

EFCOG ISM & QA Working Group
Semi-Annual Meeting
November 18 - 20, 2008 – Las Vegas, NV
Supply Chain Quality Task Team Agenda

Tuesday, November 18, 2008

<u>Time</u>	<u>Topic</u>	<u>Facilitator/Presenter</u>
8:00 a.m.–5:00 p.m.	A number of training/discussion courses throughout the day on Tuesday. Course topics range from NQA-1, DOE Hot Topics, and others TBD. Please check for the schedule on the EFCOG ISM & QA Working Group Fall 2008 meeting webpage or upon arrival at the facilities.	ISM Working Group

Wednesday, November 19, 2008

Time	Topic	Facilitator/Presenter
8:00 a.m.	Joint Sessions	Paul Bills
8:00 – 10:00 a.m.	<i>Task Team Actions</i> <ul style="list-style-type: none"> • Review and continue to build on the current base of suppliers of critical and common commodities and services • Supplier Evaluation Procedure (SEP) revision, approval and release. Review recent changes to the SEP. Further discussion regarding posting final document on ISIS in addition to EFCOG. • Take credit for Supply Chain Task Team accomplishments 	Paul Bills
10:00 – 10:15 a.m.	Break	
10:15 – 10:45 a.m.	<i>Review Previously Established Filter Test Facility (FTF) Action Items</i> <ul style="list-style-type: none"> • Update on the FTF audit schedule, team and plan commensurate with ATI activities • Discuss FTF notification responsibility since Connie's departure • Review semi-annual FTF reports (as applicable) • Review and discussion regarding the DNFSB letter and HEPAs. • Address action plan addressing HEPA filter suppliers, issues and FTF rejected HEPA filters • Discuss SRS filter manufacturing surveillance activities • Discuss further actions previously committed to Subir 	Dave Tuttel
10:45 – 11:00 a.m.	<i>Discussion – EM Initiatives</i> <ul style="list-style-type: none"> • Brief discussion with regard to EM-HQ initiative and relationship with EFCOG Supply Chain 	Dave Tuttel
11:00 – 11:45 a.m.	<i>Audit Scheduling</i> <ul style="list-style-type: none"> • Discuss Development of Supply Chain Quality Task Team joint audit schedule – Establish initial agreements with regard to common commodity suppliers. 	Paul Bills

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11:45 a.m.–1:00 p.m.	Lunch	
1:00 – 2:30 p.m.	<i>Audit Scheduling Cont.</i> <ul style="list-style-type: none">• Joint audit scheduling and initial site commitments• Develop common checklists to use for joint audits using QA Requirements Matrices• Discuss ATI audit schedule and path forward	Paul Bills
2:30 – 2:45 p.m.	Break	
2:45 – 4:00 p.m.	<i>Status on Actions from Spring 2008 Meeting</i> <ul style="list-style-type: none">• Review action item status	Paul Bills
4:00 – 5:00 p.m.	<i>Supply Chain Path Forward & Action Items</i> <ul style="list-style-type: none">• Discuss path forward topics• Develop action item list and personnel assignments• Target dates for next scheduled team conference call	Supply Chain Quality Task Team