

TNI Policy Committee
Meeting Summary
April 17, 2012

1. Attendance

The meeting was called to order by the Chair at 1 pm EST. The following members were in attendance: Alfredo, Jerry, Bob, Steve, Susan, Gary, and Silky.

Alfredo asked everyone to review the minutes from the April 3rd meeting and let him know about any changes within the week. If there are no comments, the minutes will be posted on the website.

2. Program Updates

CSDP:

Working on Working DRAFT standard for PT and Final for Quality Systems.

Jerry noted that the PT committee finalized a TIA this week with an effective date of May 2, 2012. The challenge is that there are SOPs (3-103 and 3-106) in place that will delay this effective date. It has been frustrating for the expert committee. There are also questions about the effective date of the 2009 standard after the TIA is effective.

The committee discussed possible solutions and issues with different ways to handle the first page of the standard. Ilona noted that maybe a different process is needed. It is a controlled document with a number, but does not go directly into the standard - somewhat similar to SIRs.

NELAP AC:

Evaluating ABs – voted on KS yesterday. CA, NJ, TX, OR, LA are in process.
Looking at using DoD reports as part of third party AB options.
Following up on promises regarding ACIL .

NEFAP:

Evaluations of the 4 ABs are continuing. FSMO applications are now coming in, so the technical portion of the evaluation is starting.
New Executive Committee has been voted on.
New SOPs will be ready for Policy review in the next month.
FAC is working on a Working DRAFT standard.

TAC:

Working on training summaries.

LASEC:

Working on an update to SOP 3-106.

Will be talking about the PT TIA during their call on Wednesday.

PTEC:

There should be a number of updated SOPs coming in within the month and a complaint SOP. Alfredo noted that he would like a member of the PTEC to join the Policy Committee. He will discuss this with Stacie. Susan said she may be interested in being an affiliate member of the PTEC.

3. Review of SOPs

SOP: NELAP AB Evaluations (SOP 3-102 – Rev3)

The committee continued their review of SOP 3-102:

Section 5:

5.1.1 – There is a grammatical issue.

5.2.1 – Bob noted that the term “preferably” is inappropriate and should be eliminated. It should be a requirement.

5.2.1 – Susan recommended that it should read “developing or implementing”. It would be difficult if this an “and”.

5.3 – Though there is some discussion about changing the process, this is not necessary now because the SOP needs to reflect the current procedures.

5.3.1 - Bob noted that the term “preferably” is inappropriate and should be eliminated. It should be a requirement.

In general, there are a number of editorial corrections needed in this SOP.

5.3.2 – Should the QAO submit SIRs? Susan noted that the QAO is tracking potential issues, but it does not appear that any SIRs have been submitted to date. The wording could use a change – it should not be “on behalf”. They would be submitted if the QAO finds an issue. The QAO also reminds evaluators about finalized SIRs as appropriate.

5.4.1 – Would it make sense to change “2009 TNI Standard” to state the most current standard instead? If this change were made, it would need to be clear what most current version means. It might mean Including TIAs, SIRs, etc ... Leaving it specific will require continual updates of the standard.

5.7 – Susan noted that what is written is how it is happening at present. An change is needed. This should be funneled through the Coordinator – not the LE.

6.2 – Jerry noted that there is no discussion on fees. It would be good to add this the next version of this SOP.

6.4 – Identify the name of the form instead of providing links. These links sometimes change on the website. This would be applicable to other parts of the SOP too.

Work on this SOP will continue at the next meeting unless a higher priority SOP is submitted.

4. Action Items

See Attachment A.

5. Next Meeting

The next meeting of the Policy Committee will be May 1, 2012 at 1pm EST.

Action Items are included in Attachment A and Attachment B includes a listing of reminders.

The meeting was adjourned at 2:30pm EST.

Attachment A

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
18	Ask Advocacy Committee to help write policy on position papers/statements. Could they write the scope and purpose? Also share some of the Policy Committees concerns discussed on the 3/6/12 call.	Alfredo	3/20/12	Complete
19	Summarize comments on SOP 3-101 and get back to the NELAP AC.	Alfredo	4/3/12 4-17-12 5-1-12	Completed initial review. Alfredo will make corrections, call Lynn and send to NELAP AC. 4/17/12: The comments were sent, but Alfredo still needs to call Lynn.
21	Talk to PTEC about representation on Policy Committee.	Alfredo	5-1-12	

Attachment B

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	