

## ASSESSOR COMMITTEE MEETING

**Sunday, April 5<sup>th</sup> 2009, 1:00 to 3:00 pm**

The first hour of the Assessor Committee Meeting was reserved for assessors only. As such, no staff minutes were taken during that time.

### (1) Assessor Issues:

Staff was invited to join the Assessor Committee during the second hour of the meeting. A PowerPoint presentation (Attachment 1) had been prepared summarizing the major issues discussed during the first hour.

**ACTION: Staff to investigate the possibility of corporate rates for hotels and rental cars to assist in keeping travel costs lower.  
(T. McInturff/May 31, 2009)**

One of the issues raised was with regard to Scope additions requested outside of the normal assessment cycle. It was recommended by the assessors that these be limited for labs that repeatedly request additions, as they take a significant amount of assessor time that is not always charged to the organization. It was reiterated that this only becomes a problem for labs that request frequent Scope changes (sometimes several in a single month). Staff reminded the assessors that all organizations are warned of the possibility of being charged for Scope additions and so assessors should certainly be invoicing for their time if it becomes significant. Assessors requested that staff provide written guidance to them on an appropriate limit of time after which they should invoice. In response, assessors were asked to keep costs in mind during this particularly difficult economic time. The assessor committee expressed commitment to customer service but did ask for staff's assistance regarding this problem.

Finally, it was mentioned that preparation time for assessments varies from lab to lab and, in the case of a poorly organized or excessively large quality system, can be quite significant. A2LA Accreditation Services was asked to have consideration for this when determining the appropriateness of time charged for preparation.

(2) Staff Issue: Acceptable Calibration Certificates from MRA partners

P. Wright offered a PowerPoint presentation (Attachment 2) as she had been asked by assessors to describe acceptable uses of other accreditation body symbols on calibration laboratory certificates. A question was raised regarding two levels of service offered by some accredited calibration laboratories. It was confirmed that this is common practice but that only the “accredited” level is acceptable for traceability purposes.

(3) Staff Issue: Zero-Guardbanding

V. Pugh offered a presentation (Attachment 3) on the subject of zero guardbanding. Questions were raised regarding TURs and guidance that may be available on what an acceptable TUR is. In response to the suggestion that A2LA issue guidance on acceptable A2LA-accredited calibration certificates, the assessors were reminded of an article published in the February issue of *A2LA Today*. In response, it was suggested that the article be specifically sent to all testing laboratories with an accompanying explanation of what it means to them.

Meeting adjourned at 3:00 p.m.

*Minutes prepared by Teresa C. Barnett, A2LA Quality Manager.*

## ATTENDEES

John Adams	John Gumper
Marwa Adly	Kathryn Gumper
Denise Archer	Chris Gunning
Karin Athanas	Jeff Gust
John Ball	Karl Haynes
Teresa Barnett	David Heberling
Nathan Belsher	Lance Hoboy
Doug Berg	Bob Holcombe
Nancy Berg	Bill Inderrieden
Chuck Blank	Klaus Jaeger
Michael Bosley	Robert Jenkins
David Bower	Sandy Johnson
Ashly Bowers	Renu Joshi
Marlin Bussey	Steve Kaiser
Roger Brauninger	Aruna Kaveeshwar
Beth Carbonella	Paul Keep
Justing Cheng	Jeff Kelly
Terry Combs	Alex Klein
Brian Conner	Robert Knake
Gary Cornell	John Knicely
Charles Daniels	Keith Kokal
Gaylord DeGroot	Doug Kramer
Thomas Dickten	Robert Lambert
Larry DiGirolamo	Walt Lehmus
Tom Doggart	Doug Lentz
Ted Doiron	Steve Lerman
King Drake	Al Liabastre
Lisa Drake	Billy Liu
Andreas Eberhard	Frank Lutze
Darla Ewalt	John Lynch
Atefeh Fathi	David MacLean
Fred Fetterolf	Trace McInturff
Jeff Fisher	Steve McGeehan
Dean Flinchbaugh	Pat Maldonado
Nancy Foncannon	Jorge Marins
Isao Fujita	Shawn Mason
Siu Lin Fung	Steve Medellin
Chuck Gortakowski	Dawn Mettler
Diana Gavin	Ken Middlebrook
Ray Gil	Deborah Miller
Dorothy Gill	Mitzi Miller
Adam Gouker	Rob Miller
Larry Gradin	William Mills

Chuck Mlodzik  
Harry Moody  
Bertha Munguia  
John Murphy  
Benoit Nadeau  
Janet Norris  
Thomas Ouimet  
Ron Peters  
William Peverill  
Jason Poore  
Vincent Pugh  
Randy Querry  
George Riley  
Roxanne Robinson  
Pat Royal  
Nee Salam  
Jan Schiltz  
Ray Schiltz  
Jim Scott  
Dilip Shah

Richard Sheibley  
Dan Sigouin  
Elizabeth Smith  
Tom Smith  
Bill Sorrells  
Brad Stawick  
Steve Steiro  
Ken Stoub  
Mike Suraci  
Dan Tholen  
Matthew Torres  
Woody Tramel  
Kim Watson  
Deborah Weber  
Sara Weitzel  
James Wheeler  
Marie Wright  
Pam Wright  
Gene Zerlaut