** | Hide Filtered

**Certificate ( 1 items )** [Top]

- Accreditation Certificate 2017**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

**Scope Documents ( 1 items )** [Top]

- Accreditation Scope 2017**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

**Assessment Documents ( 1 items )** [Top]

- Accreditation Summary**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

[Back](#) | [Continue](#)

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

Home > Accreditation > Assessor Documents

Accreditation for: TEST LAB - Vanda (777777-0)

**Accreditations:**

- Electromagnetic Compatibility & Telecommunications
- Accreditation Information
- Scopes of Accreditation
- NVLAP Documents
- Lab Documents
- Assessor Documents**

**Assessor Documents**

Please make sure we have your most relevant up to date documents for your organization.  
These documents can be downloaded for review.

**Icon Legend:**

- ! (Warning)
- 🔗 (Link)
- ✅ (Success)
- 📄 (Document)
- 🔒 (Lock)

(hover mouse over icon for description)

**Zip Documents** | **Filter Documents** | Hide Filtered

**Assessment Documents ( 5 items )** [Top]

- Agenda**  
Uploaded Deliverable Documents: 1  
[Upload/View Document\(s\)](#)
- On Site Assessment Package**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- On-Site Assessment Summary**  
Uploaded Deliverable Documents: 1  
[Upload/View Document\(s\)](#)  
**Download References/Templates:**  
On-site Assessment Summary (ISO/IEC 17025:2017)
- On-Site Signature Sheet with Narrative**  
Uploaded Deliverable Documents: 1  
[Upload/View Document\(s\)](#)  
**Download References/Templates:**  
On-Site Signature Sheet with Narrative (ISO/IEC 17025:2017)  
On-Site Signature Sheet with Narrative-Abbreviated
- Test Method Review Summary (TMRS)**  
Uploaded Deliverable Documents: 1  
[Upload/View Document\(s\)](#)  
**Download References/Templates:**  
Test Method Review Summary - Excel

**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)

Checklist ( > Items )



**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 )



**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.

Home > Assessment > Assessor Documents

Assessment for: TEST LAB - Vanda (777777-0)

**Accreditations:**

- Electromagnetic Compatibility & Telecommunications
- Assessment Information
- Assessors
- NVLAP Documents
- Lab Documents
- Assessor Documents
- Non-Conformity Reports

Assessor Documents

Please make sure we have your most relevant up to date documents for your organization.

These documents can be downloaded for review.

**Icon Legend:**

(hover mouse over icon for description)

**Assessment Documents ( 5 items )**

- Agenda**  
Uploaded Deliverable Documents: 1  
[Upload/View Document\(s\)](#)

Download References/Templates:

  - On-site Assessment Summary (ISO/IEC 17025:2017)
- On Site Assessment Package**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)
- On-Site Assessment Summary**  
Uploaded Deliverable Documents: 1  
[Upload/View Document\(s\)](#)

Download References/Templates:

  - On-Site Assessment Summary (ISO/IEC 17025:2017)
- On-Site Signature Sheet with Narrative**  
Uploaded Deliverable Documents: 1  
[Upload/View Document\(s\)](#)

Download References/Templates:

  - On-Site Signature Sheets with Narrative (ISO/IEC 17025:2017)
  - On-Site Signature Sheet with Narrative-Abbreviated
- Test Method Review Summary (TMRS)**  
Uploaded Deliverable Documents: 1  
[Upload/View Document\(s\)](#)

Download References/Templates:

  - Test Method Review Summary - Excel

**Checklist ( 5 items )**

- 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 )**

- Misc Document**  
Uploaded Deliverable Documents: 0  
[Upload/View Document\(s\)](#)

[← Back](#) [Continue →](#)

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.

Home > Assessment > Non-Conformity Reports

Assessment for: TEST LAB - Vanda (777777-0)

Accreditations: Electromagnetic Compatibility & Telecommunications

- Assessment Information
- Assessors
- NVLAP Documents
- Lab Documents
- Assessor Documents
- Non-Conformity Reports

Non-Conformity Reports

Click Open Report to open the On-Site Assessment Non-Conformity Report.

