

Non-Governmental Accreditation Body Working Group
December 10, 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 10, 2013. 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	√
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

Minutes from the 1203013 meeting were not considered at this meeting.

3. Review of revised draft of the Evaluation SOP

Alfredo introduced his revised draft of the NGAB Evaluation SOP for discussion. Comments and revisions included:

- Section 1.0 – no changes
- Section 2.0 – no changes
- Section 3.0 – no changes
- Section 4.0 –
 - The definition of “finding” will be left out for now according to Alfredo’s comment: As we agreed, we intent to incorporate these definitions in the future in all the TNI evaluation SOPs. In the interim, we will use “nonconformity” and

“finding” interchangeably, knowing that all nonconformities are findings, but that all findings may not be nonconformities.

- Also, all references to AB will be changed to NGAB throughout the document.
- Add “TNRC” to the definitions
- Section 5.0
 - 5.1.1 delete “s” from “members” in second bullet
 - 5.2 delete “may” before “participates”
 - 5.2.1 – OK
 - 5.2.2 – OK
 - 5.4.3 – need to add process for AB objection to evaluation team member here
 - 5.5 – replace “include” with “coordinate with”
 - 5.6 – process to address conflict of interest claim by AB needs to be added. See 6.5 last bullet. We could just add a step that AB has to approve the team. See 6.2.4 in NEFAP SOP for process for AB to object to LE or team members. Alfredo will craft language and add this.
- Section 6.0
 - 6.1 – Move paragraph about communication someplace else. Alfredo will determine correct location. For the “Note”, pull this out for discussion in Louisville. Should this provision be implemented on initial applications, or just renewals?
 - 6.2 – delete “Note”

4. Next steps

Alfredo will make the indicated changes and we will begin at review at Section 6.4 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 January 3, 2014, at 10:00 am CST.