



The American Association for Laboratory Accreditation

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Summary of the A2LA Criteria Council Meeting

Sheraton Columbia Hotel, Columbia, MD
Sunday, April 25, 2010

1. Welcome and Introductions (10:00 am): Chairman Ken Stoub opened the meeting and all attendees made introductions.
2. Technical Advisory Committee Reports:
 - a.) Life Sciences (LSAC) – (George Rodriguez, LSAC Chair).
Major topics discussed during the LSAC meeting included:
 - i. An action item was taken to revise P103b to clarify categories and notes
 - ii. A Task Group (TG) formed to revise R103a in the chemical and biological sections.
 - iii. A Presentation was given on a revised flexible scope list for Biological field.
 - iv. A TG was formed to make a separate A2LA Traceability Policy for test labs only (calibration labs excluded).
 - v. A table on calibration and verification was presented. LSAC Assessors all agreed to apply these principles to all equipment.
 - vi. An action item was taken to develop a “list” on critical records (per 4.13.2.1 of ISO 17025).
 - vii. A discussion took place regarding reference materials traceability. The LSAC would like to define when reference materials (RMs) are not available, and also have a list of where to procure currently available RMs. An action item was taken to present problems with some RM producers to the RMPTAC.
 - viii. A review was conducted of “good” examples of PT Plans for use by labs and assessors.

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

- b.) Measurement (MAC) – (Chuck Blank, MAC Chair).
Major topics discussed during the MAC meeting included:
 - i. A liaison spoke to the MTAC about listing test methods on scopes for dimensional testing labs in the mechanical field.
 - ii. The group discussed a document for describing hardness calibrations on scopes
 - iii. The group discussed development of a generic example PT Plan for lab/assessor reference.
 - iv. The group reached consensus to allow Fluke 5700 multifunction calibrations.

- v. An action item was taken for staff to confirm the decision regarding thermocouple and environmental chamber calibration.
- vi. An MAC member presented a PowerPoint titled: "A Methodology for Stating Best Measurement Capabilities Over a Range of Values".
- vii. A presentation was given on IT Software accreditation documents.
- viii. The group discussed measurement uncertainty values less than the NMI value. Since assessors received a memo on how to handle this already, an action item was taken to also alert the Accreditation Council.
- ix. A TG was formed to help define dimensional testing scopes.
- x. An action item was taken to follow up on the status of the TG assigned to develop information associated with Microwave and Frequency listings on scopes.

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

c.) Electro-Mechanical (EMAC) – (Benoit Nadeau, EMAC Chair)

Major topics discussed during the EMAC meeting included:

- i. The group discussed continuing efforts to concentrate all 'important' EMAC decisions into a single reference document for labs and assessors.
- ii. Future revisions of the EMAC bylaws were discussed.
- iii. The group discussed C63.4 requirements for 'boresighting' antennas during measurement.
- iv. The group discussed revisions to P103c to bring categories up to date on some standards.
- v. SAR dipole calibration requirements were discussed.
- vi. The group discussed requirements for scope formatting when VCCI test methods are included on scope.
- vii. The group reviewed the updated NAVAIR document for MIL-STD-461 testing requirements.
- viii. The group discussed competency requirements of assessors who go to labs for Protocol Testing.
- ix. The group discussed LISN calibration requirements.
- x. An action item was taken for A2LA staff to contact the FCC regarding C216 checklist questions.

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

d.) Construction Materials (CMAC) – (Neil Zuern, CMAC Chair)

Major topics discussed during the CMAC meeting included:

- i. A discussion took place and an action item was taken to define what constitutes a 'controlled' document in the laboratory's quality management system.
- ii. The City of Houston government officials meeting issues and concerns were discussed.
- iii. A "Reasonable" timeframe for responding to outliers in PT was discussed.
- iv. Efforts continue to gain recognition from the Army Corps of Engineers.
- v. The possibility of joining NACLA again in order to gain recognition by FHWA was discussed.
- vi. Issues with the calibration of Nuclear Density Gauges were reviewed.
- vii. Test method exceptions were discussed.
- viii. Checklists are being updated to reflect changes in ASTM methods.
- ix. The need for a cross reference document for each section of 17025 to the lab's quality manual was discussed.
- x. A list of 'important' CMAC decisions is being compiled.

