



APLAC TECHNICAL COMMITTEE

23rd Meeting – Bangkok, THAILAND DRAFT MINUTES

Date and Venue

On: Monday 19 June 2017, 01:30 pm to 5:00 pm

At: The InterContinental-Bangkok: Bangkok, Thailand

Item	Subject	Information/Discussion/Open Action Items	Action Items
1	Opening of the meeting		
1.1	Introductions	The Chair called the meeting to order at 1:30 pm. The Chair reviewed housekeeping items and rules. Found in order. The sign-in sheet was circulated. Attendees were reminded that each AB is only allowed one (1) member on the Technical Committee. The Chair announced that this is his first meeting as Chair.	
2	Membership of APLAC Technical Committee		
2.1	Review and confirmation of membership of APLAC Technical Committee	Membership was reconfirmed in Bangkok (2017) for two (2) more years, through 2019. The latest issue of SEC 029, Issue 59 /2017 was circulated. Attendees were reminded that if a change in AB staff is	

		needed, to make the necessary change on the list and the change request will be forwarded to the APLAC Secretariat. As well, members were asked to double-check e-mail addresses on SEC 029, as there are some e-mail addresses that appear to be wrong. Members were reminded that TC members must have the following qualifications: • Tertiary qualification in a technical or science discipline; • Direct technical work experience; • Be prepared to attend meetings and to actively contribute to the work of the technical committee.	
2.2	Introduction of Alternates	None received.	
2.3	Apologies	Apologies were received from. Bill Hurt – ANAB Danielle Dicker – NATA Raj Nathan – IAS Colleen Cotter – CALA Roger Sheng: TAF Paul McMullen – NATA	
3	Adoption of the Agenda	The agenda was adopted as is. There were no additions or changes.	
4	Minutes of Taipei TC Meeting	The Draft Minutes were distributed to members of the TC by email on June 18, 2016. The minutes were approved with one change; specifically, on Page 3, the reference to ISO/IEC 17065 was changed to ISO/IEC 17025.	
5	Terms of Reference	The Terms of Reference were reviewed, and found to be up-to-date and applicable.	
5.1	Terms of Reference for	The Chair noted that terms of reference for SC/WGs will be	

	Subcommittees of TC/WG	discussed if required during the reports from each SC/WG.	
6	Liaison and Cooperation with Other International Organizations		
6.1	ILAC Accreditation Committee (AIC) Report	For Information The Chair noted that the AIC reports from New Delhi(October 2016) and Frankfurt (April 2017) are attached to the minute.	
6.2	ISO Standards update	Report on ISO/CASCO WG44 (Revision of ISO/IEC 17025) ILAC Drafting group meeting 1-3rd May 2017 ILAC comments to DIS 22nd March (consolidated ILAC comments enclosed) Mingxia (along with Johana Acuna Loria, and Eric Oehlenschlaeger) have reviewed the ILAC comments and have consolidated them into the offerings to ISO/CASCO. FDIS (Draft) – July 2017; FDIS/Publication Autumn 2017. Ballot results – 91% of P members of ISO and 85% of P members of IEC voted for DIS. DG May 1 – 3, 2017 in Vancouver; WG July 10 – 12, 2017 in Geneva. The need for FDIS will be discussed due to the large number of comments received. Key Points of Discussion: 3.7 Decision Rule – current definition is a rule that describes how measurement uncertainty will be accounted for when stating conformity with a specified requirement. But how to cover qualitative testing? A rule	

