

**Summary of the Laboratory Accreditation Body Expert Committee Meeting  
Tuesday, March 20, 2018 1:00 pm Eastern**

**1. Welcome and Roll Call**

The Chair, Carl Kircher, opened the meeting. Attendance is recorded in Attachment 1. The minutes of February 20, 2018, were approved by unanimous vote, with Aurora abstaining.

**2. Continuing Review of Revised ISO 17011 with TNI Language Inserted**

Carl noted that he prepared and Lynn distributed an updated version of the draft revision with the TNI language inserted, containing all of the changes to the TNI language that were agreed upon through the February 20 meeting. Review of the TNI language insertions began with section 7.4, covering a bit of the earlier material from that section since additional comments on those early parts of section 7 were submitted in the interim.

At the February meeting, Marlene had committed to verifying whether Clause 7 applies to initial assessments or all assessments. Following her participation in an ISO training course, she reported that all of section 7 is about the assessment process – every type of assessment -- and that all of the non-governmental ABs are applying it in accordance with that interpretation.

Comments and discussion are identified below:

§7.4.1.1 and 7.4.1.2 should move to §6, since the language about qualifying assessors is not process but rather, resources. Carl agreed to identify the best location for the new placement, with §6.2 being suggested

§7.4.5 – multiple suggestions were made for rephrasing the note under this section, and participants discussed whether to make the core language a requirement instead of a note, and whether the language belongs in §6 instead of §7. Suggestions were a change to read “assessors must determine the extent to which CABs meet the standard” or else add a requirement that ABs must document how the assessment team size was decided upon. All agreed that “strike a balance” is too vague. Members should submit suggestions for revised language to Carl.

§7.5.2 – the note should be a requirement and should be moved to §7.6. The AB makes the decisions, not the assessment team. Also, a second sentence should be inserted, that ABs should inform the CAB of cancellation of the assessment and this, too, should be a requirement.

§7.6.1 – the additional note referring to TNI language and 7.4.1.2 note are overridden by the decision above to move 7.4.1.1 and 7.4.1.2 to section 6

§7.6.2 – don't make this a requirement due to the possibility of using remote assessments. Reword to remove the CBI reference since that is covered later. Also change “individuals that...” to “individuals who...”

§7.6.3.2 – delete the first phrase “while on site” (and in other places as appropriate)

§7.6.3 – add a note: “All topics on the assessment plan need to be covered but not necessarily in the same order.” Mei Beth agreed to provide word-smithed final language.

§7.6.1 is presumed to include the requirement that an AB should have procedures for authorizing modification of the assessment plan during the assessment

§7.6.3.5 – make this a requirement, not a note

§7.6.4 – use this language from Marlene's comments, “It is permissible for assessors to provide instruction or guidance on the accreditation requirements during the assessment process. Offering such instruction and advice does not constitute consultancy. Assessors must not prescribe specific tasks on how to develop or implement management systems or operational procedures to comply with accreditation requirements to avoid engaging in consultancy” and revise the note to be a requirement (as 7.6.4.1)

7.6.6.2 – this would not be acceptable to NGABs. “Detail in writing” is possibly open to procedural interpretation? As in, an AB's procedure? Discussion not completed.

While discussing these comments, the committee was also advised of ongoing conversations among Jerry Parr and Marlene and Carl and probably the Field Activities Committee, about the final terminology to be used in the standard, referring to the organization being assessed. The options under consideration are “laboratory” instead of CAB, since laboratory is considered to include sampling, or “testing organization.” Carl decided that this decision will be deferred to a later stage of the standard development process.

Review will resume with §7.6.6 at the April meeting.

**4. Next Meeting**

The next teleconference meeting will be **Tuesday, April 17, 2018, at 1:00 pm Eastern.** An agenda and documents will be distributed prior to the meeting.

## Attachment A

## LAB Expert Committee Roster

Name/Email	Term ends	Affiliation	Present?
William Batschelet <a href="mailto:Batschelet.william@epa.gov">Batschelet.william@epa.gov</a>	12/31/18	Other – US EPA R8, Lab QAO	Yes
Oommen Kappil okappil@emsl.com	12/31/19	Lab – EMSL Laboratories, Inc.	Yes
Catherine Katsikis <a href="mailto:ckatsikis@ldcfl.com">ckatsikis@ldcfl.com</a>	12/31/2018	Other – Laboratory Data Consultants	Yes
Carl Kircher, Chair <a href="mailto:carl_kircher@flhealth.gov">carl_kircher@flhealth.gov</a>	12/31/2018	AB – Florida Department of Health	Yes
Marlene Moore, Vice Chair <a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.com</a>	12/31/2018	Other -- Advanced Systems, Inc., Newark, DE	Yes
Mei Beth Shepherd <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>	12/31/2018	Other -- Shepherd Technical Services	Yes
Aurora Shields <a href="mailto:ashields@lawrenceks.org">ashields@lawrenceks.org</a>	12/31/2018	Lab – City of Lawrence, KS	Yes
Program Administrator: Lynn Bradley <a href="mailto:Lynn.Bradley@nelac-institute.org">Lynn.Bradley@nelac-institute.org</a>	N/A		Yes
<b>Associate Members:</b>			
Nilda Cox <a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>		Lab – Eurofins Eaton Analytical Inc.	No
Yumi Creason <a href="mailto:ycreason@pa.gov">ycreason@pa.gov</a>		AB -- Pennsylvania	No
June Main <a href="mailto:jmain@dep.nyc.gov">jmain@dep.nyc.gov</a>		Lab – NYC DEP	No
Donna Ruokonen <a href="mailto:donna.ruokonen@microbac.com">donna.ruokonen@microbac.com</a>		Lab – Microbac	No
Bill Ray <a href="mailto:bill_ray@williamrayllc.com">bill_ray@williamrayllc.com</a>		Other – William Ray Consulting, LLC	Yes