

Non-Governmental Accreditation Body Working Group
October 29, 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 29, 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 | Absent |
| Judy Morgan | Laboratory, LASEC Chair | √ |
| Daniel Lashbrook | Laboratory | √ |
| Joe Aiello | NJ DEP (State NELAP AB) | Absent |
| 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

Alfredo asked Dave Speis to review the fee presentation he had done for the TNI strategic planning meeting, and any updates he had to share. Dave reviewed the following two slides:

NGAB Fee Work-up

- * Key Cost Factors
 - Evaluation Coordinator – Staff, Hourly Rate
 - Lead Evaluator – Contracted Through TNI, RFP Rate
 - Accredited NGAB Application & Materials Review
 - ♦ Evaluation Team (2) 40 Hours Total
 - Non-Accredited NGAB Application & Materials Review
 - ♦ Evaluation Team (2) 40 Hours Total
 - On Site Evaluation
 - ♦ Accredited NGAB: 1 – 4 Days
 - ♦ Non-Accredited NGAB: 2 – 4 Days
 - Assessment Observation
 - ♦ Lead Evaluator: 1 – 3 Days, 24 hours
 - Travel Costs - Evaluation Team
 - Use Government Per-Diems as Cost Guide
 - Perform On Site and Laboratory Evaluation in Series

NGAB Fee Proposal

- * Minimal Fixed Application & Renewal Fee
 - Covers Evaluation Coordinator Effort – Staff
- * Lead Evaluator Charges: Effort Dependent
 - Issue RFP for Fixed Fee Plus Travel Expenses
- * Reimbursement for Travel Related Costs
 - Evaluation Team: On Site & Assessment/Lab Observation

Dave noted that the highest cost component was travel related. That cost will be paid directly by the NGAB to the LE and team members. Total cost will probably be over \$10,000. Committee members noted that cost could be cut by using more volunteers. We could also set a flat fee for the contract lead evaluator and the evaluation coordinator. Steve Arms also provided the EC and LE assumptions used to set the NELAP evaluation fees for comparison purposes.

Dave indicated that he would take this input back to the Finance Committee and for them to consider re-working the fee structure as a flat fee for the EC and LE, plus travel, in order to give some predictability to the fee structure.

3. NGAB application form

Alfredo asked committee members to review the application forms used by NELAP and NEFAP to begin determining what information will be needed on the application form. Members had the following comments:

- Identifying information for the NGAB as requested on pp. 2 and 3 of the NELAP form is needed.

- List of contractors is needed as shown on p. 4. Do we need “all contractors other than site assessors”? Qualifications for site assessors should be in the QMP and not necessary to review individually.
- A list of accredited labs is needed, but can be attached separately or referenced online. Name, address and date of most recent site assessment should be sufficient.
- The list of documents requested on the NEFAP form is good to include:

Most recent Internal Audit

Most recent Management Review

Evaluation Checklist Completed

Personnel listing, areas of responsibilities, education and skills for FSMO program

Example Contractual Agreements for subcontracting

Assessor qualification descriptions for FSMO program

Liability insurance and workman’s compensation insurance coverage

Requirements governing the accreditation body use of the symbol including the NEFAP symbol

The form should also reference the fee and how to pay it. Alfredo indicated that he would like to have a mock application for the next meeting. Judy and Cheryl volunteered to help.

4. Next Steps

Items to be discussed at the next meeting include:

- Application form
- Training (need to get a template for training RFP)

6. Next Meeting

The next meeting will be November 11, 2014, at 2:00 pm CENTRAL time.