



NFRC 2006 Summer Membership Meeting  
July 24-27, 2006, Minneapolis, MN

## Minutes

### **Certification Policy Committee**

Monday, July 24, 2006

*Under Policy Committee Block: 3:30 pm – 6:00 pm*

*Chair: John Hogan, City of Seattle*

*Staff Liaison: Jessica Ferris*

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#### **1. Call to Order**

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

#### **2. Roll call / Quorum Established**

#### **3. Minutes approved from July 2006 Conference Call**

M/S            Jeff Baker  
                  Steve Strawn

4-0-0 – Motion Passes

#### **4. Appoint Recording Secretary (Jacqueline McCracken)**

#### **5. Review and approve agenda – additional items incorporated**

#### **6. Review of CPC and Board actions since the March 2006 NFRC Meeting**

- a. CAP 2006, Addendum I – Staff reported that CAP revisions were made to requirements for Attachment Product inspections and quarterly reporting. These revisions were approved by the CPC in May and subsequently approved by the Board of Directors.
- b. Revised IA Operations Manual – Staff reported that the manual was revised to incorporate certification program changes and was approved by the CPC in May.
- c. IA Database User Manual – Staff reported that the manual was revised to incorporate additional certification program changes and was approved by the CPC in June.
- d. IA Inspections – Staff reported that all 4 agencies were inspected this year and final reports are pending completion and approval by the CPC.
- e. IA Workshop – Staff reported that the workshop was held this weekend and a Round Robin for IA's will be conducted in September.

#### **7. Unfinished Business - None**

#### **8. New Business - None**



## Minutes

### 9. Forum: Labeling

NFRC Staff provided a power point presentation on NFRC Labeling Requirements.

- Question was raised about where the metric values are found on test reports for Temporary Labels. Are they on the CAR? The reasoning is that if the metric values are not found on the CAR, how can we make sure the metric values on the label are correct? How are these values being calculated?
- The PCP does not identify where metric values are to be obtained for labeling purposes. Develop rules for obtaining metric values. Look to incorporating metric values into CAR.
- Comment: The PCP does not define “Additional Performance Ratings” – this should be defined.
- Question was asked of IAs about what is acceptable documentation from manufacturers when making labeling corrections in the field. The answer was, documentation identifying the product, reason for labeling errors, and quality control procedures put into place to prevent future recurrences.
- It was recommended that the issue of requiring the CPD number on the temporary label be put before the Labeling Sub Committee for discussion.

### 10. Meeting Adjourned @ 6:15 pm