

SUMMARY OF THE TNI ACCREDITATION BODY COMMITTEE MEETING

FEBRUARY 1, 2007

The Accreditation Body (AB) Committee of The NELAC Institute met at 1:30PM on Thursday, February 01, 2007 at the Westin Tabor Center Hotel, Denver, CO. Chairperson Ms. Sharon Mertens, of the Milwaukee Metropolitan Sewerage District, led the meeting. A list of participants is given in Attachment A.

INTRODUCTION OF COMMITTEE MEMBERS

The Chair and committee members introduced themselves and their affiliations to the audience.

REVIEW OF RESPONSES TO COMMENTS

The Chair reviewed the TNI Interim Standard Volume 2 that was amended after all comments from the Kansas City were taken into account. The Committee is no longer taking comments on this standard. It was noted that all editorial comments and changes would be omitted from discussion and that italicized words in the Standard are ISO language and therefore were not changed.

- V2; M1 Section 3.20 The changes address the use of the words withdrawal and revocation. There is no section in the standard regarding the use of the word revocation and ISO language uses the verbiage withdrawal. There was added a note of clarification in the definitions regarding this.
- Throughout the module, ISO language refers to CAB rather than laboratory regarding accrediting bodies. At this time they are retaining the terminology CAB so as to be most inclusive and the word laboratory has been replaced with CAB throughout the module (unless ISO language used the term laboratory, as that could not be changed).
- Section 5.7.4 Simple clarification for this section.
- Section 7.5.6 (with multiple sub sections): The changes address the use of the words denial, suspension, and withdrawal. In chapter 4 of the NELAC standard, the reasons for denial were included. Steve Stubbs explained that they copied the reasons for denial, revocation, and withdrawal and put in a spreadsheet to use for comparison to be certain of inclusion. The minimal differences among them become evident and the inclusion of all three words was made.
- Section 7.4.1

- George Detsis, Dept of Energy commented that if an AB decides to use a sub-contractor, these conditions must be met and he would like to see examples of this provided in the document. The Chair noted that his comment would be taken under advisement at the next Standard revision.
 - Nilda Cox suggested a Section Note to clarify the definition of the term subcontractor. The committee decided that the ISO language was acceptable.
- 7.5.6.1.7 and 8 - The change simply replaced INELA with TNI
 - Clarification regarding this section is in the definitions. The committee added the words withdrawal or reduction due to the similarity with the term suspension. Other changes included changing the verbiage to give laboratories enough time to correct deficiencies and to be given due process. This was done to capture key NELAC elements that were left out of the Draft Standard.
 - 7.9. The sections addressing denial of accreditation were moved to Section 7.4.

MODULE Q & A

Comments for this module were mainly editorial. The chair recognized the efforts of Jane Wilson who reviewed and corrected this module for simple editing mistakes. It was also noted that all notations for persuasive comments have a corresponding change in the module.

FUTURE GOALS

This committee now has a Standard to be voted for approval by the membership, however, the committee will continue to take comments. It will be considered “a living document”. Many NELAP requirements were left out of this new document, especially regarding chapter 6 and this committee would like to help fill in the gaps that were left.

COMMITTEE CHARTER

The Chair offered thanks to June Flowers, who is no longer on the committee, for the extensive work she did on this charter before leaving to chair another committee. George Kulasingham, who was absent from this committee meeting, was also recognized for his contributions.

Mission Statement: The mission statement was read aloud and remains much as it has been in the past. Jeff Flowers commented that Chapter 6 of NELAC has the language that the committee will foster mutual recognition of Accrediting Bodies and that he believes this should be included in the new mission statement. The committee agreed with this and adjusted the mission statement in this meeting. George Detsis noted that the Accreditation Bodies Committee (AB) sets standards within the system that the Laboratory Accreditation Committee (LAC) sets. He suggested that the AB Committee

review the LAC charter to see how it interfaces with the AB Committee. It was noted that it is the intention of the AB Committee to fill in the gaps with expertise to assist the LAC in developing the system, i.e., policies and guidance. Some members of the audience would like to see the charter changed to read "...to support the accreditation systems." Some believe that the first sentence of this statement should be the mission and the rest should be in objectives portion of the charter and that "...to develop and support accreditation standards..." should be included in the mission statement. It was agreed that the committee should change the format of the mission statement to be broad and move the specifics to the objectives portion of the document.

Objectives: Lynn Bradley suggested that the committee change the first objective to: "Will develop and maintain the module". It was mentioned that George Detsis and Dan Dickinson are on the LAC and are tasked to act as liaisons between LAC and ABC. Regarding Objective 2, a change was suggested to include "...training, guidance, and other material and documents as requested."

Dan Hickman noted that the AB Committee is a standards development committee and should not have too much in the way of policy creation in its objectives.

Success Measures: It was noted that the following Success Measure should be added to the charter: Adoption of this standard by the NELAP Board.

Dan Hickman wanted to know the second Measure # 2 Continued mutual recognition would actually be measured.

Ken Jackson stated that Measure #2 should not be in the charter because of the presence of Measure #1.

Measure #14 will be met by posting monthly teleconferences on TNI's website. The Chair noted that although all teleconferences are open to all members, advance notice to the Chair is required to reserve space. Ken Jackson noted that the Consensus Development Board will be developing the policy regarding openness of committee meetings and documents.

The following changes still need to be made in the charter: change all references from INELA to TNI, and all AA to AB.

This charter will be cleaned up and voted on at the next teleconference, and then taken to TNI Board of Directors for approval.

A draft of the charter, as modified in the meeting, is attached to these minutes.

NEXT STEPS

Dan Dickinson, a liaison between LAC and ABC, explained that at the next round of Standards changes the LAC needs to review NELAC chapter 6 language and review V2M1 of the Standard. A comparison would be made to ensure that NELAC chapter 6 language is covered in V2M1. This is to ensure that any necessary and/or important language gets assigned to a new standard. There is an electronic copy of NELAC chapter 6 that will be distributed to committee members for review. It was noted that all the

language has been placed in NELAC 101 Handbook and that his document is archived on the NELAC website.

This committee is looking for new members, and in the interest of balance, it needs members designated from the “other” or “lab” category. In addition, this committee will be seeking a new chairperson before the Cambridge, MA meeting. The Chair thanked the committee for all its hard work in developing the Interim Standard.

ADJOURNMENT

The Chair adjourned the meeting at 3PM on Thursday, February 01, 2007.

Attachment A

Member	Affiliation	Contact Information
Sharon Mertens, Chair	Milwaukee Metropolitan Sewage Dist.	414-277-6384 smartens@mmsd.com
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