

**EFCOG QA SUB-GROUP
MEETING MINUTES FROM ATLANTA
MAY 1 - 2, 2007**

A. EFCOG Quality Engineering Task Team:

Attendees:

Bob Carter, WCH
Dave Shugars, CWI
Frank Denny, BWXT
Fred Leach, WSRC
Mervin Smith, WSMS
Tom Bargeloh, LANL

1. The first item of business was a detailed review of final drafts of the Suspect/Counterfeit Item contractor alert and associated DOE White Paper and the accompanying cover letters. Most of the first day and part of the second was taken up by this activity.

Action: Fred Leach will incorporate all comments and put out final drafts for Group review by end of May. After group agreement that all comments have been correctly incorporated these final document will be forwarded to EFCOG QA group management.

2. Continued discussions on the Hold/Witness Point issue.

Action: Tom Bargeloh committed to provide a draft document by the end of August, 2007. This document will discuss definitions, what rationale should go into when hold/witness points should be imposed. and how the interface should work between engineering and quality groups in implementing a hold/witness point program.

3. Continued discussions on the interface between QA and engineering regarding the quality role in design, project execution and other activities. It is intended that this task will become a joint task with the EFCOG Engineering Task Group. Frank Denny (lead) and Dave Shugars are the task team.

Action: Frank Denny will contact a leadership representative from the EFCOG engineering group and develop and interface team and from that a path forward will be developed.

B. EFCOG QA Policies and Procedures Task Team

Attendees:

Christopher Marden, Energy Solutions
Chuck Moseley, BWXT Y-12
David Shugars, CH2-M Hill Washington Group
Dennis Dreyfus, Bechtel National, Inc.
John Palmer, LLNL
Kevin Smith, WSRC

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Linda Sickles, SNL
Mike Nicol, Tetra Tech ECI
Neysa Slater-Chandler, DNFSB
Randy Kay, DOE Idaho Operations Office
Rick Steele, PNNL
Thomas Lee, INL

1. Attributes of an Effective Quality Improvement Process

Mike Nicol briefed the Task Team that the subject guidance document had been posted for use on the EFCOG website.

2. Succession Management

Each EFCOG Quality Task Team was requested to discuss succession management during their meeting. The purpose of the discussion was to seek out individuals for future Task Team leadership assignments. David Shugars expressed interest in the QA Policies and Procedures Task Team Lead position. His interest was presented at the Task Team Leadership wrap up session Thursday morning.

3. Attributes of an Effective Quality Program

Mike Nicol briefed the Task Team on the status of the Attributes Matrix. The Matrix had been completed during the last EFCOG meeting in the fall of 2006. The remaining action to complete the Matrix is formatter (Introduction and Purpose narrative) which explains what the Attributes matrix represents and how it should be used. A draft Introduction and Purpose section was distributed to the attendees.

Action: Attendees were requested to send any comments or suggestions to David Shugars by May 11. David will consolidate the input and put a revised draft out to the attendees for final review. Once consensus is reached on the formatter, the guidance document will be forwarded to the EFCOG QA Task Chairman for further processing and posting.

4. Status of DOE Guide G 413.3-2

Mike Nicol briefed the Task Team on development of DOE Guide G 413.3-2. The purpose of this Guide is to supplement DOE Order 413.3A, Program and Project Management for the Acquisition of Capital Assets, by providing Quality Assurance guidance for the planning and implementation of projects and by suggesting approaches for satisfying requirements throughout the Critical Decision process. A Development Team comprised of DOE and contractor employees has been established to develop the guide. A table of contents has been prepared and chapters assigned to individuals on the Development Team. The Development Team conducts weekly conference calls to discuss progress. Norm Barker, Mike Mason, and Mike Nicol represent EFCOG on the Development Team. The Guide is scheduled for completion in April 2008.

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5. QA Program Requirements for Small Businesses

Prior to the meeting, Norm Barker had requested that the Task Team explore approaches that their companies have found effective with establishing and implementing quality programs for small business teaming partners or subcontractors having little or no experience with working under quality programs in the DOE complex.

Action: Task Team members were requested to submit their approaches and experiences with this subject to Chris Marden for consolidation by the end of May. Chris will summarize the input and distribute to the Task Team for evaluation and determination of subsequent action.

6. Control of Electronic Signatures

Document approval using electronic signatures is a practice becoming more widespread across the DOE complex. This approval process can become abused if an individual's electronic signature is not properly controlled. This is a subject the Task Team decided to explore further with DOE.

Action: Attendees were requested to send any process they have found to effectively control use of electronic signatures to Chris Marden by the end of May. The Task Team will continue to investigate this area for any potential further action.

