

EFCOG ISM Working Group
Semi-Annual Meeting
November 3 - 4, 2009 – Las Vegas, NV
Supply Chain Quality Task Team Agenda

Tuesday, November 3, 2009		
Time	Topic	Facilitator/ Presenter
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 webpage or upon arrival at the facilities.	ISM Working Group

Wednesday, November 4, 2009		
Time	Topic	Facilitator/ Presenter
8:00 a.m.	Joint Sessions	Paul Bills
8:00 – 10:00 a.m.	<p><i>Task Team Actions</i></p> <ul style="list-style-type: none"> • Program Status – recent events & accomplishments to include Contractors Transportation Management Association/PMC, team charter, matrix development • Review and revise critical supplier base and common commodities and services based on recent developments and recent audit solicitations. • Discussion – recent audit solicitation efforts and participation • Program needs to include Points-of-Contact (POC) and commitments • Review NQA-1 Matrix documents (revised) • Audit reporting – Consistency and content 	Paul Bills
10:00 – 10:15 a.m.	Break	
	Procedure Revision Topics	
10:15 – 11:00 a.m.	<ul style="list-style-type: none"> • Lessons Learned - Review the Supplier Evaluation Procedure (SEP) based on audits conducted under the program. Redline based on changes necessary to enhance program. 	Paul Bills
11:00 – 11:20 a.m.	<p>HEPA Filter Notification Updates</p> <ul style="list-style-type: none"> • Review semi-annual FTF reports (as applicable) • Review and discussion regarding the DNFSB letter and HEPAs. addressing HEPA filter suppliers, issues and FTF rejected HEPA filters • Recent HEPA Audits and DOE-HQ visit to manufacturing facilities 	Alice Lewis
11:20 – 11:45 a.m.	EM initiative and integration plans with EFCOG Supply Chain	Richard Campbell
11:45 – 1:00 p.m.	Lunch	
1:00 – 2:30 p.m.	<p><i>Review Team Previously Established and Upcoming Actions</i></p> <ul style="list-style-type: none"> • Review completed audits and update schedule accordingly • Based on ASL/AVL commitments, update schedule to include new commitments based on individual site needs. • Include critical PMC and EM suppliers as needed to support DOE/NNSA site needs accordingly • Discuss DOE solicitation in support of evaluation process • Discuss Points-of-Contact (POC) at each site and protocols associated with audit support functions • PMC integration with EFCOG joint audit schedule. 	Paul Bills
2:30 – 2:45 p.m.	Break	

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2:45 – 3:30 p.m.	<p><i>Audit Scheduling Cont.</i></p> <ul style="list-style-type: none"> • Joint audit scheduling and initial site commitments. Include EM and additional PMC as necessary based on individual site needs. • Discuss common checklists to use for joint audits using QA Requirements Matrices • Post requirement basis documents for PMC specific audits with other NQA-1 basis documents 	Paul Bills
3:30 – 3:45 p.m.	<p>Current Electronic Management (ISIS) Process and Potential EMS (Oracle Based) System. Controls for:</p> <ul style="list-style-type: none"> • EMS Applications – web postings, audit reports, audit sharing (who is authorized for these reports) matrices, qualifications, conference call information, etc • New Tasks and open task assignments 	Bryan Robertson and Paul Bills
3:45 – 4:00 p.m.	<i>Status on Actions from March 2009 Meeting</i>	Supply Chain Quality Task Team
4:00 – 5:00 p.m.	<p><i>Daily Wrap Up Discussions</i></p> <ul style="list-style-type: none"> • Open discussion • Discuss path forward topics • Develop action item list and personnel assignments • Target dates for next scheduled team conference call 	Supply Chain Quality Task Team