

EFCOG ISM Working Group Fall 2006 Meeting  
Quality Assurance Subgroup Meeting Minutes  
October 25 & 26, 2006

A. QA Policy and Procedures Task Team results are as follows:

Attendees were:

Rick Steele	Battelle
John Palmer	LLNL
Linda Sickles	Sandia
Skip Reeder	Sandia
Chuck Moseley	BWXT Y12
Jim McEvoy	LANL
Mike Nicol	Tetra Tech ECI

1. Mike Nicol took an action to follow up with Norm Barker on publication status of the white paper on Quality Improvement and the Attributes of An Effective Quality Program matrix.

The following topics were identified as areas where further contractor guidance could be beneficial:

- DOE Order O 210
- Qualified suppliers - few suppliers with adequate QAPs (check what Supply Chain is doing with this)
- Extent of application for new software QA requirements (check what Quality Engineering is doing with this)
- Conduct of Science (analogous to Conduct of Operations), research
- IAEA guides on this subject
- Graded approach guidance
- Design and construction QA/QC to support upcoming new facility construction
- Contractor assurance (Order O 226.1)

The graded approach was chosen as the highest priority item. Subgroup Members agreed to send Mike Nicol what standards and guidelines they are aware of as well as any implementation methodologies their companies use. This is due by end of November. Mike will consolidate the material and send out to members by end of December. The Task Group will then decide via teleconference what type of product would be most beneficial and assign subsequent actions.

B. Quality Engineering Task Team are as follows:

Attendees were:

Tom Bargeloh	Los Alamos
Bob Carter	West Valley
Frank Denny	Y-12
Fred Leach	SRNL
Fran Lemieux	NTS (partial)
Subir Sen	DOE (partial)
Dave Shugars	ICP, Idaho

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Bob Swift            Livermore

Items of business discussed were:

1. Suspect/Counterfeit Items Contractor Alert

- The alert was reviewed in detail and comments provided to Bob Carter. Bob has subsequently incorporated comments.
- Also presented was a guide for determining if an item is suspect/counterfeit developed by Ken Brandt. This guide, when finalized, will be an attachment to the contractor alert. Comments on the guide are due to Bob Carter by close of business, Friday, November 10, 2006.
- On incorporation of comments on the guide, the contractor alert will be presented to EFCOG management for final approval and distribution.
- We are still waiting for comments back on the "White Paper" document already forwarded to EFCOG management.

2. Hold/Witness Points

- Held our first discussions on a draft document prepared by Tom Bargeloh titled, "Hold/Witness Point Discussion Points." This task is new (assigned to the task team in July of 2006) and will result in the development of a White Paper on good practices to be used in the assignment of Hold and Witness points. Comments are due to Tom by December 31, 2006.

3. HEPA Filters

- A question was raised about the use of data from ATI. Normal practice by contractors is to place their filter supplier on a qualified suppliers list. This usually entails a supplier audit every three years with an annual performance review in between audits. The question is, do contractors in their annual evaluations take into account and follow up on the data provided by filter suppliers associated with the success or failure of filter testing? This would be especially the case if ATI is experiencing a sudden rise in failure rates. What if supplier data and ATI data consistently disagree? Members are to research and report back the practice at their facilities.

C. Supply Chain Quality (SCQ) Task Team results are as follows:

The ISM Supply Chain QA Task Team met at the October meeting with 17 members in attendance. There were several topics of discussion on the agenda and information was shared on current events across the DOE complex.

Two tasks the task team is responsible for are still in progress:

1. Continue effort to build on the current base of suppliers of critical and common commodities and services.

- An updated listing of suppliers of critical and common commodities and services was updated. Contractors that have current evaluations of the suppliers will provide the information to be entered in the Integrated Supplier Information System (ISIS). This will be an ongoing task.

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2. Develop a plan to solicit participation and input from additional EFCOG member companies to increase the SOC base of common suppliers and maximize cost avoidance for supplier evaluations.

- A plan was developed and will be implemented by 10/30/2007.

Ron Natali, a task team participant and member of the Packaging Management Council, presented a status on Packaging Management Council (PMC) supplier audits and the PMC Management Plan. The supplier audits information will be added to the ISIS.

Subir Sen, DOE HQ Office of Quality Programs EH-31, met with the group to discuss with the Supply Chain Quality task team the proposal to participate in DOE HQ audits of Air Techniques Internal (ATI), the DOE EH contractor managing the filter test facility (FTF). The task team will propose a process for participating in the audits and ensuring that the results are distributed appropriately to complex personnel. The performance process should address issues, such as, avoidance of DOE contractors attempting to audit ATI independent of DOE, incorporating a sufficient number audit elements to address filter user needs, scheduling, team members including the team leader, reporting, etc. Mr. Sen will provide the results of the September 2005 Restart QA audit of ATI, the statement of work for the ATI contract which includes the requirements and the completed audit checklist to the team. The task team will develop an implementation plan during the 2007 Spring Meeting. The joint audit needs to be conducted no later than September 2008.

Task	Status	Finish Date
1. Continue task to build on the current base of suppliers of critical and common commodities and services.	In Progress	4/30/2007
2. Develop a plan to solicit participation and input from additional EFCOG member companies to increase the SOC base of common suppliers and maximize cost avoidance for supplier evaluations.	In Progress	10/30/2007
3. Propose a process for participating in DOE HQ audits of Air Techniques Internal (ATI), the DOE EH contractor managing the filter test facility (FTF) and ensure that the results are distributed appropriately to complex personnel. The performance process should address issues, such as, avoidance of DOE contractors attempting to audit ATI independent of DOE, incorporating a sufficient number audit elements to address filter user needs, scheduling, team members including the team leader, reporting, etc.	In Progress	9/30/2008