

Certification Policy Committee
Conference Call
November 15, 2004



CPC Members Present: John Hogan, Chairman
Ken Nittler
John Smith

CPC Members Absent: Jim Krahn
Roland Temple

NFRC Staff Present: Jessica Ferris
Bipin Shah

1. Call to Order

The CPC was called to order by the CPC Chairman at 11:45 AM Eastern Time.

2. Draft Minutes from CPC Meeting in Portland, Oregon – October 13, 2004

Approval deferred to next CPC meeting.

3. Old Business

None

4. New Business

A. Review draft CAP revisions for January 2005

- Comments:

1. Forward: should be broad – one page only; informational.
2. Scope of CAP: Place the two diagrams in the Forward under the Scope section of the document and sure to incorporate appropriate reference language in the scope.
3. Document Formatting: Staff will contact Arlene Stewart to fix formatting of the document.

4. Role of the IA: Incorporate language to reference the IA's responsibility in investigating potential non-compliance issues relating to a responsible party/manufacturer; be sure to link the language to the Compliance and Monitoring Program.

Glossary of Terms: If a term is clearly defined in another document, make reference to that primary document and broadly define the term. Write a caveat at the beginning of the Glossary section to state that the primary document definitions will take precedence if the term is referenced as being defined in another NFRC document.

Also, rather than state "as approved by the Board of Directors" in the definition of several of the terms listed, just state "as approved".

5. Application for Initial Licensing: Should incorporate a statement at the end of the first paragraph to indicate that NFRC staff shall review the initial IA application and verify whether the applicant meets the licensing requirements, and shall at that time schedule an initial on-site inspection.
6. Technical Competence Requirements: Incorporate language to indicate that all IA applicants will need to have completed a NFRC training course, which addresses appropriate utilization of the NFRC Certified Products Database.
7. Record Keeping: FOR THE CPC's CONSIDERATION - How long should records be retained after they are no longer active, either because they have not been recertified, de-authorized, or terminated from the certification program by NFRC? - This question was posed to the CPC by the task group working on CAP revisions.
 - a. John Smith indicated ALI keeps its records indefinitely.
 - b. Ken asks that staff defer to legal counsel for this issue.
 - c. In addition, this issue should be brought to the Board's attention so that a uniform Board policy on record retention may be discussed and implemented. For example, should all records be sent to NFRC before they are destroyed by IA? Should have the board look at this issue.
8. Initial Final Assessment Report should be referenced in the CAP as "Final Application Assessment Report" to differentiate it from final reports made during periodic reviews.

Current Timeline:

- NFRC staff will make additional/final revisions to the 2005 CAP draft document along with a written summary of changes, and will e-mail this to the CPC by Friday, November 19th.
- Final comments must be submitted by the CPC no later than Wednesday, November 24, 2004; 1:00 PM Eastern Time. CPC members are asked to copy all other CPC members with their comments, concerns, or issues.

Additional Comment from Ken Nittler: The issue of a record retention policy should be offered to the legal committee for its consideration and discussion at the December Board meeting. Staff will e-mail the legal committee on this matter and copy the CPC – staff is to request that this issue be added as a new business item for board discussion only (no action required). There should be a uniform NFRC policy on record retention – for how long should a record be kept and for what purpose.

B. For Discussion: Draft Database User’s Manual for NFRC-licensed Certification and Inspection Agencies

Discussion deferred to next CPC meeting as there was insufficient time for discussion.

C. Schedule for next conference calls (8:30 AM Pacific) and meetings

- Schedule Conference Calls for 8:30 Pacific Time (11:30 AM Eastern)
 1. December 16, 2004
 2. January 20, 2005

4. Adjourn

Meeting Adjourned at 1:15 PM Eastern Time.