



National Accreditation Board for Testing and Calibration Laboratories (NABL)

Pre-Assessment Guidelines and Forms (based on ISO/IEC 17043: 2023)

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AMENDMENT SHEET

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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.

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: 2023.
- iv. assess the degree of preparedness of the PTP for the Assessment in terms of compliance to NPF 1.

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