

**Summary of the Criteria Council Meeting  
Saturday, April 5, 2009**

- 1) Welcome and introduction (10:00 am): Chairman Ken Stoub opened the meeting and the attendees introduced themselves.

**Motion 1 (D. MacLean/G. Riley): Combine the A2LA Aerospace Technical Advisory Committee with Materials Testing Technical Advisory Committee. Approved Unanimously.**

**ACTION: Staff to incorporate the AAC into the MTAC and adjust bylaws accordingly for CC review and vote. (A. Gouker; May 31, 2009)**

- 2) Technical Advisory Committee (TAC) Reports:

- a. Life Science Advisory Committee (LSAC) (Mitzi Miller, Chairperson). Major topics discussed during the Life Sciences meeting included:
- i. New ideas to refurbish the environmental scopes and a task group was formed to complete this;
  - ii. Flexible scopes were also discussed and there was a decision to produce a document on using flexible scopes and a task group (TG) was formed;
  - iii. Actions for staff:

**ACTION: Review P102a to be sure that, if a lab complies with the requirement for traceable reference materials, the assessor will not have to write observations (T. McInturff; May 31, 2009)**

**ACTION: Check for inconsistencies between the Traceability memo and the observations policy with respect to giving assessors license to write observations. (T. McInturff; May 31, 2009)**

- iv. Further work on the table for calibration and verification;
- v. Another TG was formed to deal with uncertainty of measurement for warm-blooded animals to allow these types of laboratories to apply for accreditation and to ensure assessor uniformity in dealing with uncertainty of measurement;
- vi. Committee meetings by webinars or teleconference on a quarterly basis.

Please refer to the minutes from the LSAC meeting itself for more details on these discussions.

- b. Materials Testing & Aerospace Advisory Committees (MTAC and AAC): (Ray Schultz, chairman): Major topics discussed during the MTAC/AAC meeting included:

- i. Review areas that were blackened for “NA” on the PT checklist;
- ii. Differences between test methods and specifications;
- iii. Vibration testing quality control presentation by Gene Zerlaut;
- iv. Quality checks for 5.9 (too many assessors are entering NA on the checklist);
- v. NIST representative Chris MacGowan gave a presentation on Charpy impact testing;
- vi. Gary Cornell provided information about ASTM method content/format.

Recommendations resulting from the MTAC/AAC meeting:

- a) Recommendation that calibration scopes that are now based on parameter also consider including test methods to help testing labs;
- b) Accept PT in lieu of reverse traceability for beads in ASTM D1505, section 7.2
- c) Accept PT in lieu of reverse traceability for magnetic permeability because there are no standards available
- d) Accept PT in lieu of traceability of white tiles used for calibration.

Please refer to the minutes from the MTAC meeting itself for more details on these discussions.

c. Measurement Advisory Committee (MAC) (Doug Cowles, Chairman)

Major topics discussed during the MAC meeting included:

- i. Recommendation that A2LA not offer accreditation of NCSLI Z540.3 until it is clear what objective evidence should be required to meet section 5.3 of this standard. Training provided at this committee was more of a workshop and the trainers will be provided with feedback from the assessors.
- ii. Recommendation that repeatability and resolution be required in UM for hardness;
- iii. Consensus to accept the Moody method for surface plates;
- iv. Proposal to revise R205 (postponed);
- v. K. Jaeger gave presentation on contributors of DV low frequency/microwave that will be published in A2LA’s next newsletter;
- vi. new working group (WG) to look at the SI usage on scopes;
- vii. consensus to adopt T. Doiron’s paper on pitch diameter;
- viii. WG to look at Beckman analyzer and claims of uncertainty for frequencies smaller than 1 Hz.

