



**SLEEP DISORDERS SERVICES ACCREDITATION ADVISORY
COMMITTEE**

Agenda

13th Meeting

6 December 2019

Park Royal Melbourne Airport

Chairman: Professor John Wheatley

Secretary: Mr Andrew Griffin

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 16 November 2018
 - 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**