

NISTHB 150-10

NVLAP
Efficiency of
Electric Motors

Timothy Rasinski

<http://dx.doi.org/10.6028/NIST.HB.150-10>

NIST
National Institute of
Standards and Technology
U.S. Department of Commerce

This page is intentionally left blank.

NISTHB 150-10

NVLAP
Efficiency of
Electric Motors

Timothy Rasinski
National Voluntary Laboratory Accreditation Program
Standards Coordination Office
Laboratory Programs

<http://dx.doi.org/10.6028/NIST.HB.150-10>

May 2013



U.S. Department of Commerce
Rebecca Blank, Acting Secretary

National Institute of Standards and Technology
Patrick D. Gallagher, Under Secretary of Commerce for Standards and Technology and Director

NVLAP AND THE NVLAP LOGO

The term *NVLAP* and the NVLAP logo are registered marks of the Federal Government, which retains exclusive rights to control the use thereof. Permission to use the term and symbol (NVLAP logo with approved caption) is granted to NVLAP-accredited laboratories for the limited purpose of announcing their accredited status, and for use on reports that describe only testing and calibration within the scope of accreditation. NVLAP reserves the right to control the quality of the use of the NVLAP term, logo, and symbol.

Contents

Foreword.....	v
Introduction.....	vi
1 General information	1
1.1 Scope	1
1.2 Organization of handbook	1
1.3 Program description.....	1
1.4 References	3
1.5 Terms and definitions	3
1.6 Program documentation.....	4
2 LAP establishment, development, and implementation.....	5
3 Accreditation process	5
3.1 General	5
3.2 Management system review	5
3.3 On-site assessment.....	5
3.4 Proficiency testing	7
4 Management requirements for accreditation.....	8
4.1 Organization	8
4.2 Management system	8
4.3 Document control	9
4.4 Review of requests, tenders and contracts.....	9
4.5 Subcontracting of tests and calibrations	9
4.6 Purchasing services and supplies.....	9
4.7 Service to the customer.....	9
4.8 Complaints.....	9
4.9 Control of nonconforming testing and/or calibration work.....	9
4.10 Improvement.....	10
4.11 Corrective action	10
4.12 Preventive action	10
4.13 Control of records.....	10
4.14 Internal audits	10
4.15 Management reviews.....	11
5 Technical requirements for accreditation.....	11
5.1 General	11
5.2 Personnel	11
5.3 Accommodation and environmental conditions	12
5.4 Test and calibration methods and method validation	12
5.5 Equipment.....	13
5.6 Measurement traceability	13
5.7 Sampling.....	14
5.8 Handling of test and calibration items	14
5.9 Assuring the quality of test and calibration results.....	14

5.10 Reporting the results..... 14

6 Additional requirements..... 16

Foreword

The NIST Handbook 150 publication series sets forth the procedures, requirements, and guidance for the accreditation of testing and calibration laboratories by the National Voluntary Laboratory Accreditation Program (NVLAP). The series is comprised of the following publications:

- NIST Handbook 150, *NVLAP Procedures and General Requirements*, which contains the general procedures and requirements under which NVLAP operates as an unbiased third-party accreditation body;
- NIST Handbook 150-xx program-specific handbooks, which supplement NIST Handbook 150 by providing additional requirements, guidance, and interpretive information applicable to specific NVLAP laboratory accreditation programs (LAPs).

The program-specific handbooks are not stand-alone documents; they are companion documents to NIST Handbook 150. They tailor the general criteria found in NIST Handbook 150 to the specific tests, calibrations, or types of tests or calibrations covered by a LAP.

NIST Handbook 150-10, *NVLAP Efficiency of Electric Motors*, presents the technical requirements and guidance for the accreditation of laboratories under the NVLAP Efficiency of Electric Motors LAP. The 2013 edition of NIST Handbook 150-10 supersedes and replaces the 2007 edition.

The handbook was revised with the participation of technical experts in the field of efficiency of electric motors testing and was approved by NVLAP. The following main changes have been made to this handbook with respect to the previous edition:

- all references to applicable international guides, national and international standards, and U.S. regulations have been updated;
- updated federal regulations that cover requirements for determining the efficiency of polyphase electric motors and small electric motors have been included.

This handbook is also available on the NVLAP website: <http://www.nist.gov/nvlap>.

Questions or comments concerning this handbook should be submitted to NVLAP, National Institute of Standards and Technology, 100 Bureau Drive, Stop 2140, Gaithersburg, MD, 20899-2140; phone: 301-975-4016; fax: 301-926-2884; e-mail: nvlap@nist.gov.

Introduction

As part of broader energy conservation issues, the Energy Policy and Conservation Act (Public Law 94-163) was passed in 1975 in response to the oil crisis of the early 1970s. It has been amended several times, most notably in 1992 by the Energy Policy Act (EPAc) (Public Law 102-486). The *Energy Conservation Program for Consumer Products other than Automobiles* was added and includes energy efficiency test procedures and standards for various industrial equipment and, in particular, certain electric motors. The Energy Policy and Conservation Act (EPCA), as amended by EPAc, establishes definitions, test procedures, labeling provisions, energy efficiency standards, and compliance certification requirements for electric motors.