Please refer to the minutes from the MAC meeting itself for more details on these discussions.

d. Electro-Mechanical Advisory Committee (EMAC) (Benoit Nadeau, Chairman) ) Major topics discussed during the EMAC meeting included:

- i. 5 new members;
- ii. Review of action items;
- iii. WG to review MU guidance for product safety testing;
- iv. Creation of document of past EMAC decisions to help new assessors that come on board;
- v. Staff asked to provide past minutes;
- vi. Staff to ask the FCC to provide record of their technical decisions;
- vii. Staff asked to review requirement when no PT is available then A2LA waives the 4 year PT plan and relies on 5.9 of ISO/IEC 17025;
- viii. South Korean regulation is revised often and scope changes can't keep up;
- ix. FCC asked the assessors to complete checklists but FCC posts these checklists to their web site and because of freedom of information, assessors have to be careful of their checklist comments;
- x. ANSI 63.4 - still waiting for ANSI to publish;
- xi. Staff to clarify when an assessor assignment is official;
- xii. A2LA asked to meet with FCC at IEEE symposium;
- xiii. EMAC still working on defining calibration/verification, but instead of trying to define the terms, the committee is working on determining the requirements for calibration and verification and this could result in changes to A2LA's traceability policy;
- xiv. FCC provided clarification that assessors should not cite against the FCC checklist because it is revised often.

Please refer to the minutes from the EMAC meeting itself for more details on these discussions.

- e. Construction Materials Advisory Committee (CMAC) (Niel Zuern, Chairman): Major topics discussed during the CMAC meeting included:
  - i. Continuing nuclear density calibration issue: one lab is accredited but when the gauges come back they are out of calibration;
  - ii. Reviewing PT requirements to add more rigorous requirements for corrective action for zero rating;
  - iii. Update assessor checklist to reflect ASTM checklists on annual basis;
  - iv. Army Corps of Engineer recognition is lagging so Pete Unger is going to increase pressure;
  - v. Field/Mobile lab guidance to be revised to address quick changes in CMT field operations that will not allow an assessment before they are gone;
  - vi. Confusion about pre-assessment for renewal laboratories needs to be clarified to be sure that suspension can be applied for labs seriously out of compliance at renewal time;
  - vii. Consider webinars, teleconferencing to increase attendance of CMT labs on CMAC.

Please refer to the minutes from the CMAC meeting itself for more details on these discussions.

- f. Medical Testing Advisory Committee (MedTAC) (George Riley, Chairman): Major topics discussed during the MedTAC meeting included:
  - i. Officers re-elected;
  - ii. Approved for submission to CC of MU guidance for medical testing labs;
  - iii. Discussed status of A2LA application for CMS deemed status and provided guidance to staff on moving forward;
  - iv. Medical assessors agreed to serve on AC for medical accreditation decisions (Alex Klein will provide information on AC responsibilities);
  - v. Agreed that medical assessors can assess IT systems under certain circumstances and requested an application revision to ask LIM questions;
  - vi. PT TG worked on PT requirements;
  - vii. Traceability TG formed to address traceability for medical laboratories;
  - viii. Marketability of 15189/CLIA accreditation program.

Please refer to the minutes from the MedTAC meeting itself for more details on these discussions.

- g. Proficiency Testing Provider Advisory Committee (PTPAC) (Jeff Gust, Chairman): Major topics discussed during the PTPAC meeting included:
  - i. Dealt with committee formation issues including NELAC PT provider requirements;
  - ii. Bylaws modifications;
  - iii. Dan Tholen presentation on status of 17043;
  - iv. WG and discussion on metrological traceability for PT samples;
  - v. PTP scope format discussion about different templates depending on the calibration/testing supported so testing and calibration labs can know what PT is available;
  - vi. Chris McGowan presented again on Charpy impact in order to possibly provide a PT program;
  - vii. Clarified that this committee could make changes to A2LA PT related documents;
  - viii. Teleconference scheduled for September 2009.

Please refer to the minutes from the PTPAC meeting itself for more details on these discussions.

- h. Reference Material Producer Advisory Committee (RMPAC) (Amanda Gordon, Chairperson): Major topics discussed during the RMPAC meeting included:
  - i. Bylaws revised and will come to the CC;

- ii. Determining traceability of RMs discussed, especially difficult with biological samples (see Life Science item for staff to clarify writing observations);
- iii. Discussed A2LA applications for Guides 32, 34 and 35 as they relate to assigned values for RMs
- iv. “Batch” designation and a “no” vote on the draft revision of Guide 34 is encouraged;
- v. Issues with respect to traceability of pesticide RMs that are used by regulatory laboratories.