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

e.) Medical Testing (MedTAC) – (George Riley, MedTAC Chair)

Major topics discussed during the MedTAC meeting included:

- i. An update was provided to the committee regarding A2LA's CMS application status.
- ii. A TG was formed to improve Medical scopes of accreditation.
- iii. A TG on PT was dissolved.
- iv. A TG was formed to investigate the issue of traceability in medical testing.
- v. A2LA's APLAC evaluation with respect to the medical program was discussed.
- vi. A TG was formed to identify areas in ISO 15189 where applications could be written to strengthen/clarify the standard.
- vii. R. Minnick's CLSI summary report was discussed.
- viii. An action item was taken to develop a tool for evaluating measurement uncertainty

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

f.) Proficiency Testing Providers (PTPAC)– (Jeff Gust, PTPAC Chair)

Major topics discussed during the PTPAC meeting included:

- i. It was confirmed that the traceability policy is relevant for PT providers.
- ii. Possible revisions to A2LA's PT Requirements were discussed to require labs to use accredited PT providers where relevant and available.
- iii. A presentation on recent changes in ISO 17043 was provided.
- iv. R. Query offered a status report on A2LA's PTP Accreditation Program.
- v. The group reviewed draft guidelines for scopes of accreditation.
- vi. A subcommittee was formed for election of new officers.

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

g.) Reference Material Producers (RMPAC) - (Amanda Gordon, RMPAC Chair)

Major topics discussed during the RMPAC meeting included:

- i. Writing observations for non-accredited reference materials in use at laboratories without permission from lab was discussed.
- ii. It was agreed that the EPA Repository is an acceptable authoritative source for neat pesticides.
- iii. The group reviewed the RMPAC bylaws and formed a committee to elect officers.
- iv. The Scope template for RMP's is to be changed to a guidance document.
- v. Peer evaluation issues were discussed.
- vi. The group reviewed changes in ISO Guide 34 and the proposed transition plan.
- vii. C307 was presented and discussed.
- viii. A subcommittee was formed to draft guidance on the "shoulds" in Guide 34. Other accrediting bodies are looking to A2LA to take the lead.
- ix. A webinar is planned for July 2010

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

h.) Forensic Examination (FEAC) – (Karin Athanas, for FEAC Chair)

Major topics discussed during the FEAC meeting included:

- i. A Chair and Vice-Chair were elected.
- ii. The FEAC by-laws were reviewed.

- iii. The group reviewed R221 and provided comments for A2LA staff to revise for additional review at the next meeting.
- iv. P103 was reviewed to identify category I through IV measurement uncertainty categories for forensic testing.
- v. R103a was reviewed to add a section for Forensic Testing. The document is to be revised and submitted to the Criteria Council for approval.
- vi. The need for Accreditation Council members with forensics background was discussed.
- vii. A teleconference is scheduled for May 7, 2010.

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

- i.) Materials Testing & Aerospace (MTAC) – (John Knicely, MTAC Chair)
Major topics discussed during the MTAC meeting included:
 - i. A liaison from the MAC talked about scope formatting and indicated that calibration standards used will not be listed on scopes. The group also discussed dimensional testing scope formatting and environmental chamber calibrations.
 - ii. R103 was reviewed. An action item was taken to revise section G.
 - iii. P103a was reviewed. An action item was taken to revise the document for clarifications and to add several test methods.
 - iv. An action item was taken to establish criteria for when “modified” or “exceptions” are listed on scopes.
 - v. An action item was taken to establish criteria for listing “withdrawn” methods on scopes
 - vi. Spectrophotometer calibration requirements were discussed.
 - vii. ISO 17025, section 5.3.2 and 5.8.4 were discussed regarding requirements for monitoring environmental conditions in the lab.
 - viii. It was clarified that assessors are to assess against the methods that are listed on scopes, not against the lab’s internal work instruction (unless the work instruction is listed on the scope as well).
 - ix. Minimum expectations of what is required as objective evidence to show compliance to ISO 17025, section 4.7.2 were discussed.

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

- 3. Discussion and Approval Decision: Document Revision: R205 – Specific Requirements: Calibration Laboratory Accreditation Program –

Motion #1: (B. Nadeau/G. Riley): Approve the revision to R205 with no changes required. Approved unanimously (1 abstention).

- 4. Discussion and Approval Decision: New Document: R205a – Annex to Specific Requirements: ANSI-NCSLI Z540.3-2006 –

Motion #2: (D. Miller/B. Nadeau): Approve R205a with no changes required. Approved unanimously (1 abstention).

- 5. Discussion and Approval Decision: New Document: C207a – Specific Checklist: Requirements of ANSI-NCSLI Z540.3-2006 –

Motion #3: (B. Nadeau/ J. Gust): Approve C207a with no changes required. Approved unanimously (1 abstention).

