

Laboratory Quality Systems Expert Committee Charter

(Revised 04/24/17)

Mission

To maintain laboratory quality systems standards (TNI Volume 1, Modules 2 & 3) based on public input and to provide technical assistance on issues related to adopted standards; and to develop tools that facilitate the implementation of the standard.

Composition of the Committee

The Committee is composed of balanced membership of no more than 15 members from among the following TNI Constituencies: Accrediting Bodies, Laboratories, and Other; Associate members are not limited in number, and are not required to demonstrate balance in their numbers; Members serve three year terms, and are eligible to serve two consecutive three year terms

Objectives:

1. Review and revise standards based on input from all stakeholder groups

Success Measure:

- Improving the Standard, such as by:
- Increasing the clarity of the intent of the Standard
- Incorporating advances in technology

2. Ensure that the Standard will produce data of known and documented quality

Success Measure:

Timely development of standards based on a 5 year review per ANSI requirements

3. Provide technical assistance such as responding to Standard Interpretation Requests (SIRs)

Success Measure:

Responses to SIRs within the 30 days as per SOP 3-105.

4. Provide technical assistance in developing tools to facilitate the implementation of the standard

Success Measure:

Provide requested checklists, training materials, and the Small Lab Handbook

5. Ensure continuity with TNI Volume 1 Modules 3 through 7

Success Measure:

Reviews performed by the CSDEC find no conflicts between Modules when such review is made.

Decision Making:

Decisions of the Quality Systems Expert Committee can be made by electronic ballot or by the respective votes of the committee member in teleconference or face-to-face sessions. In any case a quorum, representing more than 50% of the committee members must be represented in the voting process.

Decisions will be made, consistent with the requirements set down in the current revisions of SOP-2-100 and SOP-2-101 as follows:

Type of Decision	Decision Making Rule
Meeting dates, times	Person-in-charge decides after discussion
Meeting adjournment	Person-in-charge decides after all business is conducted or allotted time expires
Meeting minutes approval	Request for approval by email to all committee members – changes approved if needed from email. No Vote
Meeting cancellations	Person-in-charge decides
Addition of TNIQS Committee members	Two-thirds of committee must vote and simple majority vote
Removal of Expert Committee Members	Person-in-charge decides after discussion
Approval of Standards – any stage (including persuasive/non-persuasive votes)	At least two-thirds of committee must vote in the affirmative

Creation of a new subcommittee	Simple majority vote.
Election of Committee Chair	Two-thirds of committee must vote and simple majority vote
Standard Interpretation Requests	Simple majority vote of attendees

Available Resources:

- Volunteer committee members
- Participating stakeholders and their organizations
- Existing national and international consensus-based standards
- TNI Infrastructure
- Environmental technical community
- TNI Website and TNI support services (administrative, technical editing, etc.)
- Teleconference and web-based services
- Limited Travel Funding

Anticipated Meeting Schedule:

- Monthly Committee Teleconferences open to all Full and Associate Members (default time on TNI Website);
- Additional committee teleconferences as needed
- Committee meetings (face-to-face) during semiannual TNI Forums (Winter and Summer)