Section 345(c) of EPCA (42 U.S.C. 6316(c)) requires electric motor “manufacturers to certify, through an independent testing or certification program nationally recognized in the United States, that such motor meets the applicable [nominal full-load efficiency standard].”

Section 431.36(a) of Title 10, Code of Federal Regulations (CFR) Part 431 (10 CFR Part 431), provides two equivalent ways to fulfill the compliance certification requirements under section 345(c) of EPCA:

- (1) A manufacturer may certify, through an independent, accredited testing laboratory, that a covered motor meets the standard; or
- (2) A manufacturer may certify, through an independent certification program nationally recognized in the United States, that a covered motor meets the standard.

The procedures by which a manufacturer may certify the energy efficiency of its electric motors, either through a certification program or an accredited testing program, are set forth in section 431.17 of 10 CFR Part 431, and in particular, subsections 431.17(a)(5) and (b).

The Efficiency of Electric Motors (EEM) laboratory accreditation program was originally developed at the request of the National Electrical Manufacturers Association (NEMA) to assist the electric motor industry in complying with the statutory requirements for electric motors. NVLAP coordinated the development of the EEM program with NEMA and the Department of Energy (DOE).

Accreditation under NVLAP for the efficiency of electric motors fulfills the applicable requirements of 10 CFR Part 431 for accreditation as an independent testing program nationally recognized in the United States. (See section 431.18 of 10 CFR Part 431.) The names and contact information for NVLAP-accredited laboratories are published on the NVLAP website: <http://www.nist.gov/nvlap>.

The author gratefully acknowledges the important contributions of the following: regulatory and technical input and review by Jim Raba of DOE; technical input and review by Vern Nielsen of Nielsen Engineering, Inc.; and editing by Vanda White of NVLAP.

1 General information

1.1 Scope

1.1.1 NIST Handbook 150-10 establishes the technical requirements and provides guidance for the accreditation of laboratories under the NVLAP Efficiency of Electric Motors Laboratory Accreditation Program (EEM LAP). It supplements the NVLAP procedures and general requirements found in NIST Handbook 150, *NVLAP Procedures and General Requirements*, by tailoring the general criteria found in NIST Handbook 150 to the specific tests and types of tests covered by the EEM LAP.

1.1.2 NIST Handbook 150, NIST Handbook 150-10, and their respective checklists (see 1.6) constitute the collective body of requirements that must be met by a laboratory seeking NVLAP accreditation for the EEM LAP.

1.1.3 This handbook is intended for information and use by accredited EEM laboratories, assessors conducting on-site assessments, laboratories seeking accreditation, other laboratory accreditation systems, users of laboratory services, and others needing information on the requirements for accreditation under the EEM LAP.

1.2 Organization of handbook

The numbering and titles of the first five clauses of this handbook match those of NIST Handbook 150. The primary subclauses in clauses 4 and 5 (e.g., 4.1, 4.2, etc.) are also numbered and titled to correspond with those of NIST Handbook 150, even when there are no requirements additional to those in NIST Handbook 150.

1.3 Program description

1.3.1 Statutory and regulatory requirements

Before the enactment of the Energy Independence and Security Act of 2007 (EISA 2007), section 340(13)(A) of EPCA defined *electric motor* as any motor that is “general purpose T-frame, single speed, foot-mounting, polyphase squirrel-cage induction of the National Electrical Manufacturers Association (NEMA) Designs A and B, continuous-rated, operating on 230/460 volts and constant 60 hertz line power, as defined in NEMA Standards Publication MG1-1987.” Section 342(b)(1) of EPCA then prescribes efficiency standards for electric motors that are 0.75 kW (1 hp) to 150 kW (200 hp) and manufactured (alone or as a component of another piece of equipment), except for definite purpose motors, special purpose motors, and those motors exempted by the Secretary of Energy. Further, section 343(a)(5)(A) of EPCA required that the testing procedures for motor efficiency shall be the test procedures specified in NEMA Standards Publication MG1-1987, and the Institute of Electrical and Electronics Engineers, Inc. (IEEE) Standard 112, Test Method B for motor efficiency, as in effect on October 24, 1992.

The Energy Policy Act of 1992 authorizes the Secretary of Energy to amend both the procedures used for the determination of efficiency and the performance standards that apply to regulated electric motors. An energy conservation standard may be amended by the Secretary of Energy by publishing the rule in the *Federal Register*. The most notable amendments follow the enactment of EISA 2007 and include

extending the range of electric motor sizes and types covered by regulation from the original 0.75 kW (1 hp) to 150 kW (200 hp) up to 375 kW (500 hp) and updating the test standards used in the determination of electric motor efficiency.

