

***A2LA Measurement Advisory Committee Meeting***  
**The Sheraton Columbia Hotel**  
**Columbia, MD**

**Saturday, April 4, 2009**  
**(08:00 AM– 5:00 PM)**  
**Agenda**

1. Preamble – Pamela Wright, Recording Secretary
  2. Introductions – Doug Cowles, Chairperson
  3. Review and Approval of the Agenda
  4. Z540.3 sub-clause 5.3 Training – NCSLI 171 Committee Members
- Break
5. Z540.3 sub-clause 5.3 Training – NCSLI 171 Committee Members
- Lunch
6. Approval of April 2008 and February 2009 meeting minutes
  7. Old Business
    - A. **ACTION ITEM 1:** Nominating sub-committee [Mike Suraci, Gerold Blossy, and Ray Gil with Dana Leaman as the staff contact] to present the candidates for the open Vice Chairperson position by June 30, 2008.
    - B. **ACTION ITEM 2** – Create a task group to review the consensus for inclusion of both repeatability and resolution for hardness in laboratory uncertainty budgets to determine whether both are needed or whether the laboratory would be allowed to include one or the other. Volunteers for the sub-committee are: Ray Gil, Ted Doiron, Jim Salsbury with Vincent Pugh as the staff contact. Report of findings/proposal due January 1, 2009.
    - C. **ACTION ITEM 3** – P. Wright to create language for an application of 17025 with a provision that laboratories are able to treat humidity salts like an intrinsic standard without the need to meet the PT portion of the A2LA Calibration Program Requirements and forward to A2LA staff for review and comment before sending to the Criteria Council for approval. Due Date: June 30, 2008.
    - D. **ACTION ITEM 4** – Dana Leaman to report to A2LA management that the MAC indicated that the calibration kits do not require an accredited calibration. Due Date: June 30, 2008.

- E. **ACTION ITEM 5** – Liz Smith to work with Pam Wright to get a copy of the paper sent to the members by May 31, 2008.

**ACTION ITEM 6** – Dana Leaman to supervise the inclusion of an article in the A2LA newsletter regarding artifact calibration as guidance for our laboratories and will work with R. Kletke and his group to get the article together by September 30, 2008

**ACTION ITEM 7** – Dana Leaman to contact Bill Sorrells regarding working on a study of artifact calibration for the HP 3458 and the HP 8508 per committee recommendation. Due Date: 2009 MAC Meeting.

- F. **ACTION ITEM 8** – Dana Leaman to review the A2LA appeals process regarding why the assessor is not contacted for his rebuttal and to speak with the operations manager regarding our guidance provided in the AIM and A2LA SOP for the appeals process. Due Date: September 30, 2008.

- G. **ACTION ITEM 9** – D. Leaman to research with other Accreditation Bodies to determine their requirements for listing information on the scope of accreditation for Microwave Calibrations in an effort to determine whether they require the listing of network analyzers, connector family, and the device. Due by June 30, 2008.

- H. **ACTION ITEM 10:** Task group to provide clarification as to how A2LA assessors determine what a standard method is for surface plate flatness and to determine whether there is any current publication available to the public for this standard method. Volunteers include: Dave Lorenzen, Carl Haynes, Henrik Nielsen, Bob Brown with Samantha Dizor as staff liaison. Due Date: December 31, 2008.

- I. **ACTION ITEM 11** – D. Leaman to review the use of the term generate on page 9 item 1a by May 31, 2008.

- J. **ACTION ITEM 12** – Pam Wright to send the applications document to the MAC by May 31, 2008 and seek a 2 week comment period.

- K. **ACTION ITEM 13** - Dana Leaman to get a consensus via further discussion through email of the members regarding how uncertainty versus manufacturer's specifications should be applied. Item tabled for now. Due Date: 2009 MAC Meeting.

- L. **ACTION ITEM 14** – Pamela Wright to send out proposed draft handbook document for comment by May 31, 2008.

- M. **ACTION ITEM 2 from 2/27/09 teleconference** – Pamela Wright to draft proposed language for *R205: Specific Requirements: Calibration Laboratory Accreditation Program* indicating all parameters from a laboratory's scope must be observed within a four-year period for renewal assessments. Those parameters not observed within the four-year period will be removed from the scope of accreditation unless the laboratory provides written justification via an exception request that is approved by A2LA. Note: equipment out for repair or calibration will not be considered an acceptable justification.
- N. **ACTION ITEM 5 from 2/27/09 teleconference** – Bill Sorrells with A2LA Staff to create a working group tasked with the creation of a requirements document for establishing traceability for Vector Network Analyzers.

8. New Business:

- A. Electrical Budgets based on manufacturer specifications and resolution only, recommendation against this practice – Klaus Jaeger
- B. R218 and use of quantity symbol – Liz Smith
- C. Uncertainty of the simple pitch diameter of a thread plug – Pam Wright
- D. February 2009 Calibration Assessor Memo – Pam Wright

9. Date for next meeting