



Minutes

Certification Committee Meeting

Wednesday, January 20, 2021

Voting Members

Ashley	Weekly	Chair
Kim	Cowman	Vice Chair
Kurt	Monteiro	Vice Chair
Bassel	Anbari	Member
Nick	Armstrong	Member
Suz Ann	Arroyo	Member
Suzanne	LeViseur	Member
R. Lee	Millies	Member
Grant	Page	Member
Rachel	Stuckey	Member
Kevin	White	Member

Visitors

Ehsam	Kemal
Karen	Murray

Non-voting Members

Chandra	Sekhar	BOD Ex Officio
Bill	Dean	Coordinating Officer
Tim	Kline	Certification Manager
Susan	Polite	Support Coordinator - Career Development

MOTIONS
Meeting of January 20, 2021

Motion 1: Adopt the consent agenda, which includes approval of the October 27, 2020 Meeting Minutes, completed action items, and 2020-21 MBOs as distributed.

PASSED: 10-0-0 CNV

Motion 2: Accept the 2020 Third-party Contractor Assessment – PSI and Credly/Acclaim findings.

PASSED: 10-0-0 CNV

Motion 3: Accept the findings in the 2020 Impartiality Threat Analysis.

PASSED: 10-0-0 CNV

Motion 4: Update the Preventive Actions policy and procedure in the *Reference Orientation Manual* (p. 46) to reflect that the purpose is to take preventive actions to eliminate the causes of potential nonconformities.

PASSED: 10-0-0 CNV

Motion 5: Request the organizers of the Israeli Chapter’s biannual HVAC training to contact the Certification Manager Tim Kline at tkline@ashrae.org with their request to organize an exam administration, with the note that the Certification Committee fully supports the Israeli Chapter’s professional development efforts.

PASSED: 10-0-0 CNV

ACTION ITEMS
Meeting of January 20, 2021

Action Item 1 (January 20, 2021): Staff to remove draft status and post the Committee’s October 27, 2020 minutes on the Committee’s web page.

Action Item 2 (January 20, 2021): Staff to contact ASHRAE *Journal* staff for guidance on helping to achieve MBO #3.1 “Enhance relevancy of ASHRAE certification to ASHRAE members and the industry in general.”

Action Item 3 (January 20, 2021): A Task Force with Mr. Armstrong, Ms. Cowman and Mr. Monteiro to develop a list of acceptable evidence of PDH attainment for recertification purposes, as a resource to candidates and to Certification staff.

Action Item 4 (January 20, 2021): Staff to ask professional network and ASHRAE staff to advise on the internal auditor suggestion to publish the *Reference Orientation Manual*, the Committee’s policy and procedure manual.

Action Item 5 (January 20, 2021): Staff to include a “Candidate Rights” section in the Certification Candidate Guidebooks.

Action Item 6 (January 20, 2021): Staff to share final 2020 Third-party Contractor Assessment findings with PSI.

Action Item 7 (January 20, 2021): Staff to update Remote Proctoring complainants on progress made toward improving this examination delivery mode.

Action Item 8 (January 20, 2021): Staff to accept Preventive Actions policy and procedure updates in the *Reference Orientation Manual* (p. 46).

Action Item 9 (January 20, 2021): Staff to initiate the Certification Committee’s response to the Israeli Chapter’s Motion 10.g (11/10/2020).

Action Item 10 (January 20, 2021): By Feb. 19, Certification Committee Members to nominate candidates to serve on the Committee for the 2021-22 term that will help meet the strategic needs of ASHRAE Certification programs.

1. **CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 8:00 a.m. A roll call was conducted.

2. **ASHRAE CODE OF ETHICS COMMITMENT**

Meeting participants were reminded that the meeting would be conducted in accordance with the ASHRAE Code of Ethics Commitment.

3. **CONSENT AGENDA**

It was moved by Mr. Millies and seconded by Mr. White that the Certification Committee:

Motion 1: Adopt the consent agenda, which includes approval of the October 27, 2020 Meeting Minutes, completed action items, and 2020-21 MBOs as distributed.

PASSED: 10-0-0 CNV

Action Item 1 (January 20, 2021): Staff to remove draft status and post the Committee’s October 27, 2020 minutes on the Committee’s web page.

Action Item 2 (January 20, 2021): Staff to contact ASHRAE *Journal* staff for guidance on helping to achieve MBO #3.1 “Enhance relevancy of ASHRAE certification to ASHRAE members and the industry in general.”

