



June 28, 2006

MEMORANDUM FOR NVLAP Laboratories Enrolled in the ECT and Acoustics Programs

From: Vanda White, Quality Manager
NVLAP

Subject: NVLAP Interactive Web Site (NIWS)

NVLAP is pleased to announce the availability of its new web-based application system — the NVLAP Interactive Web Site (NIWS). The opportunity to participate in the pilot of this system is being offered only to laboratories accredited in the Acoustical Testing and Electromagnetic Compatibility and Telecommunications (ECT) programs at this time. During the system pilot, feedback will be collected from participating laboratories to ascertain if the on-line application process is user friendly, practical, and functions correctly.

The purpose of the NIWS is to enable laboratories to complete their renewal applications over the Internet in order to simplify the application process, eliminate redundancy, and save time. If you choose to participate, you will review your current application data on-line, make any changes needed to renew your accreditation, and upload supporting documents (such as an organizational chart, quality manual, and laboratory description). The information submitted via this process will suffice as your renewal application and you will not have to mail a paper application to NVLAP. The NIWS is fully secure and will accept payment by credit card. There are also provisions for arranging payment by check and by purchase order.

It should be emphasized that the supporting documents required by the application, including the laboratory quality manual, must be in an electronic format so that they can be uploaded to the NIWS. **If these documents are not available electronically, do not use the on-line application, but instead mail your application to NIST/NVLAP as you have done in the past.**

Attached to this memorandum are instructions to help you to get started. The on-line renewal application process is self-directed; therefore, we have not provided detailed directions. However, if at any point during the process you have questions or difficulties, please send an e-mail message describing the problem, including the date and time the problem occurred, to <NIWSHELP@nist.gov>.

NVLAP will open the NIWS to renewing ECT and Acoustics laboratories on July 5, 2006. The system will remain open until September 30, 2006; however, laboratories are encouraged to submit their applications as soon as possible in order to avoid a lapse in accreditation.

Thank you for assisting NVLAP with this most important project. We are listening to your feedback and are excited to be able to offer this service to NVLAP-accredited laboratories.

Attachment