Pursuant to EISA 2007, DOE adopted new definitions in place of the original EPCA *general purpose motor*. The term *general purpose electric motor (subtype I)* covers motors subject to minimum efficiency standards since 1999. DOE also adopted a definition of *general purpose electric motor (subtype II)* as one that incorporates the design elements of a subtype I motor, but is configured as one of the following:

1. a U-frame motor
2. a design C motor
3. a close-coupled pump motor
4. a footless motor
5. a vertical solid shaft normal thrust motor (as tested in a horizontal configuration)
6. an 8-pole motor
7. a polyphase motor with rated voltage of not more than 600 volts (other than 230 volts or 460 volts).

The minimum efficiency standard for general purpose motors of subtype II is slightly lower than the minimum standards for motors of subtype I.

EPACT also requires DOE to prescribe energy conservation standards for those “small electric motors” for which DOE has determined that standards would be technologically feasible and economically justified and would result in significant energy savings and for which there are prescribed test procedures. On March 9, 2010, DOE published a final rule in the *Federal Register*, “Energy Conservation Standards for Small Electric Motors; Final Rule” (10 CFR Part 431). This rule, together with the subsequent DOE ruling published in the *Federal Register* on May 4, 2012, “Energy Conservation Program: Test Procedures for Electric Motors and Small Electric Motors; Final Rule” (10 CFR Part 431) updates all the prescribed test methods for determination of efficiency for both motor types (see references in 1.4). These rules also specify performance standards and define the terms *electric motor* and *small electric motor*.

1.3.2 Scope of Efficiency of Electric Motors LAP

1.3.2.1 The NVLAP EEM LAP provides for laboratory accreditation to ensure that a testing laboratory is competent to test a motor for energy efficiency and, in particular, for a motor that is covered under 10 CFR Part 431.25, provide adequate assurance of compliance with EPCA and EISA 2007 energy efficiency requirements. (The EEM LAP is not restricted only to motors that are covered under Federal regulations.)

1.3.2.2 For purposes of accreditation the test and calculation procedures used to determine the efficiency of a small electric motor or a polyphase electric motor shall be the test standards specified in *Federal Register*, Vol. 77, No. 87 (May 4, 2012).

1.3.2.3 The power range for testing polyphase electric motors in accordance with IEEE 112-2004, Method B or CSA C390-10, Test Method (1) or small electric motors with standards IEEE 114-2010 or CSA C747-09 is not limited to the 0.18 kW (0.25 hp) to 375 kW (500 hp) range provision of EPCA and EISA. Some laboratories seeking NVLAP accreditation consistent with the applicable provisions in 10 CFR Part 431 may have the capability to test a motor rated above 375 kW (500 hp). Consequently, the scope of the EEM program covers the entire range of motors that can be tested competently within the

limits of IEEE 112-2004, Test Method B and CSA C390-10, Test Method (1) or IEEE 114-2010 and CSA C747-09.

1.3.2.4 Testing for safety performance of an electric motor is outside the scope of the accreditation program.

1.4 References

The following documents are referenced in this handbook. If no date is given in the reference, then the latest edition applies within one year of publication or within another time limit specified by regulations or other requirement documents.

- ASTM E178, *Standard Practice for Dealing with Outlying Observations*
- CSA International Standard C390-10, *Test methods, marking requirements, and energy efficiency levels for three-phase induction motors*
- CSA International Standard C747-09, *Energy Efficiency Test Methods for Small Motors*
- “Energy Conservation Program: Test Procedures for Electric Motors and Small Electric Motors; Final Rule,” *Federal Register* 77:87 (4 May 2012), pp. 26608-26640 (to be codified at 10 CFR Part 431)
- “Energy Conservation Standards for Small Electric Motors; Final Rule,” *Federal Register* 75:45 (9 March 2010), pp. 10874-10948 (codified at 10 CFR Part 431)
- IEEE Standard 112-2004, *Test Procedure for Polyphase Induction Motors and Generators*
- IEEE Standard 114-2010, *Test Procedure for Single-Phase Induction Motors*
- National Electrical Manufacturers Association, NEMA Standards Publication MG1-2011, *Motors and Generators*
- NIST Handbook 150, *NVLAP Procedures and General Requirements*

1.5 Terms and definitions

For the purposes of this handbook, the terms and definitions given in NIST Handbook 150 and section 431.12 of 10 CFR Part 431 apply.

1.5.1

polyphase electric motor

The term *polyphase electric motor* refers to polyphase induction motors with rated output of 1 hp to 500 hp for which test standards IEEE 112-2004 method B and CSA C390-10 method 1 may be used to determine efficiency.¹

¹ It is NIST policy to employ the International System of Units (metric units) in all of its publications. However, in the North American electric motor industry, certain non-SI units are used, therefore measurement values using customary units are reported in this publication to avoid confusion.

1.5.2

small electric motor

The term *small electric motor* refers to single-phase induction motors and polyphase induction motors 1 hp or less. Efficiency of these motor types may be determined using IEEE 114-2010, CSA C747-09, or IEEE 112-2004 method A (for small polyphase motors with output 0.75 kW [1 hp] or less).