4. **MANAGEMENT SYSTEM REVIEW OF INPUT & OUTPUT [MBO# 4]**

A. Input Review

To ensure the requirements of the 17024 International Standard have been met and that the management system is effectively implemented and maintained, Chair Ashley Weekly led the Committee in evaluating the following information:

- Results of Internal and External Audits
 - ANSI 2020 ASHRAE Reassessment
 - 2020 Internal Audit Findings
- Feedback from Applicants, Candidates, Certified Persons and Interested Parties Related to the Fulfillment of this International Standard
 - 2020 2019 2018 2017 2016 2015 2014 Annual Comparison
 - ASHRAE Facility Questionnaire Report
 - 2020 Complaints Log

- Assessments of Third-party Contractors
 - List of ASHRAE Certification Third-party Contractors
 - Draft Third-party Contractor Assessment - PSI
 - Draft Third-party Contractor Assessment – Credly/Acclaim
 - 2020 02 05 Third-party Contractor Exam Delivery PnP Onsite Assessment
 - 2020 10 01 Third-party Contractor RP Exam Delivery Assessment
 - 2020 10 21 Third-party Contractor RP Exam Delivery Assessment

It was moved by Ms. Cowman and seconded by Ms. LeViseur that the Certification Committee:

Motion 2: Accept the 2020 Third-party Contractor Assessment – PSI and Credly/Acclaim findings.

PASSED: 10-0-0 CNV

- Safeguarding Impartiality
 - 2020 Impartiality Threat Analysis

It was moved by Mr. Anbari and seconded by Mr. Monteiro that the Certification Committee:

Motion 3: Accept the findings in the 2020 Impartiality Threat Analysis.

PASSED: 10-0-0 CNV

- The Status of Preventive and Corrective Actions
 - 2020 Operations Non-conformities Preventive and Corrective Actions Log
- Follow-up Actions from the Previous Management Review
 - Certification Committee February 1, 2020 Minutes
- The Fulfillment of Objectives
 - 2020-21 MBOs
- Changes that Could Affect the Management System
 - Certification Lifetime & Annual Statistics
- Appeals and Complaints
 - 2020 Appeals Log
 - 2020 Complaints Log

B. Output Review

To ensure the requirements of the 17024 International Standard have been met and that the management system is effectively implemented and maintained, the Certification Committee rendered decisions and actions related to the following:

- Improvement of the Effectiveness of the Management System and its Processes, as Detailed in the *Reference Orientation Manual*.

Action Item 3 (January 20, 2021): A Task Force with Mr. Armstrong, Ms. Cowman and Mr. Monteiro to develop a list of acceptable evidence of PDH attainment for recertification purposes, as a resource to candidates and to Certification staff.

- Improvement of the Certification Services Related to the Fulfilment of this International Standard

Action Item 4 (January 20, 2021): Staff to ask professional network and ASHRAE staff to advise on the internal auditor suggestion to publish the *Reference Orientation Manual*, the Committee’s policy and procedure manual.

Action Item 5 (January 20, 2021): Staff to include a “Candidate Rights” section in the Certification Candidate Guidebooks.

Action Item 6 (January 20, 2021): Staff to share final 2020 Third-party Contractor Assessment findings with PSI.

Action Item 7 (January 20, 2021): Staff to update Remote Proctoring complainants on progress made toward improving this examination delivery mode.

- Resource Needs

The Certification Committee did not render any decisions or actions related to resource needs.

5. ANSI [MBO# 4]

Ms. Weekly asked the Certification Committee to consider proposed resolutions for the following four (4) Opportunity for Improvement (OFI) citations #12-15 received June 4-5, 2020 following ASHRAE’s Reaccreditation Application with scope extension (CHD, HFDP and OPMP).

- A. OFI #12: 9.1.2 **Application Process**: “The certification body shall require the completion of an application, signed by the applicant seeking certification, which includes as a minimum the following: ... d) any supporting information to demonstrate objectively compliance with the scheme prerequisites”

Summary: When conducting audits of certification application eligibility requirements, include additional detail beyond just “Date Verified” as doing so may be helpful for determining whether the current % is adequate and could identify issues that would warrant an increase in the number of audits performed.

The Certification Committee agreed that no changes to the *Reference Orientation Manual* were needed, and that to address this OFI Certification staff conducting audits should provide additional detail describing in what way(s) audit requirements have been fulfilled.

- B. OFI #13: 10.2.6.4 **Internal Audits**: “internal audits are conducted by competent personnel, knowledgeable in the certification process, auditing and the requirements of this International Standard”

Summary: the internal auditor acknowledged lack of knowledge of certification and the ISO 17024 standard

The Certification Committee agreed that no additional action is needed at this time, as this OFI was addressed in the August 13, 2020 meeting when the Committee adopted the following procedure to support the Internal Audit policy: “Ensure internal auditors are knowledgeable in the certification process, auditing and the requirements of the 17024 International Standard” (Reference Orientation Manual p. 45).