		that describes how decision on conformity with a specified requirement is made (suggested). 6.4.6 – looked at wording from DIS, 9001, and the current 17025. Suggests that DIS resort back to the wording in the current 17025. 6.5.2 (c) – mises en pratique causing issues as it is French. Andy indicated to place (practical realization) English translation to solve the issue. Andy indicated this is an easy fix for the DG. 6.5 – Metrological Traceability - issue with ‘authoritative body’, WG requests that the current wording in 17025 be used, rather than the wording proposed. ‘Participation in a suitable program of interlaboratory comparison is required, where possible’. Propose to add ‘where possible’. 7.6.2 – are we mature enough to require the labs to estimate MU for sampling? Request to delete ‘sampling’. Currently there is no global, harmonized means to achieve this. ‘Evaluate’ is meant to mean realize all the components associated with sampling; not necessarily coming up with a specific value. 7.7.1 – (d) – remove ‘check or working’ and simply stick with ‘standards’; (k) – define ‘blind test’.	
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		7.8 – request removing ‘omitting the measurement results and associated uncertainties’. From P14 – the calibration certificate is not intended to be used in support of the further dissemination of metrological traceability (i.e. to calibration another device). Group totally disagreed with this as there was a lot of work spent on the wording in P14, and a lot of work spent at the WG with this wording – will not be agreed upon in the DG. 7.9 – complaints – obligatory language disallows one-man labs. ILAC requests adding ‘where possible’. 8.8 – Internal Audit (Option A) – the laboratory shall ensure that the internal audit is conducted by trained and qualified personnel who are, wherever resources permit, independent of the area being audited. Per Steve – 1800 comments received; FDIS may be necessary. Option A vs Option B: This needs to be discussed amongst the AB’s to see how this will be achieved. Keeping in mind that the regulators are concerned about how this will be achieved while maintaining harmonization of the approach. Eric queried on whether he should go to Executive to see if ILAC should have a single policy on how to approach Option A vs. B (currently covered in P15 for Inspection; but only a 1 line statement in 8.1.3b). Jennifer asked where the	
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		evidence was that indicted we need such a thing. Neville indicated evidence is after the fact and that ILAC should have something in place before there is chaos. There was heavy discussion on whether or not a policy or guidance or position paper be developed regarding how an AB should approach a 9001 vs 17025 system in order to get to the same end result. Ian suggested a communiqué could be the answer on the way forward. We could not get consensus on this topic. Eric will present this to the Exec Committee. WG 44 meeting -scheduled for July 2017 Report on ISO/CASCO WG42 (Revision of ISO/IEC 17011) Status of WG 42 No FDIS is expected - Publication is expected to be in mid-year 2017. DIS – 96% positive votes; 580 comments. DG (19 members) met to formulate responses, prepare revision and to identify any issues that needed decisions with the full WG. WG (50 members) met, was scheduled for 3 days; covered all work in 1. CASCO advised that current ISO directives state that FDIS is only necessary if the voting is close. 2 new definitions: Impartiality (source ISO/IEC 17021) and Flexible scope of accreditation. Clause 5.7, 7.8.3,	
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		Editorial changes – to clarify meaning, remove duplication, improve consistency of language. Anticipated publication date May 2017. PPP will be available on CASCO page of ISO website. Maintenance Group (20 people) to handle clarification requests. ILAC/IAF – resolved a 3-year transition. IAF/ILAC Joint Task Force developing recommendations on how the compliance of ABs to 17011:2017 will be established.	
7	Report of APLAC Technical Subcommittees		
7.1	Inspection Subcommittee	Convener Geoff informed that One of the activities of the SC was to investigate ILAC/IAF A4 and thoroughly review TC006 for the need for revision. Geoff noted that as A4 is gone and has been replaced by P15 (2012), once P15 is finalized the first part of that action will disappear. Geoff noted that there is on-going work at ILAC on scopes, and there is no need to duplicate this work at APLAC. Therefore, attendees were encouraged to review the current ILAC document, and send any comments to Geoff.	Action item: Create a TC008 type guidance document on the assessment of IB's, to include the AB selection of branch locations / inspectors to witness (continued from 2016 TC meeting)
7.2	Reference Material Subcommittee	New convener Mr. Paull Mc Mullen informed that during the RMP/PTP workshop held in Hong Kong November 2016 a small working group was formed to review APLAC TC008. He also pleased to say that this review is progressing well with a draft nearing its final stage. He intends to have a final draft submitted to the TC for the June meeting. Send a copy of the draft to TC Chair	Action Item 17-1: Draft APLAC TC008 submitted to <u>full</u> TC after release of ISO 17034:2016 and APLAC RMP/PTP Workshop (November 2016). Draft ready for 60-day TC comment
7.3	Medical Testing Subcommittee	Mr Phil Barnes (IANZ) New Convener reported on the activities of the Medical Testing for medical testing	ACTION item 17-2: Medical SC recommends withdrawn of

