



APLAC TECHNICAL COMMITTEE
16th Meeting – Osaka

AGENDA

Date and Venue

On: Monday 6 December 2010, 10:00 am to 5:00 pm

At: International House, Osaka, JAPAN

Item	Subject	Information/Discussion/Open Action Items	Responsible Person	Document(s)
1	Opening of the meeting			
1.1	Introductions		All	
2	Membership of APLAC Technical Committee			
2.1	Review and confirmation of membership of APLAC Technical Committee	Membership in Bali was confirmed through 2012.		APLAC SEC 029, Issue 50 2010
2.2	Introduction of Alternates			
2.3	Apologies			
3	Adoption of the Agenda	Please review the agenda and provide any necessary feedback at the meeting. Any “other business” should also be notified at this time.		APLAC TC (10) 01
4	Minutes of Bali TC Meeting	Minutes sent out for comment and finalized.		aplac tc 2009 minutes.doc
5	Terms of Reference	Current ToR as confirmed in Bali.		APLAC TC(10)02 ToR for TC.doc
5.1	Terms of Reference for Subcommittees of TC	TC confirmed the ToR’s in Bali. Note: Terms of Reference are	Subcommittee Chairs	See individual Subcommittee/Working Group

		needed for the Accreditation of Software Testing Working Group (will be covered under section 7.8)		Status Document.
6	Liaison and Cooperation with Other International Organizations			
6.1	ILAC Accreditation Committee (AIC) Report	AIC report from Shanghai.	Trace McInturff	APLAC TC(10)03- ILAC AIC Shanghai Trip Report.doc
6.2	EA LC Report		Christina Waddington	APLAC TC(10)04 EA Laboratory Committee report.doc
6.3	ISO Standards update	Brief updates on ISO standards currently under review/revision.	???	
7	Report of APLAC Technical Subcommittees			
7.1	Inspection Subcommittee	<p>Report on the Inspection Subcommittee work.</p> <p>Action: Inspection Subcommittee to investigate ILAC/IAF A4 and thoroughly review TC006 for the need for revision.</p> <p>Action: Inspection Subcommittee to cooperate with ILAC/IAF JIG for the revision of ISO/IEC 17020 and consider the further need of revision of TC006 in the future.</p>	Mr Raj Nathan	APLAC TC(10)05 - Inspection Subcommittee Status Document.doc APLAC TC(10)06 - Inspection Subcommittee Report.docx
7.2	Reference Material Subcommittee	Report on the Reference Material Subcommittee work.	Mr Wang Wah Wong	APLAC TC(10)07 - RM Subcommittee Status Document.doc APLAC TC(10)08 - Report of RM Subcommittee.doc
7.3	Medical Testing Subcommittee	Report on the Medical Testing Subcommittee work.	Dr. Katsuo Kubono	APLAC TC(10)09 - Medical Subcommittee Status Document.doc

		Action: Dr. Pannada Silva to join the Subcommittee on Medical Testing.		APLAC TC(10)10 - Report of Medical Subcommittee.doc
7.4	Calibration Subcommittee	Report on the Calibration Subcommittee work. Action – Calibration Subcommittee to study the revision of ILAC G8 and review TC004 to report the need to revise TC004.	Mr. Douglas Leonard	APLAC TC(10)11 - Calibration Subcommittee Status Document.doc APLAC TC(10)12 - TC004.pdf APLAC TC(10)13 - ILAC G8 03 2009.pdf
7.5	APEC TEL MRA Task Force Subcommittee	Report on the APECTEL MRA Task Force work.	Mr. Nigel Jou	APLAC TC(10)14 - APECTEL MRA TF Subcommittee.doc APLAC TC(10)15 - Report on APEC TEL MRATF 2010.doc APLAC TC(10)16 - Annex 1 TEL41 MRATF Final Report.doc APLAC TC(10)17 - Annex 2 Draft Report of APEC TEL 42 MRA TF Meetings.doc APLAC TC(10)18 - Annex 3 Anniversary article on APEC TEL MRA.pdf APLAC TC(10)19 - Annex 4 Table APLAC member participating in APEC TEL MRA.doc

