



**ELECTROTECHNOLOGY TESTING
ACCREDITATION ADVISORY COMMITTEE**

**Agenda
5th Meeting
29 August 2019**

Chairman: Dr Paul Kay

Secretary: Ms Diane Hobday

1. **Meeting introduction and associated administrative matters**
 - 1.1 Confirmation of attendance and apologies
 - 1.2 Chair's opening remarks
 - 1.3 Reminder regarding conflict of interest and confidentiality
 - 1.4 Confirmation of the minutes of the previous meeting held 8 March 2017
 - 1.5 Review of action items arising from the minutes of the previous meeting
 - 1.6 Other business
2. **Committee membership**
 - 2.1 Review of current membership and composition of the Committee
3. **Reports from committee members**
4. **General Manager update**
 - 4.1 The General Manager Operations and Technical, or delegate, will provide an update to AAC members on major NATA initiatives and other matters as relevant.
5. **International update**
6. **Stakeholder engagement**
7. **Analysis and review of risks to impartiality**
8. **Review of accreditation criteria and processes**
 - 8.1 Review of the relevant NATA Accreditation Criteria



- 8.2 Review of scope of accreditation descriptors**
- 8.3 Update on other policies including general NATA policies and ILAC and APLAC documents, where applicable**
- 8.4 Feedback from AAC on technical issues raised during accreditation recommendation reviews**
- 9. Technical matters**
 - 9.1 Issues arising from assessments**
 - 9.2 Proficiency testing matters**
 - 9.3 Metrological traceability matters**
 - 9.4 Major projects**
 - 9.5 Precedents**
- 10. Assessors**
 - 10.1 Summary of new appointments and retired assessors since the previous meeting**
 - 10.2 Specific technical assessor training needs**
 - 10.3 Identification of areas/disciplines where technical assessors need to be recruited**
- 11. Other business**
- 12. Accreditation statistics**
- 13. Next meeting & close**