

**MATERIALS CHARACTERISATION
ACCREDITATION ADVISORY COMMITTEE**

**Agenda
4th Meeting
31st May 2023
NATA Melbourne**

Chair: Dr Michael Remias

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 22 June 2021
 - 1.5 Review of action items arising from the minutes of the previous meeting
 - 1.6 Other business
2. **Committee membership**

Review of current membership and composition of the Committee.
3. **General Manager update**

The General Manager Operations and Technical, or delegate, will provide an update to AAC members on major NATA initiatives and other matters as relevant.
4. **International update**
5. **Reports from committee members**

6. **Technical matters**

6.1 **Precedents and issues arising from assessments and from AAC review of accreditation recommendations**

6.2 **Proficiency testing matters**

6.3 **Metrological traceability matters**

6.4 **Significant projects / initiatives**

7. **Stakeholder and member engagement**

7.1 **Stakeholders**

The committee is requested to raise any issues relevant to NATA which may require stakeholder engagement including the benefit(s) and intended / desirable outcome(s).

7.2 **Members**

The committee is requested to raise any issues / topics where engagement with members (and/or technical assessors) should be considered. This may technical matters, application of standard methods, etc.

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 APAC documents, where applicable**

9. **Assessors**

9.1 **Summary of new appointments and retired assessors since the previous meeting**

9.2 **Specific technical assessor training needs**

9.3 **Identification of areas/disciplines where technical assessors need to be recruited**

10. **Analysis and review of risks to impartiality**

11. **Accreditation statistics**

12. **Other business**

13. **Next meeting & close**