



NFRC 2009 Fall Membership Meeting
November 16-19, 2009, San Antonio, TX

Minutes

Accreditation Policy Committee

Monday, November 16, 2009

Under Policy Committee Block: 4:00 p.m. – 5:00 p.m.

Chair: *Marcia Falke, Keystone Certification*

Vice Chair: *Werner Lichtenberger, TruSeal Technologies, Inc.*

1. Marcia Falke, chair, called the meeting to order at 4:27 PM
2. Dennis Anderson called roll call and a quorum was established, 4 of 6 members presented
3. The Chair appointed Scott Hanlon (staff) recording secretary
4. The agenda was approved as presented
5. Reports
 - a. New Laboratories
 1. 4 new applications for simulation lab accreditations in 2009 (4 are accredited)
 2. 1 new application for a thermal test lab in South Africa and is accredited.
 - b. Periodic Review for Re-Accreditation
 1. 1 test lab & 8 simulation labs inspected in 2009
 2. 6 simulation labs waiting on their inspection report
 3. 2 test labs due for inspection in Dec '09
 - c. Simulation ILC
 1. 2006 and 2007 ILC reports
 - i. 2006 ILC data reviewed & report started
 - ii. 2007 ILC data has been summarized. Report to be prepared after 2006 ILC report finished.
 2. 2008 ILC
 - i. Was not distributed
 3. 2009 ILC
 - i. Distributed on July 10th, with deadline of Oct. 16th.
 - ii. 51 exams were received out of 51 eligible
 - d. Testing ILC
 1. 2008 ILC
 - i. Staff sent summary of data to APC and participating labs in December '08
 - ii. Report to be prepared for APC approval
 2. 2009 ILC
 - i. Specimen shipped in August and 7 of 7 labs completed it to date. Results to be summarized by end of December '09

- e. APC Checklist Spreadsheet
 - 1. Track of lab inspections schedule / status
 - 2. Track ILC status and any follow-up actions that TG's or the Board need to implement
 - 3. Track CMA Issues
 - 4. Keep APC informed of training schedules
 - 5. Track LAP document issues / updates
 - 6. Separate tab for Executive Eyes Only to track executive action items
- 6. Unfinished Business
 - a. LAP Laboratory Workshops
 - 1. Each simulation and testing laboratory will be notified to schedule a 1 to 2 hour time-slot for one-on-one Webinar with staff to fulfill annual workshop requirement.
 - 2. In 2010, webinars for all laboratories will be provided following each membership meeting.
 - b. Window6/Therm6 Update
 - 1. Training to be conducted in January of 2010 (Complex Glazings/frits, only)
 - 2. Pending approval at this meeting
 - 3. See NFRC website for LBNL training report
- 7. New Business
 - a. CMA ASL Training Update
 - 1. Training conducted in April and September to Certified Simulators employed by accredited simulation labs only.
 - i. Exam distributed to all attendees
 - ii. 21 certified simulators CMA Approved
 - iii. 13 simulation labs CMA Approved
 - 2. One more training session to be scheduled. Date not established.
 - b. LAP Documents Update
 - 1. NFRC 701-2010 updated and approved by APC. Main updates are:
 - i. Requirements for attendance to workshops
 - ii. Time line for inspection report turn-around
 - iii. NFRC 701.03-2010 updated and to be reviewed by labs for input
 - 2. CAMP Update
 - i. APC evaluating revisions to CAMP document, NFRC 707, to levy fines to laboratories
 - 3. Root Cause Analysis was completed and will be presented to the Board this week

4. The chair praised Dennis's hard work dealing with the many issues and bringing on new labs.
8. The meeting was adjourned at 5:02 PM