

Conference Call
Minutes

Accreditation Policy Committee – All Members

Friday, August 24, 2007

1:00 pm – 2:00 pm

Chair: Christopher Mathis, MC Squared

- 1. Call to Order, voting and non voting member roll call at 1:08PM EDT**
 - a. Voting: Chris Mathis, Joe Hayden, Bipin Shah, and Werner Lichtenberger
 - i. Absent: 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 June conference call minutes**
 - a. Minutes were approved as presented
- 4. Reports**
 - a. 2006 Thermal Laboratory inspection status
 - i. Staff is modifying reports based on APC comments
 - b. 2006 Simulation Laboratory inspection status
 - i. Staff is modifying reports based on APC comments
 - c. 2006 Thermal Laboratory ILC status – Ray
 - i. Staff currently is writing report - preliminary data to labs prior to LAP workshop.
 - d. 2006 Simulation Laboratory ILC status
 - i. Staff currently reviewing data and writing report – Staff needs files from simulators (computer crash) – plan is to report findings at LAP Workshop based on files received.
 - e. 2007 Thermal Laboratory inspection status
 - i. Staff will be inspecting next week and has 2 more labs scheduled for the rest of the year.
 - f. 2007 Simulation Laboratory inspection status
 - i. One more lab to inspect to complete this year’s schedule. Staff is completing reports.
- 5. Unfinished Business**
 - a. LAP update
 - i. Staff forwarded suggested conference calls dates to APC members to work on the 2008 LAP. Staff requested APC members forward their dates by Friday, August 31st in order to confirm dates for meeting. The calls will be no longer than 2 hours.

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- ii. CMA language will be included in the 2008 LAP and staff will inform J. Ferris about the schedule and for her to join the effort.
 - iii. If anyone has any recommendation for revising the LAP, please forward them to staff which will be distributed to APC members.
 - 1. Issue: Certified Simulator language for individuals not affiliated with labs should be equivalent to SIRC – maintenance or continuing certification process.
 - b. Recognition of ISO thermal labs
 - i. **Action Item:** J. Hayden / B. Shah moved that the APC maintain the historic position of accrediting and inspection laboratories as in-house function of NFRC staff. Motion passed 4-0-0
 - ii. A letter from the APC will be sent to D. Kehrli about the APC decision.
 - iii. The APC will inform the Board of Directors about the APC decision which will include items such as the pros and cons and the financial impact of third-party accreditation to the NFRC.
 - c. APC Personnel
 - i. Will discuss at voting member session
 - d. LAP Workshop
 - i. Scheduled for September 11th & 12th
- 6. New Business**
- a. No items to discuss
- 7. Executive Session-Voting Members only**
- 8. Adjourned at 2:32 PM**