

**Accreditation Body Expert Committee  
Teleconference Minutes  
May 19, 2009**

**1. Attendance**

Joseph Aiello	Present
Dan Dickinson	Present
Jane Wilson	Absent
Jeff Flowers	Absent
Linda Geddes	Present
Lynn Bradley	Present
Sharon Mertens	Excused
Steve Arms	Excused
Steve Stubbs	Present

**2. Minutes from Meeting April 21, 2009**

Approved without changes.

*Action: Joe Aiello will post on TNI Website.*

**3. Accreditation Body Checklists**

Lynn Bradley and Jerry Parr discussed posting AB Checklists on the TNI website. They agreed that it would be beneficial to the TNI/NELAP community to have checklists available. Ms. Bradley and Mr. Parr also agreed that two new website “bars” would be created on the ABC Expert Committee page. One for checklists used by NELAP Evaluators for assessing Accreditation Bodies, and another for checklists used by Accreditation Bodies when assessing laboratories (ie. checklists for entrance and exit meetings). It was also noted that the submittal of checklists by Accreditation Bodies is only voluntary. Additionally, the ABC chose to have the ABC Chair or his/her designee to be responsible for managing the process for collecting and posting checklists. Ms. Bradley was selected as the current responsible person.

*Action: Ms. Bradley will draft a proposed webpage structure in Word and distribute it to the ABC for review.*

**4. SW846 Methods/ELAB**

Joe Aiello reviewed recent discussions by ELAB and NELAP. Most information was a repeat of information exchanged during the ABC’s April meeting. Also, Lynn Bradley emailed ELAB’s “Potential Solution Strategies for Discussion” document to those committee members that had not as yet received a copy.

*Action: None at this time, but will continue to monitor.*

**5. Associate/Affiliate NELAP Board Memberships**

Joe Aiello reported that all comments relating to the Table of Rights and Responsibilities for Recognized ABs, Associates and Affiliates, received after the ABC’s April meeting, were used to update the table. The ABC considered next

steps but found that more information was needed in order develop future plans. Steve Stubbs noted that the TNI NELAP Board's "General Operating Procedures, Section 3.0 Membership Participation" may need to be revised as part of the process for changing membership criteria. It was also noted that the "TNI Bylaws, Article VI-Core Programs, Section I-Core Programs and Purposes, (A)-NELAP" may need to be revised.

*Action: Joe Aiello will contact Ann Marie Allen for more information on past activities and findings for expanding NELAP membership.*

#### **6. NELAP Assessor Training**

The ABC contacted Jerry Parr for guidance relating to possible future projects for the committee. Mr. Parr suggested that the ABC may want to consider establishing draft language for assessor training requirements. The current TNI Standard does not address assessor training. However, ISO 17011 requires ongoing training (6.2.1.b) and assessor monitoring (6.3.1) of performance to identify training needs. Steve Stubbs noted that the State of Texas has a training program for wastewater plants (and water purveyors??) conducting analyses that is offered by the Texas A&M University. The ABC decided to collect more information and discuss during the June09 meeting.

*Action: Steve Stubbs will obtain more detail about the Texas A&M program for use as the ABC decides on any future plans.*

#### **7. Meeting Adjourned at 1:05**