1.6 Program documentation

1.6.1 General

Assessors use NVLAP checklists to ensure that each laboratory receives an assessment comparable to that received by others and to assure completeness, uniformity, and objectivity. Checklists assist assessors in documenting the assessment to the NVLAP requirements found in NIST Handbook 150, this handbook, and the checklists themselves. Checklists contain definitive statements or questions about all aspects of the NVLAP requirements for accreditation, and form part of the On-Site Assessment Report (see NIST Handbook 150). The current version of each checklist is available from the NVLAP website: <http://www.nist.gov/nvlap>.

1.6.2 NIST Handbook 150 Checklist

All NVLAP programs use the NIST Handbook 150 Checklist (formerly called the General Operations Checklist), which contains the requirements published in NIST Handbook 150. The checklist items are numbered to correspond to clauses 4 and 5 and annexes A and B of NIST Handbook 150.

1.6.3 NIST Handbook 150-10 Checklist

The NIST Handbook 150-10 Checklist (also referred to as the EEM Program-Specific Checklist) addresses requirements specific to efficiency of electric motors testing, including testing requirements, with an emphasis on observing and performing tests, testing accuracy, instrumentation, calibration, personnel competency, and test reporting. The checklist may contain requirements expressed at a more detailed level than found in this handbook.

1.6.4 Test Method Review Summary

The assessor uses the Test Method Review Summary to review the laboratory's ability to perform the EEM test method. The review of the test method by the assessor ranges from observing tests to having laboratory staff describe the test procedures. The assessor notes on the Test Method Review Summary the depth to which each part of the test method was reviewed (Observed Test, Walked/Talked Through Test, Listened to Description of Procedures, Examined Apparatus). Since the EEM LAP is limited to efficiency testing of polyphase electric motors and small electric motors, the test method review is in depth.

1.6.5 NVLAP Lab Bulletins

NVLAP Lab Bulletins are issued to laboratories and assessors as needed to clarify program-specific requirements and to provide information about program additions and changes.

2 LAP establishment, development, and implementation

This clause contains no information additional to that provided in NIST Handbook 150, clause 2.

3 Accreditation process

3.1 General

An overview of the laboratory accreditation process is provided in NIST Handbook 150, clause 3, and includes information pertaining to application for accreditation; on-site assessment; proficiency testing; accreditation decision; granting accreditation; renewal of accreditation; changes to scope of accreditation; monitoring visits; and suspension, denial, revocation, and voluntary termination of accreditation.

3.2 Management system review

3.2.1 Prior to applying to NVLAP for accreditation, a laboratory shall have a fully implemented management system. A copy of the management system documentation, including a cross-reference document, shall be sent to NVLAP with the application forms. This requirement applies to both applicant laboratories and laboratories already accredited by NVLAP (see 4.2.2).

3.2.2 Prior to the on-site assessment, the assigned assessor reviews all relevant management system documentation for conformity with NVLAP requirements, including the requirements of this handbook and NIST Handbook 150. During this review, the assessor may request additional management system documents and/or records, which will be returned upon request.

3.3 On-site assessment

3.3.1 The purpose of the on-site assessment is to determine whether the laboratory is following its documented management system and to assess the competence of the laboratory's delivery of its testing services.

3.3.2 The on-site assessment will take place at the laboratory site. Prior to the visit, the NVLAP assessor provides a preliminary agenda, which may change due to findings observed during the on-site assessment. Efforts will be made to minimize disruption to the normal working routines during the assessment. The assessor will need time and workspace to complete assessment documentation during his/her time at the laboratory site.

3.3.3 All laboratory equipment required to perform accredited testing shall be available for assessment and in good working order. The laboratory shall be prepared to demonstrate selected test methods as requested by the assessor. The assessment will cover the requirements identified in this handbook, NIST Handbook 150, the EEM Program-Specific Checklist, test methods as they appear on the scope (or proposed scope) of accreditation, the laboratory's management system documentation, and the laboratory's written detailed test instructions.

3.3.4 The laboratory shall make available all supporting technical information in a format that is conducive to a detailed review. The assessor may request additional information to clarify issues

regarding nonconformities or to delve more deeply into technical issues. For the EEM LAP, the test method review is in depth.

3.3.5 The activities covered during a typical on-site assessment are described below.

- a) *Opening meeting:* The NVLAP assessor will meet with laboratory management, supervisory personnel, and other appropriate staff members to explain the purpose of the on-site assessment and to discuss the schedule for the assessment activities. Information provided by the laboratory on its application form and the proposed scope of accreditation may be discussed during this meeting.
- b) *Staff interviews:* The assessor will ask the laboratory manager to assist in arranging times for individual interviews with laboratory staff members. The assessor will interview staff members filling key positions (e.g., laboratory manager, technical director, quality manager, authorized representative, approved signatories) and staff members who have an effect on the outcome of the testing, including staff who conduct the testing. The assessor does not need to talk to all staff members; however, the assessor will select staff members representing all aspects of the laboratory. These interviews are conducted to determine if the staff members are properly trained, assigned, and supervised, and are technically competent for the tasks assigned them.
- c) *Records review:* The assessor will review laboratory records, including management system records, equipment and maintenance records, laboratory test records and reports, personnel competency records, personnel training plans and records, and safeguards for the protection of sensitive and proprietary information.

