

3.1 Interpretation and Conclusions

An aggressive meeting schedule of one 2 hour meeting every second Thursday was initiated starting in July. IPEIA set up on-line meetings, supplied meeting agendas based on agreed topics and IPEIA volunteers facilitated the meetings. Discussions were recorded both digitally and through minute taking. Meeting minutes were distributed to the various TF1 members via e-mail after each meeting. IG representatives gave TF1 progress reports to their respective groups at their regular meetings. The outcome after a series of meetings was the development of definitions for:

- **Inspector**
- **Assessor**
- **Competency**
- **Certification**
- **Qualification**
 - *See appendix A for definitions*

TF1 identified the need for an Inspector logbook to track individual inspector experience. TF1 developed a Scope for a digital logbook, see Appendix B, which would require funding to be realized. The group stopped at this point for input from the IPEIA Steering Committee and the IGs to determine if they want to continue with logbook development.

After the 2020 IPEIA conference a sub-committee was formed to continue working on the logbook. A Request for Proposal was developed, and several companies submitted proposals in response to the RFP. Surehand Inc. ultimately won the competition.