



National Accreditation Board for Testing and Calibration Laboratories (NABL)

Pre-Assessment Guidelines and Forms (based on ISO/IEC 17025)

ISSUE NO.: 04
ISSUE DATE: 19-Apr-2016

AMENDMENT NO.: 04
AMENDMENT DATE: 09-Dec-2021

AMENDMENT SHEET

S. No.	Page No.	Clause No.	Date of Amendment	Amendment	Reasons	Signature QA Team	Signature Competent Authority
1	11	Form 74	13.05.2016	Form 74 includes QM Adequacy	IQA	-Sd-	-Sd-
2	10	NPF3	02.05.2018	Change in time (Max 15 days) for corrective action	Internal	-Sd-	-Sd-
3	2,3, 4	2 & 3	21.12.2018	As highlighted	Policy decision	-Sd-	-Sd-
	5, 6, 7	NPF-1					
	10	NPF-3					
4	3, 3, 4, 11	1, 2, 3, Form 74	09.12.2021	As highlighted	Internal Review	-Sd-	-Sd-
	3	2. ii		Mobile facility included			
	4	2. v		Word "submitted" is replaced with "acceptance"			
	6	4		Qualified and trained word is replaced with "competent"	Aligned with standard		
	6, 7, 7	6, 7, 9		As highlighted			
	8	10		As highlighted	Aligned with NABL 163		
	10	NPF3		As highlighted	Internal review		
5							
6							
7							
8							
9							
10							

National Accreditation Board for Testing and Calibration Laboratories				
Doc. No: NABL 209	Pre-Assessment Guidelines and Forms (based on ISO/IEC 17025)			
Issue No: 04	Issue Date: 19-Apr-2016	Amend No: 04	Amend Date: 09-Dec-2021	Page No: 1 of 11

CONTENTS

S. No.	Title	Page No.
	Amendment Sheet	1
	Contents	2
1.	Guide to use Pre-Assessment Forms & Checklist	3
2.	Pre-Assessment Checklist (NPF 1)	5
3.	Non-Conformities Observed during Pre-Assessment (NPF 2)	9
4.	Pre-Assessment Report (NPF 3)	10
5.	Declaration of Impartiality & Confidentiality (Form 74)	11

National Accreditation Board for Testing and Calibration Laboratories				
Doc. No: NABL 209	Pre-Assessment Guidelines and Forms (based on ISO/IEC 17025)			
Issue No: 04	Issue Date: 19-Apr-2016	Amend No: 04	Amend Date: 09-Dec-2021	Page No: 2 of 11

GUIDE TO USE PRE-ASSESSMENT FORMS & CHECKLIST

1. INTRODUCTION

The Lead Assessor shall have the overall responsibility of conducting the pre-assessment of the laboratory. During Final Assessment Lead Assessor will be accompanied by team of Technical Assessors commensurate with the scope of accreditation.

This document contains Pre-assessment forms and Checklist, which shall be used to report the pre-assessment findings. The document shall guide the Lead Assessor in completing various forms & checklists and compiling the report.

2. PRE-ASSESSMENT

Once the Document Review process is completed, a pre-assessment of the laboratory is conducted (if opted by the laboratory or if NABL decides to conduct the same based on the outcome of document review as pre-assessment is optional) by lead assessor appointed by NABL. The date for pre-assessment finalized in consultation with the laboratory and the Lead Assessor.

While the Lead Assessor proceeds to the laboratory for Pre-assessment, he should be in possession of the laboratory's Applications Form, Quality Manual/ Management system document, Corrective action report on the adequacy of document review and any other information supplied by NABL.

The Lead Assessor, during Pre-assessment shall:

- i. check the overall implementation of the management system as per the documented Quality Manual/ Management system document.
- ii. study the scope of accreditation so that the time frame, number of assessors required in various disciplines and visits to Site testing/ calibration facilities, mobile facility, if applicable, for the assessment can be determined. The Lead Assessor shall also assess the risks associated with the scope, location and personnel, if any which need to be taken into consideration while planning, scheduling and/or conducting assessment.
- iii. check whether the laboratory has conducted a comprehensive Internal Audit in accordance with ISO/ IEC 17025: 2017.

National Accreditation Board for Testing and Calibration Laboratories				
Doc. No: NABL 209	Pre-Assessment Guidelines and Forms (based on ISO/IEC 17025)			
Issue No: 04	Issue Date: 19-Apr-2016	Amend No: 04	Amend Date: 09-Dec-2021	Page No: 3 of 11