Laboratory staff shall be available to answer questions; however, the assessor may wish to review the documents and records alone. The assessor usually does not ask to remove any laboratory documents or records from the laboratory premises.

- d) *Internal audit and management review:* The assessor will review and discuss with laboratory staff the laboratory's internal audit and management review activities, which are separate and distinct activities. The discussion will include all aspects of those activities including the management system procedures, the audit findings, the root cause determination, the actions taken to resolve problems identified, the actions taken to prevent recurrence, and the results of the management review.
- e) *Equipment and software:* The assessor will examine and determine the suitability of all equipment and facilities required to perform the standard test methods for which the laboratory is accredited (or is seeking accreditation). The appropriate environmental conditions required for testing will be assessed. The assessor will observe the demonstration of selected procedures by appropriate personnel assigned to conduct the tests, and will interview those personnel. The assessor will review test data, examine hardware and software for function and appropriateness, and review software validation and verification where applicable.
- f) *Demonstrations:* The demonstrations requested may be selective or all-inclusive. The assessor will observe the demonstration of testing procedures by technical personnel assigned to conduct testing, and will discuss testing with the technical personnel to assure their understanding of the procedures. The demonstrations shall include sample test motor(s), preparation of devices, establishment of test conditions, and setup/use of major equipment. The assessor will use the Test Method Review Summary (see 1.6.4) and the EEM Program-Specific Checklist (see 1.6.3) in reviewing and summarizing the laboratory's ability to conduct testing.

The assessor may select and trace the history of one or more motors from receipt to final issuance of the test reports.

- g) *Proficiency testing:* The assessor will discuss all aspects of proficiency testing results with appropriate staff. Test methodology and records documenting the laboratory's execution of the testing will be reviewed and discussed. Any unusual trends or outlying results will be discussed.

NVLAP reserves the right to provide a motor as a proficiency test sample. The assessor may request testing or a demonstration using this or another motor.

- h) *On-site assessment report:* The assessor will complete an on-site assessment report, which summarizes the findings and clearly lists all nonconformities and comments (positive or negative). The first page of the report shall be signed by the assessor and the laboratory's authorized representative or designee to acknowledge receiving the on-site report, but this does not necessarily indicate agreement with the findings by the laboratory. A copy of the report is given to the laboratory representative for retention, and the assessor sends the original to NVLAP. All observations made by the assessor are held in the strictest confidence.

- i) *Closing meeting:* The assessor will conduct a closing meeting with the laboratory manager, supervisory personnel, and other appropriate staff members to discuss the findings. During the visit the assessor will have categorized all findings identified as nonconformities and comments. These will be discussed at the closing meeting, and the assessor will specifically note items that have been corrected during the on-site assessment. The process for resolving nonconformities identified during the on-site assessment is documented in NIST Handbook 150. Disagreements between the laboratory and assessor may be referred to NVLAP for resolution.

3.3.6 The laboratory shall resolve or formulate a plan to resolve all nonconformities and provide a response to NVLAP within 30 days from the date of the on-site assessment. In the case of an initial accreditation, all nonconformities shall be satisfactorily resolved before accreditation can be granted.

3.3.7 The laboratory shall review all comments for potential improvements in efficiency of electric motors testing.

3.3.8 The laboratory shall make available all calibration, traceability, and verification records for all equipment and instrumentation.

3.4 Proficiency testing

3.4.1 NIST Handbook 150 defines proficiency testing and describes how it is included in the accreditation process. Special proficiency testing rounds may be scheduled separately for specific needs. Proficiency testing fees may apply.

3.4.2 As NVLAP prescribes, NVLAP or a proficiency testing contractor conducts rounds at regular intervals. Test motors, along with instructions for motor handling, preparation, conditioning, mounting, and testing, and data forms are provided to participating laboratories. The completed test data forms are sent by the participating laboratories to NVLAP or, as directed, to the proficiency testing contractor. The results of all participants are summarized in a NVLAP Tech Brief, which is edited and sent by NVLAP to participants. The identity and performance of individual laboratories are kept confidential.

3.4.3 Laboratories renewing accreditation shall have satisfactorily participated in all required proficiency testing during their previous accreditation period. Laboratories applying for initial accreditation shall also participate satisfactorily in proficiency testing (or a suitable alternative, if available), provided the proficiency testing is offered during the application period, before accreditation will be granted.

Failure to participate in proficiency testing or return the completed test data forms by the deadline is considered a nonconformity and may result in suspension of laboratory accreditation.