Please refer to the minutes from the RMPAC meeting itself for more details on these discussions.

- 3) Discussion & Approval Decision; Revision to R212 – Specific Requirements: NDT Testing Lab Accreditation Program: Clarification about which equipment can be calibrated versus verified/standardized or checked.

**Motion 1 (D. MacLean/R. Schiltz): Motion withdrawn because of concerns about whether all equipment for calibration had been considered.**

- 4) Discussion & Approval Decision; Revision to R213 – Specific Requirements: Putting Green Testing Lab Accreditation Program

**Motion 2 (B. Nadeau/A. Liabastre): Approve the revision of the document with a revision to change “NIST traceable” to “traceable to the SI”. Approved unanimously.**

**ACTION: Staff to finalize and distribute the revision to R213, with the edit noted above. (M. Hart; April 30, 2009)**

- 5) Discussion & Approval Decision; New CXXX – Specific Checklist: TNI Field Sampling and Measurement Organization Accreditation Program Requirements

Staff took action on comments from CC in February 2009 CC meeting.

**Motion 3 (M. Miller/T. Osborne): Approved with one negative (Liabastre)**

**ACTION: Staff to finalize and distribute the new CXXX TNI FSMO checklist. (B. Conner; April 30, 2009)**

- 6) Discussion & Approval Decision; Revision to R303 – Specific Requirements: NELAC PT Provider Accreditation Program

Comment from one PT provider about confidentiality was addressed resulting in a revision.

**Motion 4 (B. Nadeau/M. Miller): Approve the revised document. Unanimous.**

**ACTION: Staff to finalize the PTP requirements document as revised. (R. Querry; April 30, 2009)**

- 7) Discussion & Approval Decision: New application of ISO/IEC 17025 requirement, section 4.6.3; dealing with specific items to be included in purchasing documents.

**Motion 5 (A. Liabastre/C. Gortakowski): Approve this application to 4.6.3 of ISO/IEC 17025. Motion was withdrawn to consider addressing term “to release” in section 4.6.3 of ISO/IEC 17025.**

8) New Business

- a) Discussion of calibration/verification definition for improving uniformity in use of terms across A2LA technical advisory committees: Tim Osborne gave a presentation to assist in this effort. See Attachment 1.

The meeting adjourned at 12:10 pm.

*Summary prepared by Roxanne Robinson, VP and COO.*

## Attendees

### Criteria Council Meeting

5 April 2009

Teresa Barnett	A2LA Staff
David Bower	A2LA Assessor
Cathy Burns	FDA
Brian Conner	A2LAStaff
Gary Cornell	A2LA Assessor
Doug Cowles	A2LA Assessor/MAC Chairman
Dean Flinchbaugh	A2LA Assessor
Arlene Fox	A2LA Board Member
Isao Fujita	IA Japan/Guest
Amanda Gordon	URS, EG&G Div./RMPAC Chairperson
Chuck Gortakowski	A2LA Assessor
Jeff Gust	A2LA Assessor/PTAC Chairman
Michael Hart	A2LA Staff
Klaus Jaeger	A2LA Assessor
Jeff Kelly	ICL Calibration Labs
Albert Liabastre	A2LA Assessor
John Lynch	A2LA Assessor
David MacLean	A2LA Assessor
Trace McInturff	A2LA Staff
Deborah Miller	A2LA Assessor/Instructor
Mitzi Miller	A2LA Assessor/LSAC Chairperson
William Mills	A2LA Assessor
Ray Minnick	A2LA Staff
Benoit Nadeau	A2LA Assessor/EMAC Chairman
Tim Osborne	Dynamic Technology
Charlie Pixley	USDA-FSIS
Vincent Pugh	A2LA Staff
George Riley	AABB/MedTAC Chairman
Randy Querry	A2LA Staff
Ray Schiltz	A2LA Assessor/MTAC Chairman
Arlyn Sibille	World Wide Testing
Tom Smith	A2LA Assessor
Ken Stoub	A2LA Criteria Council Chairman/Assessor
Pam Wright	A2LA Staff
Niel Zuern	Van der Horst Geotech Engr/CMAC Chairman

Total number of attendees: 35