

EFCOG ISM Working Group
Semi-Annual Meeting
May 5 - 7, 2008 – Oak Ridge, TN
Supply Chain Quality Task Group Agenda

Tuesday, May 5, 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, May 6, 2009

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 • Review the Supplier Evaluation Procedure (SEP) based on audits now conducted under the program. Include lessons learned and/or needed potential needed revisions to the program. • Further discussion regarding posting final document on ISIS in addition to EFCOG. • Discuss matrix initiated by WIPP and further actions for taking credit for Supply Chain Task Team accomplishments, e.g., EFCOG Web • Initiate and develop Supply Chain QA Team Charter 	Paul Bills
10:00 – 10:15 a.m.	Break	
10:15 -	Initiate Supply Chain Team Charter	
10:15 – 11:00 a.m.	Initiate and work on Supply Chain QA Team Charter – Use previously established information and boiler plate provided	Paul Bills
11:00 – 11:20 a.m.	HEPA Filter Notification Updates <ul style="list-style-type: none"> • 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 	Alice Lewis
11:20 – 11:45	<i>Review Team Updates and Previously Established Actions</i> <ul style="list-style-type: none"> • Update on the ATI/FTF, Skolnik, Flanders, NFT and other scheduled audits. • Discuss logistics associated with recent audits conducted. Lessons learned resulting from those audits. • Discuss Point-of-Contacts (POC) at each site and protocols associated with audit support functions 	Paul Bills

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	<ul style="list-style-type: none"> and also audit report information associated with those audits 	
11:45 – 1:00	Lunch	
1:00 – 1:15	Update discussion with regard to EM-HQ initiative and relationship with EFCOG Supply Chain.	Dave Tuttle
1:15 – 2:00	Repository Presentation - SharePoint	Alice Lewis and Brian Robertson
2:00 – 2:15	Results of recent Packaging Management Counsel (PMC) site query of packaging supplier used by various DOE sites. PMC integration with EFCOG joint audit schedule.	Mark Hawk (PMC) P. Bills
2:15 – 2:30	<i>Commence Audit Scheduling</i>	Paul Bills
	<ul style="list-style-type: none"> Based on common commodity list updates, individual site needs, PMC audit needs and information provided via individual AVL/QSL information, update Supply Chain Quality Task Team joint audit schedule 	
2:30 p.m. – 2:45 p.m.	Break	
2:45 p.m. – 3:15	<i>Audit Scheduling Cont.</i>	Paul Bills
	<ul style="list-style-type: none"> Joint audit scheduling and initial site commitments. 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 	
2:30 – 2:45 p.m.	Break	
2:45 – 4:00 p.m.	<i>Status on Actions from Fall 2008 Meeting</i>	Supply Chain Quality Task Team
	<ul style="list-style-type: none"> Review action item status EFCOG Web postings – Discuss document postings Discuss Task Sheets and task completion status 	
4:00 – 5:00 p.m.	<i>Daily Wrap Up Discussions</i>	Supply Chain Quality Task Team
	<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 	