3.4.4 Generally, it is required that the specific proficiency test procedure be conducted in accordance with the applicable standard test method. At times, however, NVLAP may specify special conditions to assure uniformity in procedures and test conditions among participants. These may include the number of replicate measurements, special conditions of temperature, or other test parameters. Also, proficiency testing may consist of several parts in order that the operation of a laboratory might be evaluated. Portions of the standard test procedure may be emphasized, such as measurement, instrumentation, hardware, and data analysis. **Proficiency testing shall not be contracted out to another laboratory.**

3.4.5 Proficiency test data are analyzed by NVLAP using statistical procedures to determine distributions and parameters such as averages, standard deviations, and outliers (see ASTM E178). Using the test data from proficiency testing, the laboratory shall monitor its own testing performance. Procedures for receiving, analyzing, and monitoring the laboratory's own test results shall be documented in its management system.

3.4.6 Unsatisfactory performance in proficiency testing (e.g., outlying results) is a technical nonconformity that must be resolved by the laboratory to maintain its accreditation. If the laboratory performs unsatisfactorily in any proficiency test, it shall take corrective action to investigate and resolve nonconformities in a timely manner, according to the requirements of NIST Handbook 150 for the control of nonconforming work. Unsatisfactory performance in proficiency testing may result in suspension or revocation of accreditation.

3.4.7 The results of proficiency testing shall be made available to NVLAP assessors for use during laboratory on-site assessment visits. Any problems indicated by proficiency testing shall be discussed with appropriate laboratory personnel responsible for developing and implementing plans for resolving the problems.

4 Management requirements for accreditation

4.1 Organization

There are no requirements additional to those set forth in NIST Handbook 150.

4.2 Management system

4.2.1 The laboratory shall ensure that the requirements of NIST Handbook 150 are met so that staff are knowledgeable of the electronic- or paper-based documentation system and can demonstrate, if authorized, the retrieval of needed documents and/or records.

4.2.2 The laboratory shall create a cross-reference document that facilitates verification by both the laboratory and the NVLAP assessor that all program requirements have been addressed by the management system. This cross-reference shall include clauses 4 and 5 and annexes A and B of NIST Handbook 150 and the corresponding NIST Handbook 150-10. The cross-reference requirement is satisfied if the management system documentation is organized and numbered the same as NIST Handbook 150.

4.3 Document control

There are no requirements additional to those set forth in NIST Handbook 150.

4.4 Review of requests, tenders and contracts

There are no requirements additional to those set forth in NIST Handbook 150.

4.5 Subcontracting of tests and calibrations

There are no requirements additional to those set forth in NIST Handbook 150.

4.6 Purchasing services and supplies

The laboratory shall evaluate vendors and verify or test incoming equipment, materials, and supplies that affect the quality and accuracy of test results. Records that these items have been reviewed for technical completeness shall be examined by the assessor.

These records of evaluations shall include (but are not limited to):

- a) calibration service providers/calibration certificates;
- b) general laboratory equipment and supplies, including thermocouples and thermocouple wire;
- c) data processing and acquisition equipment.

4.7 Service to the customer

There are no requirements additional to those set forth in NIST Handbook 150.

4.8 Complaints

There are no requirements additional to those set forth in NIST Handbook 150.

4.9 Control of nonconforming testing and/or calibration work

There are no requirements additional to those set forth in NIST Handbook 150.

4.10 Improvement

There are no requirements additional to those set forth in NIST Handbook 150.

4.11 Corrective action

There are no requirements additional to those set forth in NIST Handbook 150.

4.12 Preventive action

There are no requirements additional to those set forth in NIST Handbook 150.

4.13 Control of records

4.13.1 In addition to the requirements in 4.13.2.1 of NIST Handbook 150 to identify the personnel responsible for sampling, testing, calibration and checking results, the personnel responsible for motor preparation and, where appropriate, the associated date(s), shall also be identified in the records (test/calibration/verification, etc.; hard copy and electronic).

4.13.2 The records shall include (but are not limited to):

- a) acceptance/rejection of motors submitted for testing;
- b) comprehensive logs for tracking motors and test activities;
- c) original data collected by the laboratory;
- d) calibration and verification data;
- e) data and results of quality control;
- f) equipment and maintenance records;
- g) test reports.

4.13.3 Test records sufficient to reconstruct the test shall be kept for a period of at least three years following the issuance of a test report, unless a longer period is required by the customer, regulation, or the laboratory's own procedures.

4.14 Internal audits

4.14.1 An applicant laboratory shall conduct at least one complete internal audit prior to the first on-site assessment.

4.14.2 Internal audits are separate and distinct from management reviews (see 4.15) and the NVLAP assessment.

4.15 Management reviews

An applicant laboratory shall perform at least one complete management review prior to the first on-site assessment.

5 Technical requirements for accreditation

5.1 General

There are no requirements additional to those set forth in NIST Handbook 150.

5.2 Personnel

5.2.1 Personnel records

5.2.1.1 The laboratory shall maintain a list of personnel designated to fulfill NVLAP requirements.

5.2.1.2 The laboratory shall document and maintain records on the required qualifications of each staff member, including a résumé of qualifications; laboratory testing procedures to which the person is assigned and authorized to perform; and the results of periodic testing performance (competency) reviews (see also 5.2.3.4), which may include testing among laboratories and/or repeated testing by the same operator or comparative testing with two or more operators.