7. NNSA Roadmap

Chuck Moseley briefed the group on the status of the NNSA Roadmap for Nuclear Facility Quality Assurance Excellence. While most of the action items associated with the Roadmap are complete or nearly complete, the process seems to have stalled over the past few months. The Task Team decided not to engage in the Roadmap process at the present time. Discussions were reported underway between DNFSB and NNSA to reinvigorate the Roadmap process. The Task Team decided to monitor the Roadmap process through to completion. At that time, the Task Team may evaluate the Roadmap process for broader application within the DOE complex.

8. ISO 14001 – ASME NQA-1 Comparison Matrix

Mike Nicol briefed the Task Team on the development of an ISO 14001 – ASME NQA-1 Comparison Matrix that was initiated by the ASME NQA Subcommittee on Nuclear Waste Management. Mike Nicol chairs this Subcommittee. Development of the matrix was at the request of one of the NQA Committee members who works at a DOE site. The DOE site had an existing NQA-1 program and was requested to also become ISO 14001 compliant. The NQA Committee member thought it would be beneficial if such a matrix was developed to assist other sites needing to develop an ISO 14001 Environmental Management System in addition to an existing NQA-1 program. The NQA Main Committee has not authorized completion of the Matrix as it was considered outside the charter of the NQA Committee. Mike Nicol suggested that completion of the Matrix might be a task more appropriate for the EFCOG QA

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Policies and Procedures Task Team as DOE sites would likely benefit more from the Matrix than commercial nuclear facilities.

After discussing the Matrix concept, the Task Team decided it would be more beneficial to catalog and post a list of all currently published quality/environmental standards comparison matrices (not limit is to ISO 14001 – ASME NQA-1).

Action: Task Team members were requested to forward any comparison matrices they were aware of to Linda Sickles by the end of May. Linda will consolidate the input for further action by the Task Team.

9. DOE QA Expectations and Initiatives

Collette Broussard, DOE HS-31, briefed the Task Group on the status of QA within the DOE. She presented the current organizational structure, roles, responsibilities, expectations, and initiatives. She also provided additional background and detail on the DOE G 413.3-2 development effort.

C. EFCOG Supply Chain Quality Task Team:

Attendees:

Alice Lewis, PHNL
Art Reynolds, WSRC
Audrey Cooper, Fluor
Catherine Nesser, WTS
Connie Arnwine, ORNL
Dave Tuttel, WSRC
Jerry Gutgsell, LANS
John Zombro, ARGONNE
Lloyd Hinkle, BWXT
Manuel Vigil, BWXT
Paul Bills, INL
Steven Stein, BNL

1. Identified lead auditor and audit team to conduct the joint audit, per DOE HQ's request, of Air Techniques International (ATI), DOE subcontractor for the Filter Test Facility in Maryland. The audit is to be conducted in April 2008.
2. Developing an EFCOG procedure for conducting joint audits of common suppliers.
3. Updated the commodities listing of safety-class, safety-significant commodities that are commonly purchased by Contractors and potential suppliers of the commodities.
4. Developing a standard checklist for each of the commodities that can be used for evaluating the suppliers.

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5. Checklist will be used for conducting joint audits
6. Ensuring evaluation criteria is adequate for most sites to be able to use audit results.
7. Presentation on the status of the ICPT Basic Ordering Agreements for waste containers and the Packaging Management Council's role in evaluating the suppliers that have submitted proposals.
8. The PMC's supplier evaluation information is being shared with the EFCOG Supply Chain Quality task team.
9. Developing a brochure for the Supply Chain Quality task team - similar to the ISM Working Group brochure - to send to Procurement Quality contacts at EFCOG member companies to stimulate interest by identifying benefits of participation.
10. Presentation by Cathy Nesser from WIPP on Procurement Classifications
11. Spent some time discussing participant's sites' procurement categories identifying commonalities among the sites.
12. Discussed various topics such as problems/nonconformance's with common suppliers (e.g., hepa filters, waste containers).

D. Training Development and Communications

A half day training session was conducted on Tuesday afternoon and was attended by approximately 50 attendees. The training session focused on three pertinent and relevant concerns. The featured topic was a presentation on Human Performance Initiatives being implemented across the complex. This was followed up with a presentation of how those initiatives are being implemented at the Battelle National Laboratory as well as how the HP elements integrate with Quality Assurance. The final presentation was on the "Challenges in Implementing an Effective Quality Assurance Program on Projects". Each of these topics were well received and generated a lot of healthy discussion. The Subgroup will continue to solicit the EFCOG members for submittal of topics to be used for future meetings.