

Non-Governmental Accreditation Body Working Group
January 13, 2014

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 9:00 am CST on January 13, 2014. The following members were present:

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

2. Approval of Minutes

Minutes from previous meetings were not considered at this meeting.

3. Last and final review of revised draft of the Evaluation SOP

Alfredo presented the final edits and formatting he had done to the Evaluation SOP. He suggested that we go through the SOP and identify areas we want to highlight for discussion in Louisville. Comments and suggestions included:

- We should convey the message that our intent with this SOP is to provide a process that is at least as stringent as the NELAP and NEFAP evaluation and recognition processes. We want the NELAP ABs to have assurance that labs will be accredited according to the same standards.
- An advance copy of this SOP should be sent to the NELAP AC and the NEFAP ABs, as well as posting on the TNI website before the Louisville meeting.
- The draft SOP will be provided as a handout at the meeting on Monday afternoon.

Areas for discussion:

- Definition of “finding”
- Process to object to evaluation team members (5.8.3)
- Lead evaluator – volunteer or Contractor to TNI (5.9)
- Three year or four year evaluation cycle (6.1)
- Note on 17011 (6.1.5)
- Briefly outline steps in the application process
- Point out number of files reviewed (at least 3 or “sufficient number”)
- The role of the Evaluation Team vs. role of the TNRC on recognition decisions (ET makes recommendation, TNRC makes decision)
- Should the TNRC issue an annual report on its activities and need for SOP revisions and training
- Present next steps to implement program

4. Next steps

Carol will ask William Daystrom to post the final draft SOP on the TNI website. The NELAP AC and NEFAP ABs will also be notified. Following Louisville meeting, the SOP will be presented to the TNI Board for approval.

Remaining tasks include:

- Completion of appendices
- Finance Committee needs to develop a budget for the program to determine fees
- Appoint the TNRC (need to be thinking about good candidates)
- Discuss who will be the Evaluation Coordinator at the Louisville staff meeting
- Develop training course as described in 5.1.5
- Announce roll out of program at summer meeting

5. Next Meeting

The next meeting will be in Louisville on Monday afternoon, January 27, 2014.