Reports

TEST LAB - Vanda (777777-0)  
Created on 31-Aug-21  
ECT  
Open Report

Open Non-Conformities: 1  
No Closed Non-Conformities

Submitted on 08/31/2021  
Status: Open

Back

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

Home > Assessment > Non-Conformity Reports > On-Site Assessment Non-Conformity Report - 08/31/2021 07:52:31

Assessment for: TEST LAB - Vanda (777777-0)

Accreditations: Electromagnetic Compatibility & Telecommunications

- Assessment Information
- Assessors
- NVLAP Documents
- Lab Documents
- Assessor Documents
- Non-Conformity Reports

On-Site Assessment Non-Conformity Report - 08/31/2021 07:52:31

In the Non-Conformities section below, please select the View/Manage Non-Conformity link to enter the response and upload objective evidence for each non-conformity.

Summary

Report Status: Open

Type: On Site

Lab Name: TEST LAB - Vanda (777777-0)

Lab Location: TEST LAB - Vanda, MD 20899, United States

Created: Bethany Hackett on 08/31/2021

Updated: Bethany Hackett on 08/31/2021

Submitted: Bethany Hackett on 08/31/2021

Acknowledged:

Closed:

Dates

Response Due Date:

Notification Date:

Warning Sent Date:

Non-Conformities

Click on "View/Manage Non-Conformity" to view the full non-conformity detail and respond.

Finding 1: Non-Conformity  
View/Manage Non-Conformity

Criteria: NIST HB 150-4.1.1

Non-Conformity Status: Open

Submitted by Bethany Hackett on 08/31/2021

Response submitted for this item.

Acknowledge Non-Conformity Report

Close Report

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.

The screenshot shows the 'Non-Conformities' section of a software interface. At the top, there are 'Dates' for 'Response Due Date', 'Notification Date', and 'Warning Sent Date'. Below this is a 'Non-Conformities' header with a 'Total 2' indicator and a 'Submit Saved Response(s)' button. A message states: 'Click on "View/Manage Non-Conformity" to view the full non-conformity detail and respond.' A specific finding is listed: 'Finding 1: Non-Conformity' with 'Criteria: NIST HB 150: 4.1.1'. A red banner indicates 'Non-Conformity Status: Open' and 'Submitted by: Bethany Hackett on 08/31/2021'. A note says 'Missing response for this item.' The 'Non-Conformity 1 Detail' section shows 'Criteria: NIST HB 150: (4.1.1) The laboratory or the organization of which it is part shall be an entity that can be held legally responsible.', 'Test Method(s):', 'Other Criteria:', 'Non-Conformity/ Comment: This is a test', and 'Type: Non-Conformity' with 'Is Repeat?: NO'. The 'Objective Evidence Inquiries/Responses' section has a 'Click "Respond to Inquiry" to add your response:' prompt. Two inquiries are listed, both submitted by Bethany Hackett. The first inquiry asks for a copy of the procedure and was submitted on 12/02/2021. The second inquiry asks for information regarding the non-conformity and was submitted on 08/31/2021. At the bottom right, there are buttons for 'Acknowledge Non-Conformity Report' and 'Close Report'. A 'Close View' button is at the bottom center.

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.

The screenshot shows the 'Edit Objective Evidence Response' form. It starts with the 'Objective Evidence Inquiries/Responses' section, which is identical to the previous screenshot. Below this is the 'Edit Objective Evidence Response' section with a 'Click "Respond to Inquiry" to add your response:' prompt. A note says: 'Enter your response in the appropriate fields below. Click "Save Response" while working on it. Click "Submit Response" when you have completed it. Response must be submitted prior to the due date.' The form has three main sections: 'Remarks:' with a text area, 'Cause Analysis:' with a text area, and 'Attachments:' with an 'Uploaded Document(s):' section showing 'No document(s) uploaded...' and an 'Upload Additional Document(s):' section with a drag-and-drop area and a '+ Add Document(s)' button. At the bottom, there are buttons for 'Save Response' (orange) and 'Close Response' (red). A 'Close View' button is at the bottom center.