5.2.1.3 The laboratory shall notify NVLAP when key personnel are added to or removed from the staff. Notification to NVLAP of personnel changes shall include a current résumé for each new staff member.

5.2.2 Specific experience and competence of technical director

The laboratory's technical director (or an appropriate supervisor) shall be experienced in efficiency of electric motors testing and shall have the technical competence and the supervisory capability to direct the work of professionals and technicians in efficiency of electric motors testing.

5.2.3 Competency reviews

5.2.3.1 The EEM Program-Specific Checklist lists specific personnel competency requirements as related to testing.

5.2.3.2 The laboratory shall evaluate the competency of each staff member for each testing procedure before authorization is conferred to perform that testing independently.

5.2.3.3 For each staff member, the staff member's immediate supervisor, or a designee appointed by the laboratory director, shall conduct annually an assessment and an observation of performance competency. These reviews shall be planned to cover all authorized testing procedures over a defined period of time. This period of time is not necessarily one year and may vary depending upon the experience and previous performance of the staff member.

5.2.3.4 These annual performance competency reviews shall be documented, dated, signed by the supervisor and the employee, retained in the personnel file, and be available for review by the assessor. For the purpose of on-site assessments, a separate personnel folder of information specific to applicable NVLAP requirements may be provided instead of the complete folder, which may contain confidential information not needed for the assessment.

5.2.4 Training

5.2.4.1 The training program shall be updated and current staff members shall be given additional training when test methods are updated or procedures changed, or when the individuals are assigned new responsibilities.

5.2.4.2 Each staff member may receive training for assigned duties either through on-the-job training, formal classroom study, attendance at conferences, or another appropriate mechanism.

5.2.4.3 The laboratory shall ensure that each new staff member is trained for the testing duties assigned. Minimum training requirements are described in the EEM Program-Specific Checklist.

5.2.4.4 Training materials that are maintained within the laboratory shall be kept up-to-date, including applicable versions of standard test methods, as well as appropriate reference documents, texts, and scientific and industry periodicals. These materials shall be readily available to the laboratory staff.

5.3 Accommodation and environmental conditions

Specific environmental requirements for EEM laboratories are provided in the EEM Program-Specific Checklist.

5.4 Test and calibration methods and method validation

5.4.1 Standard test methods

5.4.1.1 The management system documentation shall contain detailed written instructions for conducting the test methods for which it seeks or holds accreditation. These detailed instructions, including those for equipment operation, calibration checks, and quality control checks, shall address laboratory-specific information not contained in the standard method.

NOTE The standardized efficiency test procedure has been developed to be generally applicable to a variety of electric motors that differ by factors such as size, shape, power, and speed. As a consequence, the detailed instructions described in 5.4.1.1 are required.

5.4.1.2 For compliance with the DOE requirements (also see Introduction) in the NVLAP EEM LAP, laboratories shall use the test procedures described under “Energy Conservation Program: Test Procedures for Electric Motors and Small Electric Motors, Final Rule,” *Federal Register* 77: 87 (4 May 2012), pp. 26608-26640 (to be codified at 10 CFR Part 431).

5.4.1.3 The laboratory shall have readily available the regulation(s) and the applicable version of the standard(s) for the test methods for which accreditation is requested.

5.4.1.4 When a test method references another test method, guide, practice, or specification, the laboratory shall have readily available the referenced documents, where relevant.

5.4.1.5 If a customer, for whatever reason (e.g., regulatory requirement), requires accreditation to versions of a test method that are not the latest published version, then the laboratory shall document that requirement and shall have readily available the required version of the test method.

5.4.1.6 The EEM Program-Specific Checklist contains additional requirements related to test methods, calibrations and conduct of tests.

NOTE The type and size of motors that fall within the scope of the IEEE 112-2004, CSA C390-10 Method 1, IEEE 114-2010, and/or CSA C747-09 test procedure is broad. In some cases, a laboratory's test equipment may be limited such that the laboratory cannot measure the efficiency of the complete range of motors covered by the standard.

5.4.2 Estimation of measurement uncertainty

At a minimum, the management system documentation shall list the important variables that substantially affect the uncertainty of the test results. The uncertainty shall be determined and reported when required by the test method, the regulator, or the customer.

5.5 Equipment

The EEM Program-Specific Checklist contains additional requirements related to testing equipment.

5.6 Measurement traceability

5.6.1 To account for the effects on traceability of the calibration of measuring and test equipment, the laboratory shall determine equipment calibration, verification, and maintenance intervals based on the equipment's frequency of use and the environment in which it is used, and also in accordance with standard test methods, manufacturer's recommendations, or as specified in the EEM Program-Specific Checklist, whichever results in a shorter time between calibrations. Extension of the time interval between calibrations is acceptable if the laboratory can provide justification for increasing the interval.

5.6.2 Proper performance of the testing equipment shall be periodically verified as needed.

5.6.3 The reference standards used and the environmental conditions at the time of calibration shall be documented for all calibrations.

