

## Minutes



### Certification Policy Committee

Tuesday, March 15, 2005

4:40 pm – 5:40 pm

Chair: John Hogan- Seattle DCLU

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1. Call to Order
  - a. Circulate attendance sheet
  - b. Welcome to All Attendees....Cell phones & pagers to Silent Mode
  - c. Review Committee voting requirements: one vote per member listed on roster
  - d. Antitrust reminder
  - e. NFRC Meeting Guidelines

John G. Smith	Associated Laboratories, Inc.	
James C. Krahn	Marvin Windows & Doors	X
John Hogan	Seattle Dept. of Planning and Development	X
Roland Temple	VELUX-America Inc.	X
Jeff Baker	WESTLab	X

2. Bipin Shah appointed recording secretary (NFRC Staff)
  - a. Approve Minutes from October 13, 2004 meeting, Portland and November 15, 2004 conference call  
Minutes approved as written
  - b. Forum: Revisions to the Product Certification Program – concepts and timelines  
PCP and reformatting: Clean up needs to be done for PCP document and then do the restructuring.  
Comment: check if there are disconnect between document language and practice, we need to make sure to get correct procedure.  
Discussion: Will convene small working group with Chair of Ratings (Roland Temple) and Chair of CPC (John Hogan)
3. Unfinished Business
  - a. Recap of requirements for sunset of 2001 ratings  
Staff recapped the motion approved by NFRC BOD in Portland.
    - Addendums can be done for full certification.

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- New and recertified products shall be in accordance with 2004 rating procedures.
- Reissued reports from extruders should be treated as new reports.

Discussion on the 2004 implementation language: The language of the Board motion needs additional clarification regarding addendums, test and simulation, reissued report, etc.

CPCP Chair requested Members to work on clarifying language and bring it to the attention of the NFRC BOD at their meeting.

b. Update on CAP

Update on CAP document: Document has been revised by a task group consisting of IA's. Staff gave a summary of the changes made to the CAP.

Attachment language will need to be incorporated into the CAP document

4. New Business

Inquiry from membership: Does IA need to have certified simulator on staff? Primary responsibility of IA is to review the simulation, which should require that a certified simulator be on staff.

Response: An IA is not required to have a certified simulator on staff.

a. Schedule for next Conference Calls

- i. April 14, 2005
- ii. May 12, 2005
- iii. June 9, 2005

5. Adjourn

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