		Subcommittee. A draft document entitled “<i>Guidance on the assessment and accreditation. of the pre-examination phase (sample treatment) for medical testing laboratories</i>” is recommended to withdraw on following grounds: – Sections of this document have undue emphasis on particular technical areas or are outside of the document’s intended scope; – A number of important aspects are not addressed or conflict with ISO 15189; – ISO TC212 WGs currently developing a number of guidance documents, specifically (WG1) TS 20658 “<i>Medical Laboratory Examinations - Requirements for collection, transport, receipt and handling of samples</i>” Convener also noted that Subcommittee is monitoring: • ILAC G26 <i>Guidance for the implementation of a Medical Laboratory Accreditation System (under revision)</i> • ISO/TC 212 – Revision of ISO 15190 – Revision of ISO 2367 – ISO TS 20658 – Drafting of the PWI “Guidance for Point of Care Testing Operators”	document.
7.4	Calibration Subcommittee	Mr. Ned Gravel reported that The Terms of Reference of the Calibration Sub Committee have been reviewed and that no changes are recommended at this time. The WG had been asked to review and provide any recommended changes to TC 010 on the subject of explaining Uncertainty of Measurement to users of lab data.	ACTION item 17- 3: A proposed revision to TC 010 is currently under review by the WG and this revision will be recommended to the TC shortly after the new of ISO/IEC 17025 is published.
7.5	APEC TEL Conformity Assessment & MRA Task	The Chair noted that the New Convener: Mr.Roger Sheng (TAF) reported that	

	Force Subcommittee	The Conformity Assessment & MRA Task Force (CA & MRA TF) met over two sessions in Mexico City, MEXICO during APEC TEL 55 to discuss the implementation of Mutual Recognition Arrangement for Conformity Assessment of Telecommunications Equipment (TEL MRA) and Equivalence of Technical Requirement (ETR). Session one was formal meeting for APEC member economies. Session two was dedicated to documents revision. A few key points from economies' update reports, which may potentially impact APLAC ABs and CABs were listed below: 1. USA (FCC update) : FCC Report and Order 14-208 eliminated 2.948 listed lab program and requires all tests be done by accredited and recognized labs. Transition of FCC 14-208 and following FCC 16-74 is going to end on July 12, 2017 and the 2.948 listed laboratory program will be expired. In a related proceeding (16-313) to this issue, FCC recently recognized A2LA and NVLAP to accredit testing laboratories in specific non-MRA countries in accordance with FCC-related technical requirements and measurement procedures. Information on this is available in FCC public notices DA 17-274 and DA 17-275. APLAC ABs located not in USA may also seek	
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		recognition by FCC to accredit testing laboratories in non-MRA countries that seek recognition by the FCC to perform testing of telecommunication equipment subject to the FCC's rules. An APLAC AB seeking to be recognized by FCC as an accreditation body for testing laboratories must demonstrate: - Successful completion of ISO/IEC 17011:2004. - Experience with the accreditation of electromagnetic compatibility (EMC), radio and telecommunications testing laboratories to ISO/IEC 17025:2005. - Accreditation personnel/assessors with specific technical experience on the FCC equipment authorization rules and requirements. - Procedures and policies developed for the accreditation and designation of testing laboratories located in countries that do not have an MRA with USA. It's noticed that the an AB shall demonstrated not only its expertise to perform accreditation of testing laboratories that test equipment to the FCC's requirements but also its knowledge of FCC's designation procedures and administrative requirements.	
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		Vietnam (MIC update): Vietnam continues to implement Phase I of the APEC TEL MRA on conformity assessment with Korea, United States, Canada and Singapore. In some special areas, such as high frequency, aviation and maritime services, where there are not laboratories in MRA countries, MIC also recognizes ILAC MRA laboratories.	
7.6	Proficiency Testing Subcommittee	Ms. Martha Mejía reported on the Proficiency Testing Subcommittee activities, and she reported that SC • Presented proposed guide <i>Criteria for the Application of ISO/IEC 17043</i> • Final Draft ILAC P8 presented (supplemental requirements on use of accreditation mark) • At MRA Council, presented discussion paper on use of accreditation symbol on PT samples.	Action item 17-4 : Proposed draft to be circulated for 60 days TC comment.
7.7	Uncertainty in Testing Working Group	Mr. Yoshi Uematsu provided a status update on TC004 and TC005. He reported that SC Recommends revision after release of ISO 17025 to: – TC004 & TC005 (in coordination with revision of TC010) He also noted that work on ILAC G17 has been postponed, as the ILAC WG was awaiting the outcome of ISO/IEC 17025. However, since it appears that the standard is not going to go into detail on reporting MU, Yoshi thinks that the discussion on G17 should probably be resumed.	Action item 17-5 : DRAFTs are ready for 60-day TC comment.
7.8	Accreditation of Software Testing Working Group	Dr. Gum Ho-Choe delivered a presentation on the status of the updated draft and the comments received.	ACTION 17-6: Document is ready for 60-day TC comment.

