**Organizational Statement of Qualifications for Third Party Assessor Contracts**

**(Assessor Requirements)**

(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 resumes or CVs of affiliated assessors, but parties using similarly formatted documentation are much easier to compare)

Name of Organization: \_\_\_\_ Doing Business as: (name)

Business Status Certifications: (small, disadvantaged, veteran owned, *etc*.)

Contact information: \_\_\_\_

Degree(s) Required of Assessors: (list minimum requirements first, then indicate additional credentials of currently affiliated assessors, if desired)

Years Experience in an Analytical Laboratory Required (positions & duration): (list minimum requirements first, then indicate additional credentials of currently affiliated assessors, if desired. Resumes may be appended)

Years Experience as an Environmental Laboratory Assessor Required: (list minimum requirements first, then indicate whether and how currently affiliated assessors exceed those minimums, if desired)

Total Number of Environmental Laboratory Assessments Completed Required: (list minimum requirements first, then indicate whether and how currently affiliated assessors exceed those minimums, if desired. Include minimum number of NELAP Assessments and/or ISO/IEC Assessments.)

Required Experience Related to Conducting Assessments for State Accrediting Bodies: (list minimum requirements, then indicate additional experience of currently affiliated assessors, if desired)

Training Courses Required: (list minimum requirements by category, including time-since-training if appropriate; include other courses required or completed by currently affiliated assessors, if desired)

Non-NELAP Assessor Training \_\_\_

NELAP Assessor Training \_\_\_\_

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

Technical Training (specify) \_\_\_\_\_\_

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

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

Specialized Program Knowledge Required (TNI, NELAP, NQA-1, ISO/IEC…): (list minimum requirements, include additional program knowledge of currently affiliated assessors, if desired)

Specialized Technical Knowledge Required (micro, inorganic, organic, radiochemistry…) : (list minimum requirements, include additional program knowledge of currently affiliated assessors, if desired)

Computer Software Expertise Required: (list minimum requirements, include additional expertise of currently affiliated assessors, if desired)

Memberships in Trade/Professional Organizations: (list any minimum requirements for memberships of assessors, if any. Include memberships of currently affiliated assessors, if desired)

Current Activities Related to National Organizations Required: (list minimum requirements, include activities of currently affiliated assessors, if desired.)

Current and Past Membership in TNI Committees, Councils and Boards Required: (list minimum requirements, include activities of currently affiliated assessors, if desired.)

**ORGANIZATIONS (General Information)**

Number of Qualified Assessors Affiliated with Organization: \_\_\_\_

Name of Business and Number of Years Business: \_\_\_\_\_

Memberships in Trade/Professional Organizations: (list first all organizational memberships of the organization or company)

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

Contracts Maintained and Duration: (confidential information not required)

Statement of Financial Stability (DB): (append)

Insurances Maintained Amounts (liability, errors & omissions, workman's comp…): (list and indicate whether organization or individual assessors are responsible for coverage)

Organizational Compliance with 17025 and 17011 for Operation: (describe with list of certificate dates if appropriate)