

**On-Site Assessment Committee Meeting Minutes**  
**June 09, 2010**  
**1:00 PM – 2:25 PM EST**

**Attendance**

Committee Members

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

**Associate members:**

Nile Ludke  
Robert Dean for Nilda Cox

**Approval of Minutes from April**

The April meeting minutes were unanimously approved. They will be posted to the web site.

**Laboratory Survey Update**

Before the committee could move forward on the idea of being the intermediary between the ABs and the Labs of the surveys, we needed to know if the surveys were standardized and if the labs were required to fill them out. Ms. Rice asked Mr. Parr about this and he replied that the surveys are not standardized and labs are not required to complete them. He spoke with Steve Arms, and he has never received one. We would have to get the forms from the ABs and standardize them.

Mr. Gumper said would have to take it to the NELAP Board. OSA should send a rep to the Board's next meeting.

We discussed if this activity was something OSA should get involved in. Mr. Cassano said this is exactly what the Committee should be doing. Mr. Ludke stated this committee is the place to get an independent view. Mr. Gumper agreed.

## **The Checklist**

ISO 19011 and final review of checklist

Marlene's header implies the checklist will be filled out by multiple people. We like the codes at the top. We discussed what codes to put in. Should the codes be responses or assigned to each question? It looks like a pre-assessment tool. The Chair will talk to Marlene Moore, who made the suggestions via e-mail, about what she intended. Mr. Gumpper will research if any other standard has the requirement to observe the assessment team. We also need the checklist to be used so we can find out what doesn't work well with it. Carol Batterton can supply a list of AB assessors. We can give the checklist to them to see what they want in the checklist.

## **The Guidance Documents**

Disclaimer language was added to the documents and the table of contents revised. The Chair we will send them to the TNI webmaster for posting.

## **Policy Creation**

There is a possibility that the Committee will have to develop a Code of Ethics for Assessors. There are plenty of sources for code of ethics. It's not a big effort. Ms. Rice will hopefully have more information about what they envision being in the policy and how that differs from what is already in ISO and the standard. The Chair had a conversation with June Flowers of the LASC and she'll get back to us.

## **The August Conference**

Myron, Mark, Don and Denise will not be able to attend. Mr. Gumpper looked at Committee charter and the only thing left for us to do is collecting the lab survey and guidance for conducting an assessment and report writing. However, guidance is already out there for conducting an assessment and report writing, But we might take a look at that. Some on the Committee remember that a document started out as a standard then got turned into guidance. We should review that. Since no one on the Committee has a copy, we'll ask Alfredo Sotomayor if he has a copy. It's part of our charter and we should work on that. Like last time, we'll teleconference in those members who can't attend in person.

**Next Scheduled Meeting:** July 7, 2010 at 1 PM EST