5.6.4 The following requirements apply for calibrations and calibration certificates.

- a) Certificates are required for calibrations performed by outside services. A calibration certificate shall indicate uncertainty and/or a statement of compliance with an identified metrological specification, and traceability of reference standards.
- b) Certificates are not required when a laboratory performs its own calibration and records are kept. If the testing laboratory performs its own calibration, the identity of the personnel involved, the standard metrological procedures used, the reference standards used, the environmental conditions,

and the measurement uncertainty shall be documented. These records shall contain sufficient information to permit repetition of the calibration.

- c) For calibrations performed by the testing laboratory, it shall have properly trained personnel who understand the importance of the various factors that affect the uncertainty of the calibration and its effect on the uncertainty of the final test result (see NIST Handbook 150, 5.4.6).

5.6.5 In addition to the information specified in NIST Handbook 150, 5.5.5, calibration or verification records shall include the following:

- a) a list of all equipment variables requiring calibration, traceability, or verification;
- b) range of calibration/traceability/verification;
- c) resolution (precision or the number of digits read) of the instrument and its allowable error (i.e., tolerance);
- d) periodic verification dates and schedule;
- e) identity of the laboratory individual/group or external service responsible for calibration;
- f) identity and source of reference standard(s) and traceability.

NOTE Often the tolerance of the instrument and therefore the “pass or fail” of the instrument is based on the tolerance listed in the instrument manual. This may be very different from the allowable NVLAP tolerance (see the EEM Program-Specific Checklist, 5.5 e)).

5.7 Sampling

There are no requirements additional to those set forth in NIST Handbook 150.

5.8 Handling of test and calibration items

There are no requirements additional to those set forth in NIST Handbook 150.

5.9 Assuring the quality of test and calibration results

There are no requirements additional to those set forth in NIST Handbook 150.

5.10 Reporting the results

5.10.1 General

5.10.1.1 Where appropriate, test reports shall clearly state that the test results apply to the product or system as tested and, if required, conform to regulatory requirements.

5.10.1.2 The correlation factor for smoothing stray-load loss shall be equal to or greater than the minimum value prescribed by the applicable standard with no more than one of the six points omitted

from the analysis. For efficiency testing using IEEE 112-2004 Method B, the minimum value is 0.90. For efficiency testing using CSA C390-10 Method 1, the minimum value is 0.95.

NOTE This requirement does not apply to efficiency testing of Small Electric Motors.

5.10.1.3 When necessary to repeat the test to obtain a correlation factor equal to or greater than the minimum values listed above, the source of error shall be investigated and corrected prior to rerunning the test.

NOTE This requirement does not apply to efficiency testing of Small Electric Motors.

5.10.2 Data analysis and report generation

5.10.2.1 In some cases, raw data collected by computer are collated, reduced, analyzed, or otherwise treated for direct incorporation in the test report. Such treatment involving transmission of the data, writing, and generation of the test report is generally performed at the laboratory or at an area close to the facility and under the control of laboratory personnel. In such cases, the laboratory personnel responsible for the report writing and generation shall be available during the laboratory's on-site assessment to be interviewed by the assessor for evaluation of the laboratory's compliance with the NVLAP criteria for test reports. The assessor shall perform an independent calculation of the efficiency based on laboratory test results and compare the independently-calculated efficiency with that calculated by the laboratory.

5.10.2.2 At times, the final report may be written and generated at an off-site facility that is located some distance from the testing laboratory such that the assessor cannot interview the off-site personnel. In such a case, the laboratory shall have in place for assessor review appropriate written descriptions in the management system documentation of procedures and documentation for assuring the accuracy and validity of the data transmission, the incorporation and accurate analysis of the data in the test report, and the compliance of the test report with NVLAP criteria. Depending on the on-site laboratory evaluations of these written descriptions, a visit to the off-site facility may be required. When warranted, an assessor will visit the off-site facility at additional cost to the laboratory before accreditation is granted or renewed.

5.10.2.3 When a test report is written at an off-site facility such that the assessor cannot interview the off-site personnel, the report shall include the names and addresses of both those responsible for conducting the laboratory tests and for writing and generating the test report. Copies of typical reports written at an off-site facility shall be available at the laboratory at the time of the on-site assessment and these typical reports shall be reviewed by the assessor for compliance with NVLAP requirements. The assessor shall perform an independent calculation of efficiency and compare it to that calculated at the off-site facility as required in 5.10.2.1.

5.10.2.4 If a laboratory uses several organizational departments for the discrete functions of testing, data collection, data processing, and/or test report preparation and generation, it is necessary that lines of responsibility with distinct supervisory positions be defined and that no conflicts exist. The assessor shall review the procedures and documentation of the lines of responsibility with distinct supervisory positions during the on-site assessment, and also shall verify that all NVLAP requirements regarding the writing and storage of reports are followed.

6 Additional requirements

There are no additional requirements beyond NIST Handbook 150 and any other normative references previously cited in this handbook.