



Certification Policy Committee  
Conference Call Meeting Minutes  
November 1, 2005

CPC Members Present:     John Hogan, Chairman  
                                  Jim Krahn  
                                  Roland Temple

CPC Members Absent:     Jeff Baker  
                                  Brad Schultz

NFRC Staff Present:     Jessica Ferris

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1. Meeting called to order by Chair, John Hogan, at 2:15 PM Eastern Time.
  2. Minutes from the August 25, 2005 Conference Call meeting were approved.

M/S/P     Roland Temple  
                  Jim Krahn

3. Unfinished Business

- A. Update on PCP Revisions – NFRC staff communicated to the committee that the PCP Revisions Ballot was posted to the NFRC website on October 19<sup>th</sup>, for the Fall membership meeting in Santa Fe, NM. The ballot closes November 11, 2005.
- B. Recertification Forum for Fall Membership Meeting – The Committee agreed to hold a Recertification Forum during the CPC meeting block in Santa Fe, NM. The Committee discussed how the forum should be presented to the membership.

It was agreed that staff would put together a presentation regarding existing recertification requirements referencing the appropriate program documents. The CPC will review it prior to the Santa Fe meeting and provide input. The presentation is to focus on explaining:

- the current simulation and testing requirements
- production line testing requirements
- the use of the submittal form with test sample
- recertification cycle

Staff can add more topics to the presentation as warranted.

- C. CAP Revisions - Staff presented language into the CAP for 2006 regarding in-plant inspection requirements for checking glass gap that had been inadvertently removed from the NFRC CAP at the time of revision in 2003. The original language was incorporated into the existing 2005 CAP document for 2006.

The language was reviewed by the CPC and approved for incorporation into the CAP-2006.

M/S/P Roland Temple  
Jim Krahn

A summary of changes, along with the CAP-2006, shall be prepared by staff and presented to the Board of Directors prior to the Board meeting in Santa Fe, December 2, 2005. The summary is to inform the board of the specific changes to the existing CAP and to be sure that the board is made aware that in addition to these changes, attachments language for the CAP has been approved by the CPC and is awaiting implementation pending approval of attachments language in the LAP.

4. New Business

- A. IA Operations and Database User Manuals: The CPC reviewed these manuals and moved to approve their use.

- M/S/P Jim Krahn  
Roland Temple

A summary of changes, along with the manuals, shall be prepared by staff and presented to the Board of Directors prior to the Board meeting in Santa Fe, December 2, 2005.

5. Schedule for next conference calls (8:30 AM Pacific/11:30 AM Eastern) and meetings

Wednesday, November 30, 2005 (Santa Fe)  
Thursday, January 5, 2006  
Thursday, February 2, 2006

6. Meeting Adjourned at 3:20 PM Eastern.