# Individual Statement of Qualifications for Third Party Assessor Contracts

(This template is provided to facilitate consistent and comparable presentation of qualifications among listees. Please fill it out as the items apply to your situation. You may include or substitute your resume or CV, but parties using similarly formatted documentation are much easier to compare)

Name: \_\_\_\_\_\_ Doing Business as: (company name)

Contact information: \_\_\_\_

Degree(s) Held: (list with dates awarded)

Years Experience in an Analytical Laboratory: \_\_\_\_\_\_ (positions & duration may be appended)

Years Experience as an Environmental Laboratory Assessor: \_\_\_\_

Total Number of Environmental Laboratory Assessments Completed: \_\_\_\_\_

Number of the Total That Were NELAP Assessments: \_\_\_\_\_

Number of the Total that Were ISO/IEC Assessments: \_\_\_\_\_

Experience Related to Conducting Assessments for State Accrediting Bodies: (describe)

Training Courses Completed: (list by category as indicated, with dates)

Non-NELAP Assessor Training \_\_\_\_\_

NELAP Assessor Training \_\_\_\_\_

USEPA Drinking Water Certification \_\_\_\_\_

Technical Training (specify field(s)) \_\_\_\_\_

Other Specialized Training (specify) \_\_\_\_\_

Refresher/Continuing Training (specify) \_\_\_\_\_

Specialized Program Knowledge (TNI, NELAP, NQA-1, ISO/IEC, other)

Specialized Technical Knowledge (micro, inorganic, organic, radiochemistry): \_\_\_\_

Computer Software Expertise : \_\_\_\_\_

Current and Past Membership in TNI Committees, Councils and Boards: (list with dates)

Memberships in Other Trade/Professional Organizations: (list with any committee memberships or positions held in organization, along with dates, including Current Activities Related to National Organizations)

Presentations Made: (list by title w/ group/audience and date)

Publications Authored: (list by title, publication and date)

Geographic Area Covered: \_\_\_\_\_

Contracts Maintained and Duration: (confidential information not required)

Insurances Maintained Amounts (liability, errors & omissions, workman's comp): (list)

Statement of Financial Stability (DB): (append)