



National Accreditation Board for Testing and Calibration Laboratories (NABL)

Pre-Assessment Guidelines and Forms (based on ISO/IEC 17043:2010)

ISSUE NO.: 01
ISSUE DATE: 01-Jun-2011

AMENDMENT NO.: 02
AMENDMENT DATE: 16-May-2020

AMENDMENT SHEET

S. No.	Page No.	Clause No.	Date of Amendment	Amendment	Reasons	Signature QA Team	Signature CEO
1	--	--	29.06.2016	As Highlighted in the document	Internal review of document	-Sd-	-Sd-
2	3, 4, 5	1, 2, 3	16-May-2020	Secretariat word removed	Internal review		
3	3, 4, 6, 11	1, 2, NPF 1, NPF 3		Management system document word included along with quality manual	Aligned with on-line system		
4	3	2		'adequacy of the quality manual' is replaced with 'document review'	Internal review		
5	4	2		Signatures word replaced with acceptance	Aligned with on-line system		
6	11	NPF 3		'Quality Manager' term is replaced with 'personnel responsible for Management System'	Internal review		
7	11	NPF 3		Days to take corrective actions has been reduced to 15 days from 60 days	Internal review		
8	13	Form 74		QM Adequacy term is replaced with Document Review	Internal review		
9							
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GUIDE TO USE PRE-ASSESSMENT FORMS & CHECKLIST

1. Introduction

The Lead Assessor who has been nominated by NABL, is fully aware of the NABL Accreditation process for PT provider accreditation, its objectives and the on-site Assessment procedure. The Lead Assessor shall have the overall responsibility of conducting the assessment and shall be responsible for evaluating the adequacy of the Management System Document/ Quality Manual, pre-assessment of the PT Provider and for conducting the on-site assessment. Towards the task of on-site assessment, Lead Assessor may be assisted by a team of assessors commensurate with the scope of accreditation.

This document contains Pre-assessment form and Checklist, which will form a part of the Pre-assessment Report. The document shall guide the Lead Assessor in completing various forms & checklists and compiling the report.

2. Pre-Assessment

After the PT Provider has submitted a report of satisfactory corrective action on the concerns expressed in the adequacy report, NABL shall fix up a date for Pre-assessment in consultation with the PT Provider and the Lead Assessor.

While the Lead Assessor proceeds to the PT Provider site for Pre-assessment, he/she should be in possession of the PT Provider's Applications Forms, Management System Document/ Quality Manual, Corrective action report on the Document review and any other information supplied by NABL.

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The Lead Assessor, during Pre-assessment shall:

- i. check the implementation of the Management System as documented in the **Management System Document/** Quality Manual
- ii. study the scope of accreditation so that the time frame, number of assessors required in various fields for the assessment can be determined. The Lead Assessor shall also assess whether the Assessment is required to be split, based on the location of PT Provider and subcontractor or the number of discipline/fields.
- iii. check whether the PT Provider has conducted a comprehensive Internal Audit in accordance with ISO/ IEC 17043: 2010.
- iv. assess the degree of preparedness of the PTP for the Assessment in terms of compliance to NPF 1.
- v. obtain **acceptance** on NABL 131 – Terms and Conditions for Maintaining Accreditation, from the PT Provider, if not submitted earlier
- vi. explain to the PT Provider regarding the methodology to be adopted for Assessment and their obligations.
- vii. **submit pre-assessment report to NABL**

3. Compilation of Pre-Assessment Forms & Checklist

The Lead Assessor (LA) must review the PT Provider's documented Management System to verify compliance with the requirements of ISO/ IEC 17043: 2010. LA should complete the Checklist NPF 1 by recording his/her observation – 'Yes' or 'No' (by marking a ✓ in the appropriate box), related to the requirements of respective clause number of the checklist and offering brief comments. In case there is a need for checking other details not listed in the checklist, the Lead Assessor is free to make detailed assessment and annex the findings, to the report.

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