

## A2LA Accreditation Council Meeting Agenda

Sunday April 5, 2009

10:00 am – 12:00 pm

1. Welcome, Introductions and AC Performance Statistics
2. Status of action items from previous AC meeting on April 13, 2008

**Action Item 1: T. McInturff to consider changing the phrasing of the voting options on the AC ballot. (To be completed by June 30, 2008)**

**Update:** Voting options for appeals were changed 4/22/08.

**Action Item 2: T. McInturff to revise A2LA's process for handling accreditation decision appeals by laboratories to include an opportunity for the assessor to provide feedback. (To be completed by July 31, 2008)**

**Action Item 3: T. McInturff to consider an automated process for the AC members to enter the period of time that they will be away on the AC location of the A2LA web site. (To be completed by May 31, 2008)**

**Update:** It was discussed at the A2LA Staff Meeting on May 8, 2008 that, if AC members are entering this information themselves, staff might not be aware that the AC member is away. AC members should continue to notify T. McInturff or W. Wagner when they will be unable to review packages for a lengthy period of time.

**Action Item 4: T. McInturff to consider a process that will allow AC members to review other votes after all of the ballots have been submitted. (To be completed by August 31, 2008)**

**Update:** Completed

**Action Item 5: T. McInturff to look into a systematic process for Accreditation staff to inform the next assessor of "red alert" issues. (To be completed by August 31, 2008)**

**Update:** AcO's have been reminded of SOP 002, section 2.9.3 'Red Alert Files' and we again reminded to create an 'Issue' in the database for next action.

**Action Item 6: T. McInturff to investigate a means of tracking negative AC votes. (To be completed by September 30, 2008)**

3. AC members needed especially for EMC, Electrical
4. On-line AC package demonstration – Daren
5. 2008 AC Appeals – None; One nine-member AC appeal is in process.
6. AC Package contents – format, too much, not enough
7. AC Package review process: SOP/ Training – is there a need?

8. AC – Accreditation Services Electronic Feedback on A2LA Staff – is this something in which the AC would be interested?
9. Written/ email correspondence between AC and A2LA Staff must be professional; this correspondence is retained in assessment files and may be reviewed and audited.
10. 3<sup>rd</sup> Vote prompts – are they still needed? Is there a better mechanism?
11. Other New Business