

Quality Management System Expert Committee (QMS) Meeting Summary

November 13, 2023

1. Roll Call:

Debbie Bond, Chair, called the meeting to order at 1pm Eastern by teleconference on November 13, 2023. Attendance is recorded in Attachment A – there were 12 voting members present. Associate members present: Carl Kircher (phone only), Kim Fielder, Joann Slavin, Carol Barrick, Fida Kased, Eric Davis, Cindy Redmond, Eric Denman, Patty Carvajal, Debra Zeller, Carol Gebhart, Ryan McMullin, Jeanette Hernandez, Linda O'Donnell, Sushmitha Reddy, Tiffany, Ty Atkins, Alexander Chieh, Douglas Kablik, Lisa Parks, John Gumpfer, and Thomas Fritz.

Debbie welcomed Carol Gebhart as a new associate member.

The October minutes were reviewed. A motion was made by Michael to approve the October 9, 2023 minutes as written with edits to Committee membership expirations. The motion was seconded by Tony and unanimously approved.

2. DRAFT Standard Review

Ilona noted that as we go through the DRAFT and look at changes, it might be worth starting the Summary of Changes/Justifications document. We know there are lots of changes to format and wording because of the ISO/IEC 17025 update to 2017. We should not need to note every language change from 2005 to 2017 or movement of TNI language to each new section. We can just have a line item change that says this conversion was made. We do need to note any elimination, addition or changes to requirements.

Things to keep in mind as we work through the review:

- When it says document something, we want to have it say record something.
- Procedure is used for lab written instructions.
- Traceability is a measurement term. Only use it that way. Use tracking in other cases.
- Use the term “must” instead of “shall” or “will”.
(Addition: This was discussed at the December 2020 CSDP Executive Committee meeting and they are recommending that as Standards are changed, move from the use of the word 'shall' to the use of the word 'must' and add definitions of “shall”, “should”, “may” and “can” to Module 2.)
- When list of items, and the requirement is before or after ... the word “and” is added so it is clear the list is part of the requirement.
- Gender neutrality – change his/her to their
- TNI language will be right below the relevant ISO Section.

Review of language:

Section 4.1.7

It was commented that the quality manager does not need to have the technical expertise, that is what the technical manager is for.

The Committee discussed what was the best place to put information regarding Technical Specialist and Quality Manager. It is not mentioned up to this point of the Standard. In the old standard it was mentioned in 4.1.5.h and i and maybe j. That has been removed. Isn't the preference to put the TNI requirements right under the ISO? Maybe it then belongs under 5.2. Kathi said this is where QSM put it. Nick thinks it should be under Section 5.6. Might put Quality Manager under 5.2 and Technical Specialist under 5.6.

It was pointed out that ISO/IEC 17025:2017 uses the term management differently than how we typically look at. It was suggested to use the 2005 language to introduce these roles.

There was discussion about removing the Quality Manager role, but Ilona reminded the Committee that when this was discussed previously the decision was to leave the role in. Others confirmed that ABs would not buy off on this.

Should the term Quality Manager be changed to Quality Specialist. Nic and Kathi prefer to handle this as it is handled in the 2017 version of ISO/IEC. There are things that need to be done and they don't need to all be done by one person. There doesn't need to be a title. Ilona reminded the Committee that when this was discussed previously the decision was to leave the role in. Others confirmed that ABs would not buy off on this. The Quality Specialist will remain.

The appointment of deputies for key personnel was added to Section 5.5.

4.1.7.a Change to: Be responsible for coordination of quality activities.

Discussion on Section 4.1.7.b was lending to language that was too specific. Ilona noted that the Handbook will cover implementation ideas and it may not be as appropriate here.

The Committee could reach out again to see if some of the views have changed and ABs are more comfortable moving this more towards ISO/IEC 17025:2017. We are updating the Standard and not writing a new standard. That can sometimes be harder because it is difficult to get people to change. Role will be left in.

4.1.7.b. Change to: function independently from technical operations for which they have quality assurance oversight;

People were asked to continue to think about this and offer changes as needed.

4.1.7.c. Change to: evaluate data objectively and perform assessments without outside influence;

4.1.7.d Change to: have training and/or experience in the laboratory's quality management system;

The review will continue at 4.1.7.e at the next meeting.

4. New Business

Associate members were asked to leave the call.

Alyssa left an opening and the Committee preferred to fill it with another DoD person.

After discussion, Earl made a motion to add Jordan Adelson as a voting member of the Quality Management Systems Expert Committee. The motion was seconded by Kathi and unanimously approved (Debbie, Amy, Ashley, Carla, Earl, Jenna, Kathi, Michael, Nick, Nicole, Sean and Stephanie.)

Jenna's vote for membership was confirmed. It was August 22, 2018.

5. Next Meeting and Close

The next meeting will be by teleconference on December 11, 2023, at 1pm Eastern.

Debbie adjourned the meeting at 2:35pm Eastern.

**Attachment A
Participants
Quality Systems Expert Committee (QS)**

Member	Organization	Expiration	Representation	Email
Debbie Bond (Chair) Present	Alabama Power	2026	Lab	dbond@southernco.com
Kathi Gumper (Vice-Chair) Present	ChemVal Consulting	2024	Other	kgumper@chemval.com
Nicole Cairns Present	NYSDOH	2024*	Lab	nicole.cairns@health.ny.gov
Michael Demarais Present	SVL Analytical	2026	Lab	michael@svl.net
Tony Francis Present	SAW Environmental	2026	Other	tfrancis@sawenviro.com
Carla McCord Present	Virginia	2025*	AB	carla.mccord@dgs.virginia.gov
Stephanie Atkins Absent	Pace Analytical	2024*	Lab	stephanie.atkins@pacelabs.com
Nicholas Slawson Present	A2LA	2026	Accrediting Body	nslawson@a2la.org
Earl Hansen Present	Retired	2024	Other	papaearl41@hotmail.com
Jenna Majchrzak Present	NJ DEP	2024	Accrediting Body	Jenna.Majchrzak@dep.nj.gov
Zaneta Popovska Absent	ANAB	2025*	AB	zpopovska@anab.org
Sean Hayes Present	ORELAP	2026*	AB	sean.hayes@oha.oregon.gov
Amy Schreader Present	UC Laboratory	2024*	Lab	amy@uclaboratory.net
Ashley Larssen Present	KC Water	2024*	Lab	ashley.larssen@kcmo.org
Ilona Taunton (Program Admin) Present	The NELAC Institute	n/a	(828)712-9242	ilona.taunton@nelac-institute.org