		However, the consensus was to review the comments, update the document, and to send it back TC for 60-day comment.	
8	Review of APLAC Technical Committee Documents		
8.1	Update of TCxxx Series Documents	The APLAC TC documents were reviewed and discussed. The TC member responsible for the document at the time of this meeting is in brackets following the name of the document. TC002/TC003 - Internal Audits / Management Reviews for Labs and IBs (Kelvin Shih) – Internal Audits / Management Reviews for Labs and IBs TC004 - Method of Stating Test and Calibration Results and Compliance with Specification (Yoshi Uematsu) – under review; see Item 7.7 (above). TC005 - Interpretation and Guidance on the Estimation of Uncertainty of Measurement in Testing (Yoshi Uematsu) – under review; see Item 7.7 (above). TC006 - Method of Stating Test and Calibration Results and Compliance with Specification (Geoff Hallam) – Guidance document ISO 17020 under review; see 7.1 (above). TC007 - APLAC Guidelines for Food Testing Laboratories (Roger Brauningner) – this document was reviewed fairly recently, so no action is currently needed or assigned.	Action Item 17-7: New Revision has gone through TC review. Ready for full member review. Action item 17-8: Recommends revision after release of ISO 17025 to: TC004 & TC005 (in coordination with revision of TC010) DRAFTs are ready for 60-day TC comment.

		TC008 - APLAC Requirements and Guidance on the Accreditation of a Reference Material Producer (Paul Mac Mullan) revised document is ready for 60 days comment . TC009 - Guidance on Assessing Laboratories Inspection Bodies to meet Foreign Regulatory Requirements – Brahim Houla and Kathryn Lockyer assumed joint ownership of this document. -new owners; review complete, revision recommended (Ready for 60 day TC review) TC010 - General Information on Uncertainty of Measurement (Yoshi Uematsu) – Yoshi reported that document Under review/revision w/Cal SC (in coordination with w/MU in Testing WG on TC005) TC011 - The importance of testing methods in chemical and microbiological testing – – new owner; reviewed (remains current) no revision required. TC012 - Guidelines for acceptability of chemical reference materials and commercial chemicals for calibration of equipment used in chemical testing -- Withdraw recommended TC013 - Guidance for the assessment, reassessment, and surveillance of "key activities" at laboratories with multiple locations (Colleen Cotter) – – will be reviewed following release of 17011	Action item 17-9: TC009 - DRAFT ready for 60-day TC comment
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9	Work Items under ILAC AIC Initiative		
9.1	BIPM	For Information BIPM/ILAC Working Group (Bipartite Meeting) The last ILAC/BIPM Working Group meeting was held on 8 March 2016 at BIPM in Paris. The ILAC delegation was the ILAC AIC Chair (Regina Robertson), Erik Oehlenschlaeger (WG2 Convener) and WG2 member Neville Tayler (SANAS). The approved ILAC Liaison report is now available from the Members section of the ILAC website under “ILAC Liaisons with Other Organisations”. The next meeting will be held on 7 March 2017 in Paris, France. The delegation will now include the incoming AIC Chair (Erik Oehlenschlaeger), WG2 member Neville Tayler (SANAS), and new delegation member, WG2 member Dana Leaman (NVLAP). BIPM/ILAC/ISO/OIML (Quadripartite) Meeting The BIPM/ILAC/ISO/OIML meeting was held on 9 March 2016. ILAC attendees were the AIC Chair (Regina Robertson), WG2 Convener, Erik Oehlenschlaeger and WG2 member, Neville Tayler (SANAS). The aim is for the four organizations to share and inform each other on matters that may be of common interest. Such information sharing ensures that we are all informed about key issues that may also have relevance to us. The approved ILAC Liaison report is now available from	

