

Conference Call  
**Minutes**

**Accreditation Policy Committee**

Tuesday, September 8, 2009

1:00 pm – 2:00 pm Eastern

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

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1. Call to Order, voting and non voting member roll call at 1:03 PM
  - a. Voting: Present was M. Falke, J. Hayden, B. Schultz, W. Lichtenberger, and B. Shah. Absent was T. Culp.
  - b. Non-voting: Present was M. Resech, J. Campbell, and G. Dhimi. Absent was M. Bhandari.
  - c. Staff: Dennis Anderson
2. Approved minutes from August 4, 2009.
3. Agenda approved
4. Reports
  - a. Staff reported on the thermal and simulation inspections:
    - i. One remaining 2008 inspection report yet to prepare. All of 2009 reports yet to start.
  - b. Staff reported on ILC's
    - i. No status change since June 7th call for past ILC reports.
    - ii. NFRC Staff announced the 2009 ILC for simulation has been distributed. The 2009 Test Lab ILC window has been tested at two labs.
5. Unfinished Business
  - a. Reviewed the first draft of a spreadsheet to track action items directed by the APC for follow-up by the Board, Committees, and Task Groups. This list will also include items to track items by NFRC Staff regarding inspections, ILC's, etc. Several comments were made to enhance the tracking sheet and Staff will edit and have available for next call.
6. New Business:
  - a. None
7. Executive Session
  - a. Briefly discussed the Root – Cause Analysis for Lab Inspection delays – Survey response. APC would like to see an Operations Policy for the LAP.
  - b. Briefly discussed the simulation laboratory suspension of <lab name to remain confidential>.
    - i. Was this suspension severe enough since it lasted only a few days?
    - ii. Should fines be levied per the CAMP?

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- iii. During each lab's workshop meeting this year, the CAMP will be discussed and the ramifications of not complying with the LAP.
- 8. Adjourned at 1:53 PM