



A2LA CONCLAVE
ASSESSORS COMMITTEE MEETING
Sunday, April 5th 2000, 1:00 to 3:00 pm

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Chair Dennis McCully

Vice Chair Bob Holcomb

1:00 pm to 2:00 pm: Assessors only meeting

1:00 to 1:05 Welcome and rules of order

Election of Secretary

1:05 to 1:30 Items submitted for discussion in advance

1:30 to 2:00 Items from the floor

2:00 pm to 3:00 pm: Open meeting

Items for discussion from first hour

Staff issues -

Acceptable Calibration Certificates from MRA partners – Pamela Wright

Zero-Guardbanding – Vincent Pugh

3:00 PM Adjourn

● Travel

1. Travel Costs: Regarding airline fees. Always purchase non-refundable airline tickets unless prior agreement.
2. ACTIONS ITEM: Can A2LA investigate corporate rates for hotel chains, rental car and airlines.

● **POST ASSESSMENT ACTIVITIES:**

- Assessor emphasis discussed per SOP 500-16 for follow-up after the assessment. Relating to CAR and PT review requested.
- ACTION ITEM: Ask A2LA to consider an acceptable limit for scope additions only for labs with excessive scope changes.

● Assessor Profiles:

- Assessor are interested in reviewing and updating their profile to ensure that all of their experience is captured.

● *ECF Time charges:*

- In some Instance there are arbitrary decisions made on Document Review time. Assessors ask A2LA to have consideration when there is excessive info or poorly organized info that requires more time during preliminary document review.



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