

Non-Governmental Accreditation Body Working Group
September 23, 2013

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 2:30 pm CDT on September 23, 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	Absent
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

The group reviewed minutes from the September 13, 2013, meeting. Steve moved approval and Kristin seconded. All present voted in favor to approve the minutes.

3. Review of draft SOP sections

The working group started reviewing with Section 5.2 Evaluation Coordinator (EC). There had been considerable discussion at the last meeting about whether or not the EC should go on the AB evaluations. The working determined that the “shall” participate should be change to a “may” participate. The reasoning was that it will be important to have consistency in the first round of evaluations and this process will not have a QAO to serve that function as does the NELAP process. There was concern expressed about the cost to the AB for having this extra person on the evaluation team. The group will explore options for covering this cost, however it will likely be part of the AB application fee.

No changes were made to 5.2.1, EC Credentials, since this person may be observing the AB evaluations in a QAO capacity.

In 5.2.2, EC Responsibilities, the first bullet was changed to indicate the EC selected the Evaluation Team with the assistance of the TNRC rather than approval.

In 5.4.1, The Evaluation Team, the group agreed to delete the first bullet since it may not be needed for NGABs. The last two bullets were accepted to insure that NELAP and NEFAP evaluations are consistent.

5.4.3, Selection of the Evaluation Team, language was changed to indicate that the AB accepts the evaluation team.

5.5. Lead Evaluator (LE), language was changed to clarify that the LE must include all members of the team in the planning process.

Suggested changes from Marlene were accepted in 5.6, Conflict of Interest. All changes in Section 7.0 were accepted.

At the next meeting, review will begin at Section 8.3. Cheryl will try to have a few sections of 6.0 Procedures ready for the next meeting also.

4. Next Meeting

The next meeting was set for October 14 at 1:30 pm CDT. The working group will target two weeks before the Louisville meeting to have a draft SOP on the TNI website for review.