

On-Site Assessment Committee Minutes
September 10, 2008
1:00 PM – 2:00 PM EST

Committee Members and Affiliation

Nilda Cox, Lab – absent – but represented by a colleague

Don Cassano, other - present

Myron Getman AB - present

John Gumper, other - present

Mark Mensik, other - present

Faust Parker, Lab - present

Denise Rice, EPA - present

Meeting Minutes

Minutes from August 6, 2008 meeting approved

Washington, DC Meeting Discussion

Ms. Rice went over what happened at the On-site Assessment Committee session. She added that some people asked about what ABs needed to do. Did they need to send their assessors to third-party courses, or could they do it themselves. The committee noted that ABs could design their own courses and document that they met the guidelines.

Ms. Rice also informed the committee of what happened at the special Board and Chairs session. Basically, the LASC will be meeting in October to review all the standards and make a recommendation to the Board for adoption of the standards. The Board is trying to speed up the approval process. To help the LASC, they have requested a cross-walk document from the old NELAC standard to the new TNI standard of all the changes. Ms. Cox has graciously agreed to prepare the document.

Mr. Gumper asked about the tenor of the meeting, particularly the comments on tests and consistency. Ms. Rice reported that it was not particularly passionate and pretty level. He also asked about the discussion of how prescriptive of the Basic Assessor Course. Mr. Cassano stated that we could have a mechanism where they archived the syllabus and exams with the Committee in the interest of openness and oversight of training. Mr. Gumper said it should be part of the AB evaluation process. Are they meeting training requirements and provide proof. Since the ABs are primarily responsible for the training. For now that would be the way to go, then if ABs don't we can take the oversight back.

Message from the Chair

- 1) Due to members leaving and the amount of work the committee still needs to do, Ms. Rice has decided to try and add six members to the committee. At the CSB

- meeting in DC Ms. Rice received clarification of what the stakeholder groups were for purposes of maintaining balance. An accrediting body is any body that certifies laboratories. This does not have to be a TNI accrediting body. That means, the committee can maintain balance a lot easier.
- 2) TNI *Procedures for Expert Committee Operations* states that committee members must be able to, “contribute substantially to the issues assigned to the Committee”. Ms. Rice will be assigning tasks to the committee to ensure we fulfill our charter in a timely manner and meet the requests of the Board.
 - 3) Meetings are scheduled for the second Wednesday of each month at 1 PM EST. There are two face-to-face meetings each year. TNI policy states that a Chair may remove any member that misses three consecutive meetings or 50% of meetings in a six month period. The Chair will be exercising this option. Mr. Gumpper wanted feedback on member attendance.

Basic Assessor Training Guidance Document Assignments

- History of TNI and the standard development process - Gumpper
- Fundamental and Structure of TNI and ISO - Gumpper
- V2M1 – Accrediting Body General Requirements - Cassano
- V2M2 – AB Requirements: PT - Parker
- V2M3 – On-site Assessment - Rice
- V1M1 – PT - Mensik
- V1M2 – Quality System General Requirements – Getman with assistance from Laurie
- V1M3-7 – Quality System Technical Disciplines – Defer each member’s expertise
- V3- PT Provider Requirements - Mensik

The assignment is to take the standard and turn it into a training outline. V1M3-7 assignments will be deferred to the next meeting. It was decided to keep the outlines per volume. The outlines should be ready for discussion at the November meeting.

Next Meeting: October 15, 1PM, EST

- Laboratory Assessment Guidance – discussion of comments received
- Laboratory and Assessor Survey discussion - John Gumpper