		the Members section of the ILAC website under “ILAC Liaisons with Other Organisations”. The next meeting will be held on 8 March 2017 in Paris, France and the ILAC delegation will be as for the BIPM/ILAC Working Group above. BIPM Workshop on “Global to Urban Scale Carbon Measurements” The BIPM Workshop on Global to Urban Scale Carbon Measurements, held on 30 June-1 July 2015, has led to this topic being placed on the AIC agenda. The ILAC Executive and ILAC/IAF Joint Executives are supportive of the involvement of an AIC representative on the IAF Greenhouse Gas and Energy Working Group. The IAF WG is interested in ISO 14065:2013 <i>Greenhouse gases — Requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition</i>. ISO 14065 provides requirements for bodies that undertake GHG validation or verification using ISO 14064-3, or other relevant standards. It provides GHG programme administrators, regulators, and accreditors with a basis for assessing and recognizing the competence of validation and verification bodies. It can also be used in other ways, such as in peer assessment within groups of validation or of verification bodies or between such groups, standards or specifications.	
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		The overall aim of GHG validation or verification activities is to give confidence to all parties that rely upon a GHG assertion. The party making the GHG assertion is responsible for conformity with requirements of the relevant standard or GHG programme. The validation or verification body is responsible for completing an objective assessment and providing a validation or verification statement concerning the responsible party's GHG assertion based on evidence. Fredrik Langmead (SWEDAC) is the AIC representative to the IAF Greenhouse Gas and Energy Working Group. Two meetings have now been held (31 March 2016 and 27 October 2016). Fredrik provided a report on the two meetings. He advised that he was still at an early stage in his comprehension of the topic but that his attendance on behalf of the AIC would be beneficial in the longer term. He will continue to provide reports as relevant to the AIC.	
9.2	Other ILAC Issues	None.	
10	TC Training Needs	APLAC Training for ISO/IEC 17025 1) Dates and venues of two trainings: • 14-16 November 2017, hosted by A2LA in Frederick, Maryland, USA • 29 November – 1 December 2017, hosted by KOLAS in Seoul, Korea	

		Due to the limitation of class size, each Member AB will be invited to nominate <u>one</u> participant to one of the trainings. 2) Trainers: Colleen Cotter (CALA) and Tim Osborne (A2LA) 3) A working group, convened by Wanji Yang (TAF), has been formed to work on the course syllabus and training materials. Other Training need: Survey on APLAC and PAC Member training needs for 2018 and 2019 distributed by secretariat	
11	Other Business New Business • OIWG WG Activities (APAC PSC - steering committee) • Previous TC Action Items • TC report to GA • Confirmation of decision and motion(s) to GA	A draft report on OIWG presented with responsibility of OIWG , membership , committee structure and activities of OIWG.	Open Actions remaining from previous APLAC Technical Meetings: Action 14-4: Yoshi Uematsu to forward the draft document on uncertainty in measurement in testing to the Chair of the TC. ---Closed (see section 7.7) Action 14-5: Chair of the TC to forward the guidance document on uncertainty in measurement in testing to the APLAC TC. ---Closed (see section 7.7)

			Action TC(13)5: Yoshi will send a draft of TC005 to the Chair of the TC and the AIC WG in the near future. - ---Closed (see section 7.7) ACTION TC(12)3 – The SC is to consider including a reference to JCGM106, and re-scoping the document for testing only. Following the issuance of G8, the relevance and on-going need for TC004 will be reviewed. ---Closed (see section 7.7) ACTION 16- 3: Calibration SC to review APLAC TC010 and to compare it against the ILAC document on Uncertainty of Measurement. A decision to be made to either withdraw the document or update it.--Closed (see section 7.4) ACTION 16-4: Dr. Choe to send the updated software document to the TC for 60-day comment. - ---Closed (see section 7.8)
12	Next Meeting	The Chair announced that the 24 th meeting of the Technical Committee will be held in Kyoto , Japan in June 2018. Details on the date and venue were not known at this time.	