

On-Site Assessment Committee Meeting Minutes
July 8, 2009
1:00 PM – 1:40 PM EST

Attendance

Committee Members

Nilda Cox, Lab – absent
Don Cassano, other - absent
Myron Getman AB - absent
John Gumpfer, other - present
Mark Mensik, other - present
Faust Parker, Lab - present
Denise Rice, EPA - present

Associate Members

Nile Ludke
Tara Laroche

Discussion of June meeting minutes:

The June meeting minutes were approved unanimously.

Guidance Documents Status

- Basic Assessor Training Guidance Document
This has been sent to the TNI Webmaster to post on the website for review and comment by the general membership. I've requested a 45 day posting. Jerry will include that it has been posted in the newsletter going out this or next week.
- Technical Assessor Course Curriculum Guidance Document
The Chair asked that everyone take a cold read of the document and provide any comments on formatting issues and inconsistencies by the end of July. For example, all references to CLP should have been removed.
- Laboratory On-site Assessment Guidance Document
At tomorrow's board meeting I've ask to discuss the process guidance documents need to go through before approval. The CSDB had previously stated that the LASC should get a chance to look at it and comment as if it were a standard. However Ms. Rice counters that based on an e-mail from Jerry Parr that the guidance document is more closely related to an SOP or policy and should be subject to that process which includes sending it to the policy Committee and the TNI Board for approval. Pending the outcome of tomorrow's discussion, the Lab guidance will be put through the appropriate channels.

NEMC/TNI San Antonio Meeting:

Consensus Standards Development Program: Tuesday, August 11

On Tuesday afternoon, the TNI Consensus Standards Development Board will meet. Topics for this meeting include an open discussion on the use of guidance documents, the use of copyright protected language within the NELAP program, and activities and future plans of the Quality Systems, Accreditation Body and On-Site Assessment Committees.

We also discussed which committee members thought they could attend the meeting.

Other business:

None

Next Scheduled Meeting: The regularly scheduled meeting for August is being preempted for the NEMC conference in San Antonio. Ms. Rice plans to be on vacation September 9, 2009 the regularly scheduled meeting date. She would like to move it to August 26 or September 2 at 1PM EST. The Committee preferred September 2.