

Non-Governmental Accreditation Body Working Group
October 14, 2014

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group and the TNRC meeting to order at 10:00 am CDT on October 14, 2014. The following members were present:

Non-Governmental Accreditation Body (NGAB) Working Group:

Name	Stakeholder Group	Present
Alfredo Sotomayor, Chair	TNI Board member	√
Kristin Brown	NELAP AB	Absent
Jim Todaro	Laboratory	Absent
Cheryl Morton	Non-governmental accreditation body	Absent
Steve Arms	Chair, TNI Advocacy Committee	√
Dave Speis	Chair, TNI Finance Committee	Absent
Carol Batterton	TNI staff support	√
Jerry Parr	TNI Executive Director	√

TNI Non-governmental Accreditation Body Recognition Committee (TNRC):

Name	Stakeholder group	Present
Kim Watson	Accredited FSMO, NEFAP EC	√
Judy Morgan	Laboratory, LASEC Chair	√
Daniel Lashbrook	Laboratory	√
Joe Aiello	NJ DEP (State NELAP AB)	√
Marlene Moore	Other, NEFAP Recognition Comm.	Absent

Alfredo asked members to review minutes of the previous meeting and send any corrections to Carol.

2. Forms Needed for Evaluation Process

Members reviewed the appendices of the NELAP Evaluation SOP and the NEFAP Evaluation SOP in order to determine which forms would be needed and the most appropriate for use with the NGAB evaluation SOP. Comments on these forms included:

- Conflict of interest form – needed

- Flow chart – put this on the website, not needed as appendix to SOP
- Onsite flow chart – needed
- Timeline appendix – see if this can be combined with the NELAP application completeness checklist. (Note: this checklist is on the TNI website)
- Application completeness letter – use appendix C from the NELAP SOP
- Technical completeness review – use appendix D from NELAP SOP. Also check with NEFAP.
- Request for documents for off-site review – needed. What does category 1 and category 2 in NELAP SOP mean?
- Sample report template – NELAP has appendix F, full report. NEFAP has a letter format. Kim will ask Ilona for format templates of documents mentioned in NEFAP SOP appendix E. Committee will then decide which to use.
- Recommendation letter – needed
- Topics for opening meeting, NELAP appendix H – needed
- Topics for closing meeting, NELAP appendix I – needed
- Evaluator feedback form – needed. NELAP uses appendix J which is quantitative. NEFAP doesn't have a form because ABs have their own. Cheryl forwarded IAAC form for review which is qualitative. Members liked the questions on the IAAC form, but preferred the quantitative approach of the NELAP form. It was suggested that we use the questions on the FM009 document and add a 1-5 evaluation scale. Alfredo will ask Cheryl if the questions are copyrighted and if we can adapt for our use.
- Model letter granting recognition – needed. NELAP appendix G. Also a NEFAP model in current version of SOP.
- Notification of team members – needed. Model letter in NEFAP SOP.

3. Fees

Alfredo had asked Dave Speis to review the presentation he had done for the TNI strategic planning meeting, but Dave was unable to join the call. This item will be on the agenda for the next meeting.

4. Next Steps

Items to be discussed at the next meeting include:

- Application forms
- Fees
- Training

6. Next Meeting

The next meeting will be October 29, 2014, at 10:00 CENTRAL time.