7.6	Working Group on Remote & Field Activities	Report on the Remote & Field WG work.	Ms. Colleen Cotter	APLAC TC(10)20 - Remote and Field Activities Working Group.doc APLAC TC(10)21 - APLAC TC013 issue 1 draft 1.doc APLAC TC(10)22 - Remote Field WG Report 2010.doc
7.7	Uncertainty in Testing Working Group	<p>Report on the Uncertainty in Testing WG work.</p> <p>Action – The WG for MU in Testing to review MU documents provided by the ABs and to analyze the need for the revision of APLAC TC005 to report results at the next TC meeting.</p> <p>Action – The WG for MU in Testing to investigate the need for holding a workshop on MU in testing and report the results at the next TC meeting.</p>	Mr. Yoshi Uematsu	APLAC TC(10)23 - Uncertainty in Testing Working Group.doc APLAC TC(10)24 - TC005.pdf
7.8	Accreditation of Software Testing Working Group	Report on the Accreditation of Software Testing WG work.	Dr. Gun Ho-Cho	APLAC TC(10)25 - Accreditation of Software Testing Working Group.doc
8	Review of APLAC Technical Committee Documents			
8.1	<p>Update of TCxxx Series Documents</p> <ul style="list-style-type: none"> • TC002, TC003 • TC004 • TC005 • TC006 • TC007 • TC008 • TC009 	<p>Report and discussion.</p> <p>Review of APLAC TC documents.</p>	<p>Nigel Jou</p> <p>Doug Leonard</p> <p>Yoshi Uematsu</p> <p>Raj Nathan</p> <p>Roger Brauninger</p> <p>WW Wong</p> <p>Barry Ashcroft</p>	APLAC TC(10)26 - List of APLAC Technical Committee Documents.doc

	<ul style="list-style-type: none"> • TC010 • TC011 • TC012 • TC013 		<p>Yoshi Uematsu Barry Ashcroft WW Wong Colleen Cotter</p>	
9	Work Items for APLAC MRA (Normative documents)			
9.1.1	Vacant			
10	Work Items for the APLAC Technical Guidance			
10.1	Development of APLAC Technical Guidance Document			
10.1.1	Documents under APLAC member comment or voting	TC 013 (Covered under 7.7/8.1)		
11	Work Items under ILAC AIC Initiative			
11.1	Accreditation of Medical Laboratories • Implementation of ISO 15189	Report	Zhai Peijun/Regina Robertson	
11.2	Accreditation to 15195	Report	Zhai Peijun/Regina Robertson	
11.3	WADA	Report	Regina Robertson	<p>APLAC TC(10)27 - Second ILAC Communication November 2009.pdf</p> <p>APLAC TC(10)28 - WADA MoU.pdf</p>
11.4	WHO	Report	Regina Robertson	
11.5	ILAC G2: Guidelines for the Traceability of Measurement	Revision of this document put on hold until ILAC P10 is launched	Yoshi Uematsu/Doug Leonard	
11.6	Revision of ILAC P10	DRAFT 2 was presented and discussed in Shanghai. WG accepted comments and are working on DRAFT 3, hopefully by the Montreux meeting (April 2011)	Yoshi Uematsu/Doug Leonard	<p>APLAC TC(10)29 - ILAC AIC(10)Oct P10 2nd draft 21sept2010 Clean.doc</p>
11.7	BIPM	Report	Yoshi Uematsu	
11.8	ILAC Policy for Uncertainty in	Erik Oehlenschlaeger reported that	Doug Leonard	<p>APLAC TC(10)29 -</p>

