

EFCOG Integrated Safety Management (ISM) and Quality Assurance (QA) Working Group Charter

October 2009

PURPOSE

The Integrated Safety Management (ISM) and Quality Assurance (QA) Working Group is a working committee whose intent is to facilitate the objectives of the Energy Facility Contractors Group (EFCOG) in the implementation of ISM and QA throughout the Department of Energy complex.

The ISM and QA Working Group provides leadership for the long-term implementation and integration of the ISM and QA programs as requested by the Department of Energy (DOE) and EFCOG member companies. The purpose of the Working Group is to promote excellence in development, implementation, and continuous improvement of ISM and QA programs and processes at the Department of Energy sites by sharing information and by facilitating the application of EFCOG Best Practices.

OBJECTIVES

The objectives of the Working Group are to:

- Promote, coordinate, and facilitate the active exchange of successful programs, practices, procedures, lessons learned and other pertinent information of common interest to ISM.
- Promote ISM and Quality Assurance awareness and understanding by sharing management and technical information among DOE contractors.
- Facilitate integration of ISM and QA into work practices.
- Facilitate coordinated contractor input to DOE on ISM and QA related issues.
- Provide an efficient mechanism for DOE interfaces with senior contractor executives and subject matter experts responsible for the development, implementation and continuous improvement of ISM and QA programs.

SCOPE

- The ISM and QA Working Group will operate within the EFCOG Charter and Guidelines for Working Groups.
- Areas to be addressed by the Working Group include the site, facility and activity level processes that implement Quality Assurance requirements and the five core functions of ISM throughout the entire life cycle of a facility (i.e., R&D, Design, Construction, Operation, Stabilization and D&D).
- The ISM and QA Working Group will coordinate with other EFCOG Working Groups, in their assigned topical areas, to avoid duplication of efforts.
- The Working Group will not lobby, advocate independent positions, or try to change DOE policy.

ORGANIZATION

- The EFCOG Executive Directors will appoint the Chair and Vice-chair(s) of the Working Group.
- The Chair and Vice-chair(s) will direct the overall activities of the Working Group.
- Working Group membership shall consist of representatives designated by EFCOG member companies. Non-EFCOG member companies, providing services to the DOE, may designate participants who serve on the Working Group with the Chair's approval.

- The ISM and QA Working Group will maintain a balance in membership, to the degree possible, with individuals representing the full spectrum of DOE activities. Annually, membership on the Working Group will be reviewed to ensure appropriate representation is being maintained.
- Subgroups to the Working Group may be formed to effectively implement the objectives of the Working Group. In addition, Task Groups may be established and utilized to support short-term activities of the Working Group.
- Individual Working Group members shall participate as a member on one of the Working Group Subgroups. Represented companies may designate additional subject matter experts to participate on the Working Group Subgroups.
- The Working Group Chair, in conjunction with the Group's DOE Sponsor, may identify designated DOE Points of Contact for each of the Working Group's Subgroups.
- The Working Group Chair may establish and identify liaison Points of Contact with external organizations (i.e., INPO, ASME, ANS, etc.) to further the objectives of the Working Group.
- The organization of the Working Group shall be approved by the EFCOG Executive Directors and operate under the guidance of the EFCOG Charter and Guidelines for Working Groups of EFCOG. The Working Group Chair shall maintain a current organization chart for the Working Group.

PROCESS

- ISM and QA Working Group meetings will be held as determined by the Working Group Chair. Available information technology (i.e., electronic mail, video conferencing, teleconferencing, etc.) will be fully utilized to minimize the necessity for formal meetings of the entire Working Group.
- The Working Group may sponsor workshops, seminars or other meetings to execute their stated objectives. Reimbursement for costs associated with the above shall be in accordance with approved EFCOG guidelines.
- The Working Group Chair will ensure that the goals, objectives and cost/benefits of the Working Group are reviewed annually by the Working Group leadership team and documented in the Group's annual report to the EFCOG Directors. The Working Group Chair shall determine during this review if continuation of the Working Group is recommended. The recommendation shall be based solely on the added value the Working Group provides to the DOE and member companies in the area of Integrated Safety Management and Quality Assurance.
- Strategic planning for the Working Group shall be the responsibility of the Officers, Subgroup Chairs, DOE Working Group Sponsor and other individuals identified by the Chair. Annually, this group shall review and may provide recommended changes to the Working Group charter for approval by the EFCOG Directors.
- The ISM and QA Working Group Chair is designated as the single point of contact for official EFCOG ISM and QA Working Group communications. Additionally, the Working Group Officers and Subgroup Chairs are authorized, within their designated areas of responsibility, to represent the Working Group in communications with DOE designated Points of Contact and external organizations.