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Analytical Accreditation Board (AAB) & Technical Advisory Panel (TAP) Candidate Application

DUE DATE: JULY 30

To qualify to participate on the AAB or TAP, candidates should minimally meet the following requirements:

- A graduate of an accredited institution of higher education holding a bachelor’s degree in industrial hygiene, chemistry, physics, engineering, biology or other scientific discipline.
- Engaged a majority of his/her time in analytical laboratory activities (analysis or interpretation of data) for at least three years. Consultants and those retired from analytical laboratory activities are acceptable candidates, as well as those representing government and academic laboratories.
- Be familiar with ISO/IEC 17025 and AIHA-LAP Accreditation Policies

Information submitted by applicants is considered confidential. Information will be shared with the AAB & TAP Appointment Committee and appropriate AIHA-LAP, LLC staff.


The AAB & TAP Appointment Committee shall remove a candidate application from consideration if the applicant is directly employed by AIHA-LAP, LLC (full/part-time employee or fee-for-service consultant/contractor); or if he or she is employed with a vendor with whom AIHA-LAP, LLC does business and is directly assigned to a project contracted by AIHA-LAP, LLC.

Analytical Accreditation Board (AAB)

The Analytical Accreditation Board oversees the governance and processes related to the AIHA-LAP, LLC in accordance with documented roles and responsibilities. The goal of governance is to have a process that is inclusive, transparent and representative of the varied issues facing laboratories.

AAB members are required to attend meetings (in person or virtual) each year which may be held in the first, second and fourth quarters. AIHA-LAP, LLC may cover reasonable and customary travel expenses to each of these meetings that a participant’s employer cannot or will not cover. AAB members are also required to participate in the AAB balloting process (for laboratories being considered for accreditation and re-accreditation) and AAB conference calls that may be arranged as needed.

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At any given time, the AIHA-LAP, LLC program is looking for qualified individuals. Programs include IHLAP, ELLAP, EMLAP, FoodLAP and UniqueScopes. We also welcome applications from accredited laboratories, academia, stakeholders and regulators of the laboratory industry.

For more details on each of the AIHA-LAP, LLC programs, please visit <http://www.aihaaccreditedlabs.org>

Representation for each program is generally broken out as follows:

- Twelve (12) individuals will be appointed to represent all aspects of the AIHA-LAP, LLC and accredited laboratories, academia, stakeholders and regulators of the laboratory industry;
- Three (3) individuals will serve in officer positions (Chair, Vice Chair and Past Chair);
- Liaison to the AIHA Board of Directors
- Chief Site Assessor
- Managing Director, AIHA-LAP, LLC (or designee)

AAB members have the authority for AIHA-LAP accreditation decision making. This responsibility includes: approval, denial, suspension or withdrawal of accreditation. Annually, members must vote on proposed revisions to AIHA-LAP, LLC policies. Occasionally, the AAB members may be required to vote on a formal decision that is unrelated to a laboratory's routine accreditation cycle and participate in a letter ballot process.

In between meetings, members of the AAB are expected to participate in and contribute to permanent and ad hoc task forces appointed by the AAB or its chair, to electronically or otherwise vote on matters requiring AAB vote, and to participate in conference calls as requested.

In all, participation on the AAB 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 back to your profession, and to work with outstanding industry leaders.

Technical Advisory Panel (TAP)

The Technical Advisory Panel (TAP) advises the Analytical Accreditation Board (AAB) that oversees the governance and processes related to the AIHA-LAP, LLC. The TAP thoroughly reviews accreditation applications (IHLAP, ELLAP, EMLAP, FoodLAP and

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UniqueScopes) and performs a review of the accreditation process steps to ensure conformance to the process and to technical requirements.

Throughout their service term, TAP Members are expected to attend TAP training and meetings (as necessary), participate in and contribute to permanent and ad hoc task forces appointed by the AAB, and to participate in conference calls as requested. AIHA-LAP, LLC may cover reasonable and customary travel expenses to one (1) orientation training for new TAP members if a participant’s employer cannot or will not cover the costs.

