## OF ELR APPLICATION DOCUMENT

**DOCUMENT** Head, ELR: Laboratory's Application (Renewal) Document: IIS-xxxx-yyyy Note 1: Lab custodian communicates Head, ELR: Assigns Laboratory Custodian with Lab applicant to provide Lab custodian: Evaluates application/ Transmits Evaluation form additional to Head, ELR; Proposes LIAT Composition, schedules L2 docs if necessary Head, ELR: Approves Evaluation doc, LIAT composition; L2 sked **ELR Coordinator:** Lab Custodian: Monitors status of Coordinates with application; provides **Technical assistant** guidance/ assistance Technical Assistant: Contact External to Technical Assessors; Prepares SO, Letter to Lab, Assistant, LIAT Memo to RD, Conforme/contracts of members; Updates **ON HOLD: Prepares Team and External Assessors** the List of recognized **Laboratory applicant** Labs in the EMB **L2** Assessment website through the Lab custodian: Reviews and recommends **ERLSD** stat Pre assessment docs to Head, ELR coordinator; Updates list of designated lab Lab Custodian/ LIAT Chair: Prepares custodian per LIAT 6, TAG LR reports. Transacts with Head, ELR: Reviews/ Endorses assigned laboratory, LIAT members etc. Pre assessment docs **ELR Codes, CoR ID** no.; Monitors submission of Annual Lab custodian: Transmits TAG-LR Reports (signed by Report external TAGLR, LIAT Chair) to Technical Assistant Note 2: All other IIS Technical Assistant: Prepares CoR (e-copy, transactions pertaining to the hard copy), CSW, Memo to SRAC and transmits application of the Laboratory to LIAT Chair for review/initials shall be referenced with this "original" IIS-xxxx-yyyy. At the same time to be inputted in the "Remarks" of this IIS for LIAT Chair: Reviews, affixes initials on the e-copy easy referencing. of CoR (at the last page of the Annex; below the ELR Code); transmits docs to Head, ELR > Documents such as additional doc requirement on the application; submission of Head, ELR: Reviews/ affixes initials on the CoR corrective findings, etc. This e-copy, Endorses TAG LR, CSW, Memo to SRAC, documents could also be e-copy of CoR via Technical Assistant uploaded in this "original" IISхххх-уууу Technical Assistant: Transmits to OAD/ Sends hard copy to OAD

Note 3: Always place "On Hold" as action required when waiting for Lab applicant, External Assessors document/s

Note 4: ALWAYS KEEP IN MIND TIME ALLOTED PER REQUIRED ACTION IN THE ELR CITIZEN CHARTER

ELR Coordinator: Transmits hard copies of TAG LR, CSW, Memo to SRAC to the Office of Usec for Environment/ Monitors Status

and monitors status.

Gets hard copy from OD; provides signed hard copies of TAG LR,

CSW, Memo to SRAC to ELR coordinator