

**MTAC Meeting Agenda**

April 04, 2009

**8:00 am – 5:00 pm**

<b>Date:</b> April 04, 2009		<b>Location:</b> Conference Room, Sheraton, Columbia, MD
<b>Meeting Called By:</b> A2LA and MTAC Members – 2009 Annual Conclave		<b>Attendees:</b> MTAC Chairman (Ray Schlitz), MTAC Vice Chair (John Knicely), Recording Secretary (Steve Medellin), MTAC Members
<b>Facilitator:</b> Ray Schlitz		<b>Please Read:</b> This agenda, all applicable test methods and A2LA requirements documents
<b>Meeting Minutes:</b> Karin Athanas (A2LA) and Aruna Kaveeshwar (A2LA)		<b>Please Bring:</b> This agenda, any supporting documents, and ideas
<b>Objectives</b>		
<ul style="list-style-type: none"> <li>• Review last year’s action items for completion and agreement</li> <li>• Discuss each agenda item to establish a consensus and/or action item</li> <li>• Establish a more unified understanding of standards and A2LA requirements discussed</li> </ul>		
<b>Agenda</b>		
<b>Time</b>	<b>Topic</b>	<b>Responsibility</b>
0800-0815	Introductions	Ray Schlitz
0815-0830	Ballot for Vice Chairman for 2010	Steve Medellin
0830-0845	<b>Agenda</b> – Review/Approve	MTAC Members
0845-0900	<b>Last Year’s Minutes</b> - Review/Approve	MTAC Members
0900-0930	<b>MTAC Membership</b> – current members and new member information verification; also Distribute and sign form <i>A502 – A2LA Duty of Loyalty / Conflict of Interest Policy</i> (L: BOD/A502)	MTAC Members
0930-1000	Status of Action Items from 2008 meeting	Steve Medellin
1000-1015	<b>***Scheduled Break***</b>	
1015-1045	<b>Presentation</b> – Proficiency Testing related to Vibration Testing.	Gene Zerlaut
1045-1100	<b>Discussion</b> – Category I testing (5.9 column on the Test Method Review Matrix); “What should labs do for qualitative tests and how can you trend it?”	Steve Medellin and MTAC Members

1100-1115	<b>Update</b> – NIST Charpy PT Program	Steve Medellin
1115-1135	<b>Discussion</b> – Can Chavez Charpy samples be used to verify “as found” condition of machines?	MTAC Members
1135-1200	<b>Notification</b> – If a laboratory has ASTM B117 or equivalent Salt Spray test on their scope of accreditation and are ONLY reporting pass/fail (rust/no rust) results, assessors need to document this appropriately on the scope. There are several lab’s currently accredited w/o a note to indicate that they are not fully meeting all of the B117 requirements for reporting and calculating.	Steve Medellin
1200-1300	<b>*** Scheduled Lunch***</b>	
1300-1325	<b>Discussion</b> – Dimensional Testing on scopes. Should methods (ex. MIL-STD-120) be listed along with the parameters, ranges, MU, and equipment? Are all calibration labs required to list the methods they use?	MTAC Members
1325-1400	<b>Presentation</b> – FMVSS 302 Flammability Testing	Bob Holcombe and Dan Fritz
1400-1420	<b>Discussion</b> – To what extent should we expect a lab to demonstrate traceability for Density Floats per ASTM D1505, sec. 7.2?	MTAC Members
1420-1440	<b>Discussion</b> – Should we consider successful Proficiency Testing Participation in lieu of traceability for Color Measurement issues?	MTAC Members
1440-1500	<b>Notification</b> – Requirement for captive labs to comply with clause 4.4.2 of 17025. Many are documenting this requirement as “N/A”, thinking that captive labs are not held to this expectation. (not so).	Steve Medellin
1500-1515	<b>***Scheduled Break***</b>	
1515-1535	<b>Discussion</b> – Do we need to cite a T1 deficiency on Magnetic Permeability Indicators (Severn Gages)? There appears to be no possible traceability. Need MTAC decision to take to CC for approval.	MTAC Members
1535-1600	<b>Presentation</b> – ASTM notes and appendices	Gary Cornell
1600-1620	<b>Discussion</b> – Possible revisions to A2LA form P103a Measurement Uncertainty Annex:	MTAC Members

	<p>(1) Should we break dimensional into its own category, and also list length, angle, and radius for optical comparator?</p> <p>(2) Should we consider ASTM B209 a part of the type II or type III measurement uncertainty category?</p>	
1620-1635	<b>Discussion</b> – Any requests to revise the MTAC bylaws?	MTAC Members
1635-1700	Wrap-Up and Adjourn MTAC Meeting	Ray Schlitz and Steve Medellin
<p><b>Additional Notes:</b> (1) Please be aware that this meeting only covers issues related to materials testing. More general topics will be handled during Sunday’s assessor meetings.</p>		