

Conference Call
Minutes

Accreditation Policy Committee – All Members

Thursday, June 7, 2007

1:00 pm – 2:00 pm

Chair: *Christopher Mathis, MC Squared*

- 1. Call to Order, voting and non voting member roll call at 1:05PM EDT**
 - a. Voting: Joe Hayden, Bipin Shah, and Werner Lichtenberger
 - i. Absent: Chris Mathis and Marcia Falke
 - b. Non-voting: Mahabir Bhandari and David Kehrli
 - i. Absent : Shelia Gore
 - c. Staff : Scott Hanlon
- 2. Review and approve agenda**
- 3. Approve May conference call minutes**
 - a. Minutes were approved as modified by unanimous voice vote – J. Hayden / B. Shah
- 4. Reports**
 - a. 2006 Thermal Laboratory inspection status
 - i. Staff is currently writing reports – expect delivery by 18th of June
 - b. 2006 Simulation Laboratory inspection status
 - i. Staff is currently writing reports – expect delivery by 18th of June
 - c. 2006 Thermal Laboratory ILC status - Ray
 - i. Staff currently writing report – plan is to distribute report to APC by July and preliminary data to labs.
 - d. 2006 Simulation Laboratory ILC status
 - i. Staff currently reviewing data and writing report – Staff needs files from simulators (computer crash) – plan is to complete prior to LAP workshop.
- 5. Unfinished Business**
 - a. LAP update
 - i. Draft sent to APC members for review
 - ii. After membership meeting, staff will forward dates for conference call to get APC together to work on the 2008 LAP
 - b. Certified Partner Language
 - i. APC members will have 1 week to vote on language
 - c. Recognition of ISO thermal labs
 - i. D. Kehrli provided additional insight in regards to the NFRC utilizing a third-party agency for accreditation. For instance, what is the NFRC going to do for IG Certification inspections? Since there are already 2

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or 3 other accreditations, why does the NFRC need to also come in for an inspection? If the NFRC would have all the criteria for inspections in a format that other agencies could utilize, then why is it not feasible for a third-party accreditation agency to inspect labs for NFRC accreditation?

- ii. **Action Item:** The APC agreed to not move forward with the previous proposal from the May conference call to ask for the BOD direction and because of the new insight brought forth by D. Kehrli that this issue will be presented at the NFRC Membership meeting in July during the APC block.

6. **New Business**

a. **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 2:17 PM**