

Conference Call  
**Minutes**

**Accreditation Policy Committee – All Members**

Monday, May 19, 2008

1:00 pm – 2:00 pm

Chair: *Marcia Falke, Keystone Certification, Inc.*

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1. Call to Order, voting and non voting member roll call at 1:02 PM
  - a. Voting: Marcia Falke, Joe Hayden, Brad Schultz, and Bipin Shah
    - i. Absent: Werner Lichtenberger
  - b. Non-voting: Gurjinder Dhami (David Kehrl) and Mahabir Bhandari
    - i. Absent : Shelia Gore
  - c. Staff: Scott Hanlon and Dennis Anderson
2. Review and approve agenda
3. Reports
  - a. Thermal and simulation inspection status
    - i. NFRC LAP Associate will handle the remaining reports for APC review.
    - ii. Staff will provide the APC a snapshot of the inspection status for this year.
  - b. Thermal and simulation ILC status
    - i. NFRC LAP Associate will handle the remaining reports for APC review.
    - ii. Staff review and make sure all previous year ILC reports were completed.
    - iii. Staff will contact C. Curcija in regards to the shipping of the Test ILC unit. If the unit is not shipped by the end of May, Staff will purchase a new unit and proceed with packaging and shipping the unit.
4. Unfinished Business
  - a. LAP 2008
    - i. Staff informed the APC about the proposal from staff to have all appeal, suspension language added to the CAMP instead of such language being present in each program document. Staff will discuss with other PM.
    - ii. B. Shah recommended that the CMA language stay within the purview of the APC and the LAP but as a supplemental document. S. Hanlon will discuss this with J. Ferris, NFRC CMA PM.
  - b. Conference Call Schedule

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- i. The conference call schedule was sent to all APC members for your and any conflicts. Next call will be June 23 at noon instead of the 16<sup>th</sup>.
  - c. Interpretation Request – IR-2008-01
    - i. Staff will draft some language and forward to the APC for ballot
- 5. New Business
  - a. Changes to NFRC Staff
    - i. It was recommended and staff agreed that any changes to NFRC staff will be provided to IAs and labs in regards to certification or testing.
    - ii. It was recommended and staff agreed that any changes to a LAB accreditation status or IRC personnel will be provided to IAs.
- 6. Adjourned at 2:03 PM