

Non-Governmental Accreditation Body Working Group  
October 29, 2013

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 2:00 pm CDT on October 29, 2013. The following members were present:

<b>NAME</b>	<b>Stakeholder Group</b>	<b>PRESENT</b>
Alfredo Sotomayor, Chair	TNI Board member	√
Marlene Moore	NEFAP	<b>Absent</b>
Kristin Brown	NELAP AB	<b>Absent</b>
Jim Todaro	Laboratory	<b>Absent</b>
Cheryl Morton	Non-governmental accreditation body	√
Steve Arms	Chair, TNI Advocacy Committee	√
Carol Batterton	TNI staff support	√
Jerry Parr	TNI Executive Director	√

2. Approval of Minutes

The group reviewed minutes from the October 14, 2013, meeting. Cheryl moved approval and Steve seconded. All present voted in favor to approve the minutes.

3. Review of draft SOP sections

The group began review of the draft SOP at Section 6.1. The following changes were agreed upon:

- “conformance to ISO 17011” will be changed to conformance to TNI ELS”
- Need to compare AFLAC language to 6.1. See 7.3.
- Make a note at 6.2 that 5.4.3 may need to be moved here
- 6.2.1- form should be on website
- 6.2.1.1 needs to be clear that there is an application fee and an annual fee thereafter. We may need to add a section specifically on fees and organize it so that it makes sense.

- 6.2.2 – the EC should receive all application documents. Remove NEFAP renewal language

#### 4. Next steps

The group discussed the timeline and agreed that review of Section 6.0 needs to be finished by the end of November. The entire document will be assembled in December and reviewed for completeness and consistency. The draft will be posted on the TNI website the first week in January 2014 to allow time for stakeholder review before the Louisville meeting.

#### 5. Next Meeting

The next meeting was set for November 14 at 1:30 pm CST. Review will begin at section 6.3 in the draft of Section 6.0.