

Non-Governmental Accreditation Body Working Group
September 23, 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 September 23, 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	√
Jim Todaro	Laboratory	Absent
Cheryl Morton	Non-governmental accreditation body	√
Steve Arms	Chair, TNI Advocacy Committee	√
Dave Speis	Chair, TNI Finance Committee	√
Carol Batterton	TNI staff support	√
Jerry Parr	TNI Executive Director	Absent

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

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

2. Evaluation SOP

Alfredo reviewed the significant changes to the NGAB Evaluation SOP suggested by the Policy Committee. Changes and comments are listed below:

- 5.4.4.3 -Make this clause 5.4.5. If the person can prove experience, the Board can appoint.
- 5.4.2 -Suggest striking this section. Assume a single contract lead evaluator. It would be valuable however, for the EC to attend one site visit just to become familiar with the process. Re-number the rest of Section 5.4.

- 6.3.2 -There should be a distinction between administrative completeness versus technical conformance.
- 6.6.1 Should be 6.5.1. Outline of opening meeting should be Appendix B. Need to add reference to appendices.
- 6.6 –Add suggested language about mock assessments.
- 6.8 –Closing meeting topics becomes appendix. Re-number after this.

Members agreed that the Evaluation SOP was good to go with these changes. Alfredo indicated that the next step is for the Policy Committee to forward the SOP to the TNI Board for endorsement.

3. Fees

Dave Speis reviewed the Finance Committee’s preliminary discussion on the NGAB fees. Dave indicated that the real driver was the cost of travel for the evaluation team and the lead evaluator. The committee assumes that the NGABs will absorb the travel costs for evaluation team members and the lead evaluator. Other costs will include labor for the Evaluation Coordinator and the Lead Evaluator. Dave stated that the committee will need to gather additional information before making a final determination on fees.

4. Next Steps

Alfredo asked Carol to have a list of remaining documents needed to implement the Evaluation SOP. Cheryl volunteered to share ILAC’s evaluation feedback form.

6. Next Meeting

The next meeting will be October 14, 2014, at 10:00 CENTRAL time.