6. Discussion and Approval Decision: New Document: R205b – Annex to Specific Requirements: Calibration Measurement Uncertainty Software –

Prior to voting on the new document, one CC member brought up the point that assessments are a sampling of the test technologies, so inevitably not all IT parameters on the lab's scope would be covered. This would mean that a calibration lab could be using a technology that really wasn't reviewed by the IT assessor. The CC member asked how A2LA would handle this. P. Wright responded by saying that all technologies on the IT lab's scope would have to be observed during their assessment. Additionally, another CC member asked how thoroughly the R205b document had been vetted. P. Wright responded and indicated that it was vetted very thoroughly. A2LA staff had contacted the SCC for ideas, had a teleconference with electrical and microwave assessors, contacted an IT assessor, and presented the document to the MAC for review prior to bringing to the CC for ballot.

Motion #4: (D. Miller/K. Jaeger): Approve R205b with no changes required. Approved unanimously (1 abstention).

7. Discussion and Approval Decision: Document Revision: R214 – Specific Requirements: Information Technology Testing Laboratory Accreditation Program – (P. Wright)

Motion #5: (B. Nadeau/J. Gust): Approve the revision to R214 with, also changing “per ANSI Z540.3-2006” to read “for example ANSI Z540.3-2006”. Approved unanimously (1 abstention).

8. Discussion and Approval Decision: New Document: Cxyz- - Specific Checklist: Combined ISO/IEC 17043/TNI EL-V3/ ISO/IEC 17025/ ISO Guide 34 Proficiency Testing Provider Accreditation Program – (R. Query/A. Kaveeshwar)

Prior to voting on the new document, one CC member asked if there were any expected delays in publishing the new document. A. Kaveeshwar responded and said A2LA is still waiting for comments to be received from TNI, but other than that, there were no other delays expected.

Motion #6: (M. Miller/D. Miller): Approve the new TNI checklist with no changes required. Approved unanimously (1 abstention).

9. New Business

a.) P. Unger expressed that comments are needed and welcome regarding possible revisions to ISO 17025.

b.) June 9, 2010 is World Accreditation Day. The president of NACLA would like to use A2LA's documents for publication to standardize requirements within the 17025 accreditation body community. K. Stoub indicated that this is an issue that should be addressed by the A2LA Board Technical Committee.

c.) K. Stoub gave thanks to all participants on the CC. He presented a summary of the past year's CC activities as follows:

- 16 revised documents successfully balloted
- 13 new documents successfully balloted
- 8 new applications successfully balloted

d.) One CC member asked if a modification to ASTM E145 for oven calibrations was acceptable (regarding 24 hour monitoring). An MTAC member responded and indicated that they had been accepting this modification if the testing labs procured calibrations that had the modification listed; but pointed out that modifications to test methods should be documented in the contract review process. G. Riley indicated that he is the committee chair for ASTM E145 and gets many

questions on this exact issue. He said he would welcome technical experts on the committee to help update the standard (so the modifications would no longer be needed).

The meeting adjourned at 12:00 pm.

Summary prepared by Adam Gouker, A2LA Program Manager.

Criteria Council Meeting Attendees

Ken Stoub	CC Chairman / A2LA assessor
Teresa Barnett	A2LA staff
John Knicely	A2LA assessor
Robert Lambert	A2LA assessor
Peter Unger	A2LA staff
Adam Gouker	A2LA staff
Helga Alexander	Keithley Instruments
Karin Athanas	A2LA staff
Aruna Kaveeshwar	A2LA staff
Jeff Gust	A2LA assessor
Pat Royal	QSC
Tom Smith	A2LA assessor
Shawn Mason	A2LA assessor
Pam Wright	A2LA staff
Klaus Jaeger	Jaeger-Enterprises
Chuck Blank	A2LA assessor
Matthew Torres	A2LA staff
Robert Knake	A2LA staff
Gary Cornell	A2LA assessor
Dean Flinchbaugh	Flinchbaugh Consulting
Amanda Gordon	URS/EG&G
George Rodrigues	Artel
Benoit Nadeau	Cemtech
Debi Jester	Sypris Test and Measurement
Mitzi Miller	Dale Moeller Inc.
Chuck Gortakowski	A2LA assessor
John Whermeyer	Quality Consultants
Steve Doty	U.S. Navy
Vincent Pugh	A2LA staff
Mike Trombley	DTL
Jorge Martins	National Instruments
Randy Querry	A2LA staff
Dawn Mettler	A2LA assessor
Niel Zuern	CME Association
Michael Dobbert	Agilent Technologies
Mark Catelani	Agilent Technologies
Arlene Fox	AOAC
Roger Brauningger	A2LA Staff
Deborah Miller	DMJ Miller & Assoc. Inc.
Gaylord DeGroot	A2LA assessor