

Non-Governmental Accreditation Body Working Group
November 20, 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	√
Steve Arms	Chair, TNI Advocacy Committee	√
Dave Speis	Chair, TNI Finance Committee	√
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	Absent
Judy Morgan	Laboratory, LASEC Chair	√
Daniel Lashbrook	Laboratory	Absent
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. Fees

Dave Speis reported that there had been some minor modification to the fee calculations and the next step is for the board to approve the Finance Committee's proposal.

3. Application form

Alfredo reported that he, Judy Morgan, and Carol met to develop a draft application form (attached) for the committee to review. Members offered the following comments on the form:

1. Purpose of the application – no change
2. Accreditation body name – no change
3. Accreditation body address – no change
4. Accreditation body telephone, fax, email – no change
5. Environmental Laboratory Accreditation program contact name – no change
6. AB Website with directory of accredited laboratories, if any. Delete text shown and replace with “Submit listing if website link not available”.
7. Hours of operation – no change
8. Fees and current recognition – delete “and current recognition. Add “Please indicate type of application and fee enclosed.” New application. Renewal application.
9. NEFAP recognition – delete entire section and revise all numbering below.
- 10 (9). Areas of recognition – change to “fields of Accreditation”. Jerry will send an example table to attach.
- 11 (10). Additional documentation: changes noted below

Most recent Internal Audit ~~report~~

Most recent Management Review ~~report~~

Evaluation Checklist Completed

Personnel listing, areas of responsibilities, and education ~~and skills~~ for ~~FSMO-laboratory accreditation~~ program

Example Contractual Agreements for subcontracting

List of contract assessors if not included in Quality Manual

Assessor qualification descriptions, ~~including contract assessors~~, for ~~FSMO-laboratory accreditation~~ program

Liability insurance and workman’s compensation insurance coverage

Please include documentation of additional relevant recognitions

~~Requirements-Copy of policy~~ governing the accreditation body use of the symbol including the ~~NEFAP-TNI~~ symbol

12 (11). Certification statement: delete 2009. Replace with “applicable” in two places.

Carol will make the revisions indicated and send the application form back out for comment.

4. RFP for Evaluator Training

The draft RFP was reviewed. The committee determined that the training needed to be a one day event on Friday if possible at the Crystal City meeting. Note: it was later learned that meeting space was not available on Friday and the training will be held on Sunday. The training will be free, but by invitation only, with a class size limit of 15. We will need the technical checklist to be final before the training.

6. Next Meeting

The next meeting will be December 9, at 1:30 PM CENTRAL time.

Items to be discussed at the next meeting include:

- Revised application form
- Technical checklist
- Status of training RFP