

Non-Governmental Accreditation Body Working Group
December 3, 2013

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 10:00 am CST on December 3, 2013. The following members were present:

NAME	Stakeholder Group	PRESENT
Alfredo Sotomayor, Chair	TNI Board member	√
Marlene Moore	NEFAP	Absent
Kristin Brown	NELAP AB	Absent
Jim Todaro	Laboratory	√
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

There were no minutes to approve.

3. Review of draft SOP Section 6.0

The group began review of the draft SOP at Section 6.12 and agreed to the following changes:

- Terminology used in existing SOPs regarding reports is confusing. There is the “on-site report” and the “observation report”. The group agreed to use “program evaluation report” to describe the final report on the AB’s program. This report will include the laboratory observation report and the evaluation of the ABs program. The terminology will be changed throughout.
- Going back to Section 6.7, Alfredo will clarify what records are needed for an AB that does not currently have a program.

- The group agreed that a general deadline is needed for an AB that does not complete the recognition process within a certain timeframe. The NEFAP SOP has two years, but members agreed that one year was adequate in the program. This timeframe will be included for discussion at the Louisville meeting.
- Are deadlines in the corrective action process [Section 6.13] necessary? This is an item that should be discussed in Louisville also.
- In Section 6.14, the group agreed to use the language from the NEFAP SOP but to change the voting approval requirement to a two-thirds majority.
- In Section 6.15, the NEFAP SOP language will be used plus the one year time limit.
- Section 6.16 will use the NELAP SOP wording.
- In Section 6.17, keep only the first paragraph of the NELAP SOP wording.
- Delete Section 6.18.

4. Next steps

Carol will make the indicated changes and incorporate Section 6.0 into the rest of the draft document. Alfredo will review the entire document for completeness and organization. The working group will review the complete draft at the next meeting. 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 December 10 at 10:00 am CST.