

Non-Governmental Accreditation Body Working Group
November 14, 2013

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 1:30 pm CST on November 14, 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	Absent
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

The group reviewed minutes from the October 29, 2013, meeting. Cheryl moved approval and Steve seconded. All present voted in favor to approve the minutes.

3. Review of draft SOP Section 6.0

The group began review of the draft SOP at Section 6.3 agreed to the following changes:

- The sections of the SOP pertaining to renewal will be consolidated and marked “reserved” for future development. The group agreed that the renewal language is not a priority at this time, since the all applicants will be initial applications.
- The group agreed that sections 6.2 and 6.4 should be merged. All initial application requirements should be in one place.
- We may want to consider flow-charting the process as NELAP and NEFAP have done on the website for ease of understanding.

- References to “Technical review” should be changed to “Initial application document review”. The evaluation team will have 45 days to complete this review.
- The group agreed that references to granting “preliminary recognition” prior to completion of the onsite evaluation are not appropriate for this program and should not be included.
- We need to go back and check to make sure the process to handle AB objections to Evaluation Team members is included.
- Section 6.6 assumes that some ABs currently operate an accreditation program. We need to separate out initial vs. renewal language.
- Section 6.7 should include the opportunity for a “pre-evaluation” for applicants who are beginning a new program.

4. Next steps

The group discussed the timeline and agreed that review of Section 6.0 needs to be finished by the end of November. The entire document will be assembled in December and reviewed for completeness and consistency. 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 November 21 at 10:00 am CDT. Review will begin at section 6.7 in the draft of Section 6.0.