

**Accreditation Body Expert Committee  
Committee Minutes  
August 12, 2009**

**1. Attendance**

Joseph Aiello	Absent
Dan Dickinson	Present
Jane Wilson	Absent
Jeff Flowers	Present
Linda Geddes	Absent
Lynn Bradley	Present
Sharon Mertens	Present
Steve Arms	Present
Steve Stubbs	Present

**2. Minutes from Meeting July 21, 2009**

Approved without changes.

*Action: Joe Aiello will forward to webmaster to post on TNI Website.*

**3. Volume 2 AB Requirements – Section 7.7.1**

During the LASC's review of the TNI Standards, Section 7.7.1 was identified as needing policy/guidance for NELAP to define the terms on-site reassessment and surveillance on-site assessment. Several ABC members think that the terms are purposefully being used interchangeably, and there is no need at this point to try and establish a definition for each of them. The committee reviewed previous discussions. Currently, there are no procedures or plans to develop procedures for a surveillance procedure in NELAP for ABs to use. However, the use of a surveillance (as opposed to a full on-site reassessment) is a common practice in other lab accreditation systems. Leaving the language in the standard will allow the option for NELAP. Since the defined elements of a surveillance can vary depending upon the needs of the ABs, until there is more direction from either NELAP or LASC, the ABC cannot draft a definition. The committee does not believe that there is an urgency to this.

*Action: No further action at this time.*

**4. Volume 2 AB Requirements – Section 7.7.3**

During the LASC's review of the TNI Standards, Section 7.7.3 was identified as needing policy/guidance for NELAP to establish timelines. The committee reviewed previous discussions regarding this. It was resolved that the timelines given in Section 7.7.3, the standard given in Section 7.7.5 (which gives that AB shall define strict time limits for corrective actions to be implemented) and those provided in the On-Site Assessment Standards to complete on-site assessments are sufficient.

*Action: No further action at this time*

**5. AB Evaluation SOP**

Sharon Mertens and Lynn Bradley completed a draft of the AB Evaluation SOP and distributed it to members of the ABC. The draft revises the SOP to make it more consistent with the TNI Standard. The committee reviewed the draft through section 7.6. The revised draft is attached.

*Action: ABC members should read the revised SOP prior to the next call and be ready to discuss their comments and suggestions.*

**6. Next ABC Teleconference**

Date: September 15, 2009

Dial-in Number: 1-270-696-2525

Participant Access Code: 77621#