

Non-Governmental Accreditation Body Working Group
January 12, 2015

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group and the TNRC meeting to order at 10:30 am CDT on January 12, 2015. 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	Absent
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	√
Daniel Lashbrook	Laboratory	√
Joe Aiello	NJ DEP (State NELAP AB)	Absent
Marlene Moore	Other, NEFAP Recognition Comm.	√

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

2. FoA Technology table

Members reviewed prep method technologies table prepared by Dan Hickman from LAMS. Dan's table needs to be reconciled to Jerry's table. Also the prep table and main FoA technology table need to be reviewed to make sure nothing is left out. Daniel Lashbrook and Judy Morgan volunteered to do this before the next meeting.

3. Application Completeness Checklist

Carol presented the modified checklist for committee review and discussion. Members discussed whether to leave the ISO/IEC references in the checklist and it was agreed to leave them in. Members also requested that references to the TNI standard be added where appropriate. Several clerical/typo changes were also noted and will be corrected.

4. RFP for evaluator training

Members reviewed the draft RFP for the Lead Evaluator which was based on the NELAP LE RFP. Members agreed that Jerry would fill in the dates/times as appropriate when the RFP was posted. There was considerable discussion about whether to require the NGAB LE to participate in joint meetings with the NELAP evaluators. That requirement was included in the RFP to be required "as requested" for consistency purposes. Other changes proposed in the draft were accepted.

5. Roll out plan

The draft roll out plan/task list for NGAB recognition was discussed as well as points from the NEFAP roll out provided by Ilona. Key ideas from this discussion included:

- All initial AB applicants will be recognized at one time.
- Basic assessor training will not be an issue. Standard says assessors have to be trained and it's up to each AB to provide.
- We need to be sure to remind applicant ABs that they cannot accredit under TNI until formally recognized.
- We will need two logos. One for ABs and one for the labs they accredit. The NELAP AC wants to be sure the logos are different from the ones they use.

The roll out plan will be presented on Tuesday morning, February 3, at 10:30 in Crystal City. Carol will develop a draft PowerPoint for this meeting for review at the next meeting.

6. Next Meeting

The next meeting will be January 28, 2015, at 10:30 am CENTRAL time.