

Conference Call
Minutes

Accreditation Policy Committee – Voting Members

Thursday, May 10, 2007

1:00 pm – 2:00 pm

Chair: *Christopher Mathis, MC Squared*

- 1. Call to Order, voting and non voting member roll call**
 - a. Voting: Chris Mathis, Joe Hayden, Bipin Shah, Werner Lichtenberger, and Marcia Falke
 - b. Non-voting: Mahabir Bhandari
 - i. Absent : Shelia Gore and David Kehrli
 - c. Staff : Scott Hanlon
- 2. Review and approve agenda**
- 3. Approve January conference call minutes**
 - a. Minutes approved
- 4. Reports**
 - a. 2006 Thermal Laboratory inspection status
 - i. Staff is currently writing reports – NFRC Staff (Ray & Scott) are completing reports will be distributed to APC by the end of May early June.
 - b. 2006 Simulation Laboratory inspection status
 - i. Staff is currently writing report – NFRC Staff (Ray & Scott) are completing reports will be distributed to APC by the end of May early June.
 - c. 2005 Thermal Laboratory round robin report status
 - i. Complete and will be distributed to labs, APC members, and to ASTM for Precision and Bias
 - d. 2005 Simulation Laboratory round robin status
 - i. Complete and will be distributed to labs and APC members
 - e. 2006 Thermal Laboratory round robin report status
 - i. Staff currently writing report – to be distributed to APC by the end of May early June.
 - f. 2006 Simulation Laboratory round robin status
 - i. Staff currently writing report – to be distributed to APC by the end of May early June.
- 5. Unfinished Business**
 - a. LAP update
 - i. The NFRC 2006 LAP will be sent to the BOD to be “approved” as NFRC 2007 LAP.
 - ii. Current redraft will be sent to APC members for review

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- b. Certified Partner Language
 - i. Staff to send vote to APC members for approval
 - c. Letter to CPC
 - i. Simplification process is now in the hands of the CPC and BOD TG.
 - d. Inspection checklists
 - i. The Test lab TG met in March and May and discussed the checklist. Labs were satisfied with the checklist. NFRC Staff will check with W. DuPont and B. Shah since both received the checklist and have not offered any comments.
 - ii. Staff will generate check lists for all test procedures.
 - iii. These lists are guidelines for inspections
 - e. Recognition of ISO thermal labs
 - i. This item was brought to the membership at the March meeting and no comments have been received by NFRC Staff.
 - ii. The NFRC utilizing other accreditations has been proposed previously a number of times with no solution. APC agrees in accrediting bodies should prove to the NFRC their accreditation is equivalent.
 - iii. **Action Item:** The APC will propose to the BOD to disregard other accrediting bodies and ask for their direction regarding this issue.
- 6. New Business**
- a. Summary of Optical Properties ILC
 - i. M. Rubin will present a summary and be available for discussion at the July Membership Meeting.
 - ii. Upon availability, NFRC Staff will distribute report to APC members.
 - b. 2007 ILC
 - i. ASTM requested a surround panel (SP) for precision and bias support of 1363-05. Upon implementation of 1363-05 within NFRC procedures and the completion of inspections and calibrations of NFRC labs, a SP will be distributed for ILC.
 - c. APC Personnel
 - i. John McFee has resigned from the APC. The APC will begin to search for a new member.
- 7. Executive Session-Voting Members only**
- 8. Adjourned at 2:20 PM**