

**NEFAP Executive Committee
Meeting Summary
February 17, 2012**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on Friday, February 17, 2012 at 11:00am EST. Attendance is included in Attachment A. There were 11 committee members present.

The minutes from the Sarasota meeting will be approved at the next meeting.

2. Evaluation SOP

Doug Leonard sent the following information regarding the update yesterday evening:

The first part is in Section 5. It defines the Recognition Council Members must be trained.

5.1 All evaluation team and recognition council members must meet minimum requirements for training and professional qualifications as defined in this Section.

5.2 The evaluators must successfully complete the appropriate NEFAP accreditation body evaluator-training course. The training course is in two parts:

Part 1: TNI FSMO standard additional requirements and

Part 2: ISO/IEC 17011 requirements. All evaluators must complete Part 1 training from a TNI-recognized training course. If the evaluator has successfully completed ISO/IEC 17011 from an IAF/ILAC recognized training course this may be used for completion of Part 2 training. Recognition council members should complete Part 1 and/or Part 2 of the NEFAP evaluator training course.

5.3 All members of the evaluation team and recognition council members must sign the conflict of interest statement. See Appendix A for the Conflict of Interest form. All members of the recognition council should be informed when any member of the council declares a conflict of interest in regards to an AB evaluation report.

The second part is Section 6.11. It defines what is to be submitted to the Evaluation Council for review.

6.11 Recommendations to the NEFAP Recognition Council

6.11.1 All recommendations to the NEFAP Recognition Council regarding NEFAP recognition must be made in accordance with the TNI Standards. The LE shall be responsible for preparing the written recommendation with input from, and on behalf of, the entire evaluation team. Appendix E provides a model recommendation letter.

6.11.2 Copies of the evaluation team's document review report, the applicant's document review report corrective action response, evaluation team's on-site evaluation report including the witness assessment of the FSMO(s), and the applicant's on-site evaluation corrective action plan must be provided with the recommendation letter. The NEFAP Recognition Council must evaluate the information for consistency according to the evaluation SOP and the TNI standards. (<NEW PROPOSED 2/16/2012 by Doug L.> The recognition council shall make a decision based on the merits and completeness of the report.)

Our current Evaluation SOP has the entire EC voting and this is causing some issues for the ABs. The EC did a preliminary process in order to get the ABs in place to be able to receive applications. Tracy and Doug sent out a DRAFT of the Evaluation SOP update. They are suggesting a Recognition Council instead of the full vote of the EC. The recognition council would confirm that all processes in the evaluation have been complied with, the reports meet the requirements, and then they vote. Persons on the council need to be trained in order to do a good job. People need to have training on both Volume 1 and Volume 2 of the Field standard. Doug emphasized that he would want to see balance on the Council.

All the documentation of the training of members of the "Recognition Council" will be reviewed. Is the council's primary role to look for bias and completion? The EC discussed the real need for specific ISO 17011 training.

Keith provided the following comment by e-mail on 2/17/12:

The council or by whatever name you give it should not be reviewing the reports for technical rigor. They can review for any signs of bias but the AB either meets the requirements of the evaluation procedure as evident by the evaluation teams report and any subsequent closure of non-conformances with effective corrective action taken by the AB.

The members on the call are leaning towards more of a bias and completeness review.

Mike noted that he would like to see the committee also look for consistencies between ABs. This has been an issue in the past for NELAP. Randy commented that the training, conference calls and tools are helping with the consistency. He also suggested that the recommendation should be done by the Recognition Council instead of the Lead Evaluator. The Evaluation Team should just be fact finders.

Tracy does not see any problem with the Lead Evaluator making a recommendation. It was also commented that the lead has a closer relationship with the AB and it makes more sense for them to make the recommendation. Marlene noted that there could be anti-trust issues because the Lead Evaluators do generally work for one of the ABs.

The thought is that the EC would appoint the representatives to the Recognition Council. If this is the case, a procedure for doing this needs to be developed. Doug did not think they had to be members of the EC to be on the council. They would likely need to be TNI members.

Marlene asked if anyone had objection to a Recognition Council. Tracy expressed the concern that the people on the council need to know the process and how ABs operate. EC members would be voting to develop the make-up of the Council.

Marlene would prefer that the rotation for Council members be 4 years so that the same people would be involved in the approval of all ABs being approved through a cycle. She would not want to see different ABs approved by different councils. Doug L. recommended a separate SOP for the Council.

Doug L. will work on a document to define the Recognition Council for the next meeting. Tracy will update the Evaluation SOP.

Marlene expressed some concerns about how ABs are assessing FSMOs. She wants to ensure that what is in the FSMO standard is being used and not what is in the NELAP standard. Technical evaluators will be sent into the field. Marlene, Lead Evaluator and Coordinator will be selecting the Technical Evaluator. Marlene would like to make sure that all the Technical Evaluators have the training and that a conference call be set-up with the group to ensure everyone is on the same page.

3. Action Items

Comments can be found in Attachment B.

8. New Business

- There is quite a bit of training going up for NEFAP Assessors. There will be training March 19-21st in Chicago. More of the focus will be on the air side. Other courses will be in May and June. There is also training that may occur at NEMC.
- NEFAP related meetings in August are likely to be early in the week instead of the end.
- Get Bios in to Ilona. Should be in paragraph format.

9. Next Meeting

The next meeting of the NEFAP Executive Committee will be by conference call on March 8 or 9th. It will be finalized by e-mail.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 12:15 pm EST. (Motion: Mike Second: Jan Unanimously approved.)

Attachment A
Participants
TNI NEFAP Board

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.com
Keith Greenaway (Vice-Chair) Geneva - Present	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Dane Wren Absent	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@gmail.com
Scott Evans Absent	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Present	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard Present	LAB	AB		dleonard@l-a-b.com
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present – Tracy (11:40am)	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Kim Watson Present	Stone Environmental Inc	FSMO	(802)229-4541	kwatson@stone-env.com
Michael Miller Present	Consultant	Other	(908)233-9624	mwmillerenvron@juno.com
Lauren Smith Present – Randy Q	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette Absent	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B

Action Items – NEFAP Board

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	12/31/11	Still need this information. New date.
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
44	Start FAQs for Application.	Calista	12/31/11	Take a look at inconsistencies in responses in application. Calista will be resending her e-mail request.
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Next Meeting	PT Policy was not approved by Policy Committee. FAC needs to determine if it is a TIA or an update in the standard.
75	Send copies of memos sent to ABs and Lead Evaluators during the first part of the evaluation process.	Marlene	12-4-11	
76	Final DRAFT of Nomination SOP update will be distributed to committee for an e-mail vote.	Marlene	Before 12-19-11	
77	Send Final Voting SOP to Ilona and Jerry so voting procedures can be implemented.	Jan	Before 12-19-11	Ilona's discussion with William indicated there shouldn't be any problem. He knows it needs to be ready by mid March.

	Action Item	Who	Expected Completion	Actual Completion
81	Prepare NEFAP Timeline	Doug	2/23/12	
84	Define Recognition Council.	Doug L.	3-8-12	
85	Update Evaluation SOP.	Tracy	3-8-12	
86				
87				

Attachment C

Backburner / Reminders – NEFAP Board

	Item	Meeting Reference	Comments
2	Develop procedure for electronic voting for new NEFAP Executive Committee members.	3-18-10	
3	Does something need to be dictated as to how the AB's prepare the scopes for the FSMOs?	5-24-10	DELETE
4	Review Charter.	October 2012	
5	Set-up voting process for Nominating Committee.	Jan / Marlene	January 2012