

Non-Governmental Accreditation Body Working Group
March 13, 2014

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 12:00 Noon CST on March 13, 2014. 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	Present
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 previous meetings were not considered at this meeting.

3. Review of comments received on draft of the Evaluation SOP

The working group considered comments received from Randy Querry, A2LA, at this meeting.

- 5.8 RQ1 - Suggest including timelines in this section. For example NGAB shall notify LE within 5 business days of approval or objection of ET member(s). The working group discussed this at the Louisville meeting and decided not to take this approach.
- Modify 5.8.2 at the end to say: "...or any changes made to the members appointed to the ET."
- 5.10 RQ2 - How/where will this record be maintained-with the final evaluation report record? Records of conflict of interest certification are handled in section 8.2.

- 5.10.2 Accept changes “...and inform the NGAB following clauses 5.8.2 and 5.8.3.” see above.
- 6.1.5 Accept comments “National or internationally recognized NGABs may submit their most recent respective evaluation report(s)...
- 6.2.2 RQ3 Suggest including timelines here. ...send an acknowledgement within 3 business days to the NGAB...appoint an ET within 30 days... All timelines will be in Appendices.
- 6.4.3 Accept changes “To initiate this off-site review, the ET should first identify documents and records such as: evaluation forms, complaint records, results of internal audits and management reviews, and portions of laboratory files. This request shall be transmitted as a list to the NGAB as a single one-time request.

NGAB Documents should be submitted electronically. “ Change “should” to “shall”

- 6.5 Accept change, delete “normally”. “An on-site evaluation shall be conducted, at the mutual convenience of the ET and the NGAB, within 60 days to 90 days of completing the application’s technical completeness review, realizing that more lead-in time may be required if making arrangements for evaluation of an on-site assessment of a laboratory is included with this visit.”

Do not accept. Will be too confusing. “The LE will send written confirmation to the NGAB and the ET of the logistics required to conduct the evaluation at least 60 days prior to the on-site evaluation.”

- 6.6.1.6 Accept change, but use “resume” instead of CV.
- 6.6.1.7 RQ4 Assessors may not be present at the NGAB headquarters. It may be prudent to include a clause that the LE makes arrangements with the NGAB in advance of the on-site so that interviews via telephone can be scheduled. (Interviews may not be valuable since records will be reviewed and an on-site assessment will be evaluated.) after extensive discussion, the working group decided to present this as an unresolved issue.
- 6.6.1.10 Accept change. “Reviewing recent reports of evaluations...”
- 6.6.4.2 Accept change. “Conflict of interest verification for assigned assessors and correspondence regarding assessment team approval from the laboratory.”
- 6.7 RQ5 Will review comment and see if needed someplace else. Suggest including this request under clause 6.4.3.
- 6.8.3 RQ6 Clarify the objective here. What technical review, the NGAB assessor’s technical review of the laboratory or the overall observation? Technical review of the application.
- 6.9 Accept change, but clarify 15 business days.” ... within 15 days from completion of the evaluation.”

Start at 6.10 next meeting.

4. Next steps

Additional comments will be considered at the next meeting of the NGAB working group.

Remaining tasks include:

- Completion of appendices
- Finance Committee needs to develop a budget for the program to determine fees
- Appoint the TNRC (need to be thinking about good candidates)
- Develop training course as described in 5.1.5
- Announce roll out of program at summer meeting

5. Next Meeting

The next meeting will be Tuesday, April 1, 2014, at 10:30 Central.