At that time, as well, a new “Internal Audit & Findings” document was created by staff and implemented in 2020 to help ensure internal auditors are knowledgeable in the certification process, auditing and the requirements of the 17024 International Standard, and help better structure the internal audit itself.

- C. OFI #14: 10.2.5.3: **Review Output**: “The output from the management review shall include as a minimum decisions and actions related to the following: a) improvement of the effectiveness of the management system and its processes; c) resource needs”

Summary: “The documented management review ... did not address decisions about improvement of the managements system and resource needs. It became evident through discussions (with the Certification Manager) that decisions

were made that no changes were needed, and that is why none were included in the (Feb. 1, 2020) minutes. However, the absence of the decisions could be interpreted as having not been discussed; therefore, it is suggested that if the conclusion is that no changes are needed, that should be recorded.”

The Certification Committee agreed that no changes to the *Reference Orientation Manual* are needed, and that in the case of this and future management system reviews, the Certification Manager should capture in meeting minutes when decisions are made that no changes are needed.

- D. OFI #15: 10.2.8 **Preventive Actions:** "The certification body shall establish (a) procedure(s) for taking preventive actions to eliminate the causes of potential nonconformities."

Summary: “ASHRAE's policy on preventive actions does not appear to reflect an adequate representation of the concept. The policy refers to identifying nonconformities and preventing their reoccurrence rather than identifying issues that could become nonconformities (potential nonconformities) and preventing their occurrence. A rewording of the policy and clarification for all relevant personnel is recommended to ensure appropriate preventive actions are identified and taken.”

It was moved by Ms. Stuckey and seconded by Ms. LeViseur that the Certification Committee:

Motion 4: Update the Preventive Actions policy and procedure in the *Reference Orientation Manual* (p. 46) to reflect that the purpose is to take preventive actions to eliminate the causes of potential nonconformities.

PASSED: 10-0-0 CNV

Action Item 8 (January 20, 2021): Staff to accept Preventive Actions policy and procedure updates in the *Reference Orientation Manual* (p. 46).

6. MEMBERS COUNCIL MOTION REFERRAL [MBO# 3]

Motion 10.g (11/10/2020) – Israeli Chapter:

That the society recognizes and approves the Israeli Chapter's biannual HVAC training for young engineers and project managers *and schedules a CHD exam at the end of the course* to benefit participants in having an international accreditation finishing their training (Attachment).

It was moved by Mr. Armstrong and seconded by Ms. Arroyo that the Certification Committee:

Motion 5: Request the organizers of the Israeli Chapter’s biannual HVAC training to contact the Certification Manager Tim Kline at tkline@ashrae.org with their request to organize an exam administration, with the note that the Certification Committee fully supports the Israeli Chapter’s professional development efforts.

PASSED: 10-0-0 CNV

Action Item 9 (January 20, 2021): Staff to initiate the Certification Committee’s response to the Israeli Chapter’s Motion 10.g (11/10/2020).

7. **FINANCIALS [MBO# 2, 1, 3]**

The Certification Committee reviewed budgeted versus actual revenue and expense for the period ending Dec. 31, 2020, as presented in the PubEd Dashboard.

8. **2021-22 COMMITTEE COMPOSITION [MBO# 3, 4]**

Per the “Certification Committee Member Job Description,” a Committee Member responsibility is to “advocate for the Committee composition to reflect the strategic needs of ASHRAE Certification programs.”

Board-appointed committees, including Certification, have been invited to submit by February 19 the names of candidates to serve on their respective committees.

Mr. Weekly referenced the current Certification Committee roster and invited the Committee to make recommendations to nominate candidates that will help meet the strategic needs of ASHRAE Certification programs.

Committee members were asked to contact recommended nominees regarding their possible interest.

Action Item 10 (January 20, 2021): By Feb. 19, Certification Committee Members to nominate candidates to serve on the Committee for the 2021-22 term that will help meet the strategic needs of ASHRAE Certification programs.

9. APPLICATION FEE SCHEDULE [MBO# 1, 2, 3]

In this annual evaluation, the Certification Committee evaluated the application fee schedule for any possible updates, and agreed not to recommend any changes for the 2021-22 Society Year.

10. ExO UPDATE [MBO# 3, 4]

BOD Ex-Officio Dr. Chandra Sekhar provided an update on Society-wide initiatives.

11. EXAM DEVELOPMENT [MBO# 3, 4]

Ms. Weekly referenced an overview of current exam development activities:

HBDP: New form launched in August, 2020.

CHD: New form to launch in June, 2021.

12. NEW BUSINESS [MBO# 3]

There was no new business.

13. ADJOURN

Ms. Weekly adjourned the meeting at 11:40 a.m. (EST).

Respectfully Submitted,

Tim Kline