

## Summary of

### A2LA ACCREDITATION COUNCIL MEETING

Sheraton Inn, Columbia, MD

Sunday, March 13, 2005

#### 1) Welcome, Introduction and Performance Statistics (4:00 P.M.):

Alex Klein introduced himself as the new Accreditation Council (AC) chairman, gave special recognition to Doug Lentz as the retired chairman, and the attendees introduced themselves.

Alex then presented the performance statistics (volume of work and turnaround data for the Accreditation Council) over the past year. Turnaround time is 11.7 days and that is one day less than in 2003. About 78% of the AC members are meeting the target of 15 days turnaround. Werner Schaeffer had the best turnaround time at 5.38 days. Dennis McCully looked at the most AC packages (72). There was a total of 1521 packages sent to the AC in 2004. A comment was offered that more packages seemed to be going to the AC recently, and it was made clear that A2LA has more new labs and ISO/IEC 17025 had been implemented for enough time that the assessments were more rigorous.

#### 2) Status of Action Items from Previous AC Meeting, March 14, 2004

Action 1: T. McInturff to update SOP 206 to include emailing the AC members voting on a package that the information is being mailed to them and implement a means to record an electronic vote in lieu of a follow up original (by April 30, 2004): Trace reported that the SOP was updated last year to address this issue and this may be why the turnaround time has improved.

<b>ACTION 1:</b> Trace McInturff to look at the reason why many AC members have not received the emails alerting them to an AC package that was coming to them (by April 30, 2005).
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<b>ACTION 2:</b> Trace McInturff to implement process to electronically send the AC ballot to the AC and have them return it electronically (by April 30, 2005).
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Action 2: R. Robinson to update *AC Handbook* to be consistent with SOP 206 on returning ballots (by April 30, 2004): The *Handbook* was updated and emailed to the AC in February 2005 after the new AC Chairman, Alex Klein was appointed and could provide his input to the revision.

Action 3: T. McInturff to update the ballot to include another voting option addressing contingencies (by April 30, 2004): Trace indicated that the ballot had been revised and the AC was pleased with that change.

#### 3) AC Handbook Recently Revised and Re-Issued:

The members acknowledged receiving the emailed *Handbook*.

<b>ACTION 3:</b> Daren Valentine to put the <i>AC Handbook</i> on AC-specific web site when that site becomes available (by May 31, 2005).
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4) Observations Written by Assessor/Assessment Team:

The AC members questioned whether they should receive the observations written by the assessors if the observations are not supposed to influence their decisions. The AC presently receives information that covers more than deficiencies (checklist(s), test method matrix, draft Scope). The AC is confident that the Laboratory Services Officers (LSO) are doing a good job reviewing the assessor deliverables. During review of AC packages, when AC members want to review the completed assessor checklists for additional information, the checklists will be available to the AC members upon request from the LSOs.

**Motion 1: Remove the completed assessor checklists (general and specific) from the routine AC packages but make them available upon request from an AC member. (All but one in favor)**

5) Bethany Goldstein Email Alerts:

The AC was informed that Kathy Pennewill has replaced Bethany at A2LA and members would receive prompts from Kathy. Some AC members indicated that they send their AC vote back but still receive an email prompt from A2LA. Emailing may not be very reliable. A concern was raised that quick turnaround may be perceived as superseding the need for a quality review. There was also a concern that the LSO may not be promptly communicating receipt of the ballot to Kathy. AC members were asked to copy Kathy ([kpennewill@a2la.org](mailto:kpennewill@a2la.org)) on all accreditation ballots that are emailed.

6) New Business

a) A Measurement Advisory Committee discussion point was raised about unreasonable uncertainties on Calibration Scopes of Accreditation. As part of the Measurement Advisory Committee meeting, the calibration assessors were asked to provide a written justification for very ambitious uncertainties in their assessment deliverables. The AC can receive this justification if requested.

b) A question was raised about having the assessors receive feedback from the AC on their assessor performance. Staff explained that feedback is selectively given to the assessors to correct the record or receive clarification, but it is not routinely done for every AC comment received.

**ACTION 5:** Roxanne Robinson to ensure that all relevant AC comments concerning an assessor's performance are forwarded to the assessor (by March 31, 2005).

c) Steve Steiro was concerned about unclear Calibration Scope content and requested that more attention to detail be given to describing the accreditation of a calibration laboratory.

**ACTION 6:** Dana Leaman to send a memo to the calibration assessors reminding them to delimit the method in the comment column of the Calibration Scope if the lab cannot do the whole calibration method (by April 15, 2005).

d) A concern was raised that many deficiencies seem to be addressed with less than adequate root cause analysis. A2LA recently revised its instructions to laboratories on responding with a corrective action to specifically indicate the need for a root cause analysis.

e) The AC agrees that the LSOs can staple the different corrective action responses to keep the packages more organized.

Meeting adjourned at 5:30 P.M.

*Summary prepared by Roxanne Robinson, Vice President*

ATTENDEES

**A2LA ACCREDITATION COUNCIL (AC) MEETING**

March 13, 2005

Andrew Blackwood	AC member
Charles Blank	AC member/assessor
Michael Deen	AC member/assessor
Gaylord DeGroot	Assessor
Dave Evanson	AC member
Nancy Foncannon	AC member/assessor
Jesus Garcia	AC member/assessor
Greg Gogates	AC member/assessor
Jeff Gust	Assessor
Bethany Hackett	staff
Michael Hart	staff
James Ingram	AC member/assessor
Bill Johnson	AC member/assessor
Joe Kane	Staff
Jeff Kelly	ICL Calibration Laboratories, Inc.
Michael Kesselmayer	A2LA Board member
Alex Klein	AC chairman
Ray Kletke	AC member/assessor
Fred Klock	consultant
Douglas Lentz	past AC chairman/assessor
Shawn Mason	AC member/assessor
Dennis McCully	AC member/assessor
Trace McInturff	staff
Steve Medellin	staff
Robert Miller	staff
Bradley Moore	staff
William Peverill	AC member/assessor
John Pio	AC member/assessor
Roxanne Robinson	staff
Werner Schaeffer	AC member/assessor
Ray Schiltz	AC member/assessor
James Scott	AC member/assessor
Elizabeth Smith	staff
Tom Smith	AC member/assessor
Bill Sorrells	AC member/assessor
Steve Steiro	AC member/assessor
Michael Suraci	AC member/assessor
Sam Tyson	AC member/assessor
Derek Walton	AC member/assessor
Tiffany White	staff
Niel Zuern	AC member

Total number of attendees: 41