	Calibration	<p>voting on the document is complete (98% positive), but a lot of comments were received that need to be addressed.</p> <p>ILAC Resolution GA 14.16: “The GA resolves that the implementation period for ILAC XX <i>Policy for Estimation of Uncertainty in Calibrations</i> should be 12 months from the date of publication, as recommended by the AIC.”</p>		ILAC AIC(10)Oct P10 2nd draft 21sept2010 Clean.doc
11.9	Remote Calibration	Erik Oehlenschlaeger reported that it was decided to ask for the assistance of John Hurl (UKAS) to continue work on Remote Calibration. John received the material in August and it is expected that the document should be ready to go out for 60-day vote/comment shortly.	Yoshi Uematsu	
11.10	Accreditation of NMI	It was reported in Shanghai that work is progressing on this document and there is an ILAC/BIPM meeting scheduled in March 2011.	Yoshi Uematsu/Doug Leonard	
11.12	Other ILAC Issues • Accreditation of Sampling	<p>The highlights of the sampling workshop which was held in Denmark on 29 June 2010 is provided.</p> <p>A new focus group (ILAC WG5), led by Cecilie Laake will develop a new document (position</p>	Trace McInturff	APLAC TC(10)30 - ILAC AIC(10)Oct Report Accreditation of Sampling Activities Workshop.doc

	<ul style="list-style-type: none"> • ILAC Case Studies Project • ILAC PTCG 	<p>statement/guidance) to encompass considerations/aspects in the accreditation of sampling activities. Work is expected to be complete by Montreux.</p> <p>Steve Sidney has developed numerous scenarios for AB's to gain a better understanding of where their training needs lie.</p> <p>The ILAC AIC members were presented with 4 scenarios and were asked to have their lead and technical assessors complete the studies. Steve now has enough data to produce some standardized reports. Steve is looking for interested parties to join his WG to keep the momentum going and keep the information up-to-date. The WG is considering adding 15189 case studies.</p> <p>ILAC P13 "Application of ISO/IEC 17011 for the Accreditation of Proficiency Testing Providers" approved/released.</p> <p>ILAC P9 "ILAC Policy for Participation in Proficiency Testing Activities" approved with comments; not yet released.</p>		<p>APLAC TC(10)31 - ILAC AIC(10) ILAC Case Studies Project(CS1-3-5-7).zip</p> <p>APLAC TC(10)32 - ILAC P13 10-2010.pdf</p> <p>APLAC TC(10)33 - PTCG(08)-44 ILAC P92010 Version 11 0 ILAC Policy for Participation in Proficiency Testing Activities - clean copy doc.docm</p>
12	Issues led by EA			
	No special issues identified at this moment			

13	TC Training Needs		Zhang Mingxia	
14	International Congress of Metrology	<p>APLAC was contacted by Patrick Reposeur (ex-COFRAC) asking if APLAC would be interested in contributing in some way to the next International Congress on Metrology to be held in October 2011 in Paris. Website: www.metrologie2011.com ; there is a English language version available.</p> <p>The sort of inputs he is seeking from APLAC are:</p> <ol style="list-style-type: none"> 1. a means of distributing information about the Congress to our membership 2. a source of possible presentations at the conference, e.g. a day in the life of a testing lab in relation to calibration and measurement traceability issues (especially in a developing economy); use of ILCs and PT as an accreditation tool 3. perhaps even provide some attendees, even if they don't give a paper 	Trace McInturff	

		<p>He said that the committee selecting the presentations would be particularly interested in a contribution from the Asia Pacific region on the accreditation process or similar.</p> <p>The BoM has requested that the TC look at the matter and discuss in the committee meetings in Osaka with a view to providing a paper. If a paper was presented on behalf of APLAC (rather than on behalf of an individual or a single AB), there would be some APLAC funding support.</p>		
15	<p>Other Business</p> <ul style="list-style-type: none"> • 15th TC Action Items • TC report to GA • Confirmation of decision and motion(s) to GA 		Trace McInturff	<p>APLAC TC(10)34 - 15th TC Action Items.doc</p> <p>APLAC TC(10)35 - GA-BOM Report.doc</p>
16	Next Meeting	September XX, 2011, Manilla, Philippines		