

Conference Call
Minutes

Accreditation Policy Committee – All Members

Tuesday, October 10, 2006

1:00 pm – 3:00 pm

Chair: *Christopher Mathis, MC Squared*

- 1. Call to Order, voting and non voting member roll call**
 - a. Voting: Chris Mathis, Bipin Shah, Marcia Falke, Werner Lichtenberger, and Elaine Hebert.
 - i. Absent: John McFee
 - b. Non-voting: Mahabir Bhandari
 - i. Absent : Sheila Gore
 - c. Staff : Scott Hanlon
- 2. Review and approve agenda**
- 3. Approve “Revised” August conference call minutes**
 - a. Minutes approved
- 4. Approve September conference call minutes**
 - a. Minutes approved
- 5. Reports**
 - a. 2006 Thermal Laboratory inspection status
 - i. On schedule for lab inspections.
 - b. 2006 Simulation Laboratory inspection status
 - i. On schedule for lab inspections.
 - c. 2005 Thermal Laboratory round robin report status
 - i. Ray is putting the finishing up the report based on Charlie’s findings and staff recommendations. Report to be submitted in November
 - ii. Staff to forward emissivity issue (radiative factor – Fb1) to Test TG and ASTM (1199) at the Atlanta meeting
 - iii. Staff to forward to individual labs the problem with the incorrect calculation spreadsheet – at the laboratory inspection a definite review
 - iv. APC discussed difference between simulations and testing. Is this an issue about product quality control (production line testing)?
ACTION: Staff to inform CPC (John Hogan) to see about the committee addressing this issue.
 - d. 2005 Simulation Laboratory round robin status
 - i. Emails sent out to voting members on 7/17 & 8/9 – to send to Chris, Bipin, & John for review and comments

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6. Unfinished Business

- a. Discuss 2007 LAP (Elaine Hebert)
 - i. No progress to report - Elaine to call Webex meetings to move forward prior to her departure in late November
 - ii. Staff did not find any information in the NFRC documents pertaining to term requirements for a laboratory representative's participation on the APC committee.
- b. Dave Kerli board agenda item – Staff to send email to Chris for BOD approval.
- c. Language from Bipin and Marles in regards to moving forward action items from workshops for a rapid implementation
 - i. Marles and Bipin have been corresponding and will have substance by next meeting for implementation into LAP revision.
- d. Survey to labs about ASTM 1363-05 implementation date
 - i. Some labs responded – some have additional calibrations, other labs have issues with major equipment upgrades, and they were concerned about where the NFRC is going with physical tests.
ACTION: APC to forward to the Technical Committee Chair about implementation of ASTM 1363-05 within the NFRC 102 – APC would like an implementation plan for 2007 / 2008 inspections and recommends embracing the procedure with implementation as soon as possible. Staff will forward a request to Technical Committee for discussion at the NFRC Fall meeting.

7. New Business

- a. Personnel status on committee – Elaine Hebert leaving the committee in November.

8. Executive Session-Voting Members only

9. Adjourned at 2:08 PM