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 outstanding laboratory industry leaders.

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Candidate Application**

DUE DATE: July 30

If appointed to AAB or TAP, you must be able to attend an orientation meeting in the first quarter of the following year. Additionally, AAB Members are required to attend three meetings (total) per year. Exact dates and times pending.

Please attach your CV.

Date of Application

Name: _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

I am applying for: AAB/TAP___ AAB Only___ TAP Only___

Please indicate which AAB and/or TAP seat(s) you would like to be considered for with this application. Please check all that apply:

AAB & TAP Applicants (*check all that apply*)

- IHLAP
- ELLAP
- EMLAP
- FoodLAP
- UniqueScopes

1. Please list your familiarity with ISO/IEC 17025:2005 (training, experience, knowledge, etc.).
Attach training documentation, if available.

2. Please list your familiarity with AIHA-LAP Accreditation Policies (training, experience, knowledge, etc.).

3. Employment Sector:


- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Commercial Laboratory | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Academic/University | <input type="checkbox"/> Retired |
| <input type="checkbox"/> Government | <input type="checkbox"/> Other |

4. Please list all of your certifications and/or registrations, if applicable, and provide the date of original certification/registration.

5. List the scientific and/or technical membership organizations to which you belong.

6. Have you previously served in a leadership capacity in any other scientific or technical organization? If so, please provide us with the name of the organization, the position you held, and the year(s) for which you held the position.

7. Have you ever been a defendant in an administrative, civil or criminal proceeding, or had formal charges filed against you? If so, please explain.

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8. Please list any specific or unique knowledge and/or expertise pertinent to AIHA-LAP, LLC (including experience specific to the AIHA-LAP, LLC accreditation e.g., beryllium, silica, pharmaceuticals, compressed air proficiency testing, consumer product testing, quality system experience).


9. What do you think are the most pressing issues facing AIHA-LAP, LLC at this time and what would you do to address or solve the issue(s)? Please explain.

10. How will AIHA-LAP, LLC benefit from your participation as a member of the AAB or TAP?

11. Being a member of the AAB or TAP is an important and time-consuming obligation.

AAB: On average, the duties of chair, vice chair, and past chair take approximately 40 hours per month; duties of members take approximately 20 hours per month. Please refer to the AAB Member Roles and Responsibilities document for more details. Your position on the AAB may require you to travel at least three times annually (AIHA-LAP, LLC may cover reasonable travel costs where an employer cannot or will not) and to participate in meetings via conference call in between face-to-face meetings.

TAP: Being a TAP member is an important obligation. On average, a TAP member will spend approximately 10-20 hours per month on TAP and AIHA-LAP, LLC-related issues. Please refer to TAP Member Roles and Responsibilities for details. As well, your position on the TAP will require you to travel at least once for orientation (AIHA-LAP, LLC may cover reasonable travel costs if your company cannot and will not) and to participate in meetings via teleconferences in between face-to-face meetings.

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Will you, your family, and your employer provide the time and resources to fulfill such duties?

Yes _____ No _____

12. If you applied for AAB only and are not selected, would you like to be considered for the Technical Advisory Panel (TAP)?

Yes _____ No _____

I declare that all of the answers above are complete and truthful. I also declare that if appointed, I will be required to sign the AIHA-LAP, LLC Conflict of Interest / Confidentiality agreement disclosing any conflicts of interests that I may have or that may arise throughout my term and my assurance to keep all records, documents and conversations confidential, as required.

Signature of Candidate

Date

DUE DATE: July 30

Please return to:
AAB & TAP Appointment Committee
AIHA-LAP, LLC

E-MAIL: CMORTON@AIHA.ORG

PLEASE INCLUDE YOUR MOST RECENT CV WITH APPLICATION SUBMITTAL