

Non-Governmental Accreditation Body Working Group
June 14, 2013

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 10:00 am CDT on June 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	√
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	Absent

2. Approval of Minutes

Jim Todaro moved approval of minutes from the May 13, 2013, meeting. Steve Arms seconded. All present voted in favor.

3. Continued review of side by side document

Alfredo continued review of the side by side comparison of evaluation SOPs that Jerry prepared comparing the NELAP and NEFAP SOPs.

7.0 Criteria, Checklists, and Standards

- The group did not note major items that would need adjusting or changing in this area.

8.0 Records Management

- The group noted that the confidentiality statement in the NEFAP SOP may not be in agreement with TNI POL-104.
- POL-104 states that NELAP AB evaluation reports are available by request to anyone and that records are retained for 5 years.
- This may not be acceptable to some NGABs who believe it is a violation of anti-trust regulations.
- It was suggested that TNI might want to make accessibility of reports a condition of doing work in the NELAP program. Alternatively, it could be up to each AB to decide if they want to release their report.
- This is a point for discussion in San Antonio. Discussion should include accessibility to AB evaluation reports, as well as lab assessment reports.

9.0 Quality Control

- The working group noted that timeline for SOP review was 1 year in NEFAP versus 3 years for NELAP. This should be reconciled, but probably isn't a deal-breaker.

Other

- Conflict of interest issues
- How to accommodate ILAC recognition

Alfredo indicated that he doesn't believe these will be difficult issues to reconcile in the new SOP.

4. Drafting Plan/Assignments

The following volunteers/assignments were made for drafting the SOP:

1.0 Purpose and applicability (can be 1 or 2 sections) - Kristin

2.0 Summary with bullet points- Kristin

3.0 Related Documents - Kristin

4.0 Definitions – Kristin

5.0 Personnel Qualifications and Responsibilities – Steve

6.0 Procedures – Cheryl and Jim will share this section and determine how to divide it up.

7.0 Criteria, Checklists, and Standards –Carol

8.0 Records Management - Carol

9.0 Quality Control -Carol

Drafts will be ready for the July 8 conference call.

5. Plan for San Antonio Session

Alfredo reminded members that the NGAB session at the San Antonio meeting is on Thursday, August 8, from 9am to 12 pm. We will review the working group's process and highlight areas where there are differences in the NEFAP and NELAP SOPs. Using Jerry's planning worksheet, we can highlight areas where we need input and where we have recommendations.

6. Next Steps

Work group members will begin on a draft SOP according to assignments above. Carol and Alfredo will begin working on a presentation for the San Antonio meeting.

7. Next Meeting

The next meeting was set for July 8 at 1:30 CDT.