

**EFCOG ISM WORKING GROUP**  
**QA SUBGROUP CHARTER**

**I. PURPOSE**

The Quality Assurance (QA) Subgroup is a working committee whose intent is to facilitate the objectives of the Energy Facility Contractors Group (EFCOG) and ISM Working Group in the implementation of QA throughout the Department of Energy Complex.

The QA Subgroup provides leadership for the long-term implementation of the QA program as requested by the EFCOG member companies and Department of Energy (DOE). The purpose of the Subgroup is to promote excellence in development, implementation, and continuous improvement of QA programs and processes by member companies in support of the Department of Energy sites through information sharing and application of lessons learned. The QA Subgroup will not lobby, advocate independent positions, or try to change DOE policy.

**II. OBJECTIVES**

The objectives of the QA Subgroup are to:

- o Promote, coordinate, and facilitate the active exchange of successful programs, practices, procedures, lessons learned, and other pertinent information of common interest to QA.
- o Identify streamlined techniques and benchmarked practices that enable cost-effective implementation of QA processes and programs.
- o Provide an avenue for communications to and from the DOE on development, implementation, and improvement of QA programs. This includes supporting member companies in meeting DOE's expectations for QA programs, providing assistance in the clarification and resolution of complex-wide QA issues and providing guidance on QA program implementation.
- o Provide a network for quality assurance training in order to promote consistency in application, reduce duplication of effort and a forum for discussion of issues.
- o Promote training and learning on QA activities by sharing of management and technical information among DOE contractors through mechanisms like workshops, task teams, and conferences.

**III. SCOPE**

The QA Subgroup will operate within the EFCOG Charter and Guidelines for Working Groups. Areas that can benefit from focused and coordinated contractor attention are as follows:

- o Graded or tailored approaches to QA implementation, including appropriate benchmarking activities,
- o Selection and integration of industry technical standards in support of QA,
- o Implementation effective, efficient, compliance QA management systems, and
- o Integration with management systems for Integrated Safety Management.

The primary focus of the QA Subgroup is Quality Assurance in the context of 10 CFR 820, Subpart A, DOE O 414.1, DOE/RW-0333P and QC-1. Relationships to other laws and regulations (e.g., 10 CFR 71, Subpart H) and to industry technical standards (e.g., NQA-1, ISO-9000, etc.) is included in the scope of the Subgroup to the extent necessary to assist in the understanding of the relationships and interfaces. Areas to be addressed by the QA Subgroup include the site, facility and activity level processes that implement the ten elements of QA throughout the life cycle of a facility. The QA Subgroup will coordinate with other ISM Working Group Subgroup's

and EFCOG's other Working Groups in their assigned topical areas, to avoid duplication of efforts.

#### IV. **ORGANIZATION**

Each EFCOG member company may identify one or more representatives as appropriate to facilitate communications between their organization and the EFCOG QA Subgroup. These representatives constitute the QA Subgroup Membership. Guests, subject matter experts, and other representatives from non-member companies may participate in accordance with EFCOG procedures. The Subgroup will actively solicit the involvement of the DOE National Laboratories Improvement Council (NLIC) in planning and presenting workshops or other information sharing forums.

In addition to members, the QA Subgroup organizational structure includes a Chair, a Vice-Chair, Secretary and four (4) additional members appointed to the Subgroup Strategic Planning Committee. These seven (7) positions, have staggered rotating renewable terms of 2 years. The QA Subgroup will recommend a Chair, Vice Chair, Secretary and four strategic planning committee members for the consideration of the ISM Working Group Chair. The ISM Working Group Chair will approve and appoint the positions of Chair and Vice-Chair to the QA Subgroup Strategic Planning Committee.

When it becomes necessary to renew appointees, replace appointees, or select appointees to these positions, the ISM Working Group Chair will make appointments based on input and recommendations received from the QA Subgroup.

Task Groups will be created as necessary by the Chair and will operate under the general guidance of the Strategic Planning Committee. Additionally, task teams with a specific project objective may be formed at the discretion of the Subgroup's leadership. All active Task Groups and Task Teams will provide at least an annual report (can be presented at a Subgroup workshop) on completed and ongoing activities.

#### V. **PROCESS**

QA Subgroup meetings will be held as determined by the QA Subgroup Chair or when requested by the Committee members. Available information technology (i.e., electronic mail, video conferencing, teleconferencing, etc.) will be fully utilized to minimize the necessity for formal meetings of the Committee, but the Strategic Planning Committee will meet in conjunction with QA Subgroup workshops (expected to be held annually, as a minimum).

Generally, the cost of workshops will be covered by the workshop host to the extent appropriate per the host's contractual arrangements with DOE and any applicable DOE Directives. Contractors are expected to fund the costs of their respective attendees at workshops. All meeting activities are governed by EFCOG's operating procedures.

Minutes of Strategic Planning Committee meetings and Subgroup meetings shall be prepared and distributed to member company representatives. The Strategic Planning Committee minutes shall be prepared by the Chair and provided to the ISM Working Group Chair.

The Strategic Planning Committee will review the charter annually. Proposed changes to the Charter require consensus agreement from the committee and approval of the ISM Working Group Chair. The changes become effective upon approval from the ISM Working Group Chair.