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Title: Technical Advisory Panel (TAP) Member Roles and Responsibilities	

Overview

Your service on the Technical Advisory Panel (TAP) is critically important to the AIHA Laboratory Accreditation Programs (AIHA-LAP), LLC. Throughout their service term, Panelists are expected to attend training and meetings (as necessary), participate in and contribute to permanent and ad hoc task forces appointed by the AAB, and to participate in teleconferences as requested. AIHA-LAP, LLC will cover reasonable and customary travel expenses to one training meeting for new members.

The AAB Vice Chair is charged with coordinating all TAP efforts in cooperation with and support of the AIHA-LAP, LLC staff.

In all, participation on TAP carries with it a significant amount of responsibility and effort. In return for your efforts, you will have the opportunity to participate in an important process, contribute to your profession, and network with some outstanding laboratory industry leaders.

A Panelist's main responsibility is to conduct a full quality review of AIHA-LAP, LLC applications for laboratories (or organizations) wishing to participate in any of the four (4) Laboratory Accreditation Programs (IHLAP, ELLAP, EMLAP and FoodLAP) as assigned.

Site Assessors, the AAB, and staff rely heavily on the experience, expertise, and input of Panelists conducting this important assessment. This quality control step built into the accreditation process helps to ensure that laboratories (or organizations) accepted into any of the AIHA-LAP, LLC's accreditation programs are held to the highest standards.


Being a Panelist is important and at times can be a time-consuming obligation. On average, Panelists will spend approximately 10 hours per month on AIHA-LAP, LLC-related issues.

TAP Roles and Responsibilities

Role

TAP plays a critical role supporting the AAB and staff of the AIHA-LAP, LLC. TAP provides technical expertise and critical review and input in the granting of AIHA-LAP, LLC accreditation. TAP shall collaborate with the AAB on technical matters of the AIHA-LAP, LLC, serving at the behest of the AAB, and support staff, as needed, to manage the administrative components of the AIHA-LAP, LLC.

Responsibilities


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TAP's primary responsibility is to provide a thorough assessment of all accreditation process steps to ensure conformance to process and technical requirements. The TAP supports the accreditation decision-making process by providing important information such that an informed decision, consistent with established policy, is made.

In addition, Panelists provide expertise and input to the AAB and to staff as needed.

Specific TAP member responsibilities shall include, but are not limited to the following:

- a) Conduct quality control reviews for the accreditation programs according to documented procedures in the prescribed period of time (refer to *AIHA-LAP, LLC Policies*), as assigned. The scope of the TAP QC review will be "stem to stern" and shall include a review of conformance to process and technical requirements. Panelists shall be required to document all reviews using AAB-approved checklists;
- b) Become knowledgeable of policies governing the AIHA-LAP, LLC;
- c) Keep current with regulations, industry activities, etc., that impact the accreditation/registration programs, and advise the AAB accordingly;
- d) Support activities as directed and coordinated by the AAB;
- e) Perform other technical duties/tasks, on a voluntary basis, as required by the AAB;
- f) Attend training and meetings and/or participate in teleconferences as required by the AAB;
- g) Fairly represent the accrediting programs offered by AIHA-LAP, LLC's through their broad customer base;
- h) Commit to the AIHA-LAP, LLC Long-Range Strategic Plan;
- i) Enhance the AIHA-LAP, LLC's public standing;
- j) Assist in recruiting, orienting, and mentoring new TAP panelists;
- k) Collaborate with other Panelists, staff and AAB members to make the most effective decisions possible;
- l) Disclose conflicts of interest and recuse yourself from any discussions or review of applications where conflict may exist;
- m) Bring relevant issues to the attention of the AAB;
- n) Participate in task forces as assigned;
- o) Provide expertise on a variety of issues; and
- p) Follow all AIHA-LAP, LLC administrative procedures as applicable to TAP.

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It is critically important to the integrity of the AIHA-LAP, LLC that Panelists conduct themselves in the most ethical manner possible. This includes but is not limited to acknowledging any conflict of interest, making fact-based decisions, and not participating in activities that could be questionable. As well, Panelists shall not participate in fraudulent activities. Any of the above ethical breaches shall result in an investigation that may result in an immediate dismissal from the TAP upon a two-third (2/3) vote of the AAB.

AAB Vice Chair

Role

The role of the AAB Vice Chair is to oversee the operation of TAP, in cooperation with the AAB and AIHA staff.

Responsibilities

The responsibilities of the AAB Vice Chair include:

- a) Coordinate and/or arrange for Panelist participation in AAB meetings;
- b) Develop and implement orientation training of TAP;
- c) Serve as the main conduit of communication between AAB and TAP;
- d) Oversee selection process of proposed TAP appointees and Chair the TAP Appointment Committee; and
- e) Submit names of proposed TAP appointees at the annual fall AAB meeting.

Staff

Role

The role of AIHA-LAP, LLC staff is to support the AAB Vice Chair in his or her oversight of TAP.

Responsibilities

The responsibilities of staff relative to TAP include:

- a) Day-to-day administrative oversight of TAP;
- b) Assist with developing and implementing TAP training;
- c) Assist with communication between AAB Vice Chair, TAP, and AAB; and
- d) Assist in the selection process of proposed TAP appointees.