QA POLICY & PROCEDURES TASK GROUP
Meeting Minutes

1.0 MEETING INFORMATION

1.1 DATE

August 12, 2020

1.2 LOCATION

Conference Call

1.3 ATTENDEES

Ben Arrigoni	(P&P Chair)
Bryon Mowlds	(P&P Vice-Chair)
John Verderber	(P&P Secretary)
Richard Durante	
Tammi Graham-McGuire	
Christian Paley	
Shahi Presser	
Al Whiteaker	
Curtis Blackwell	
Daren Jensen	
Richard Pratt	

2.0 ASSIGNED ACTIONS

- Everyone: provide comments on the drafted metrics whitepaper that Janice drafted.
- Ben Arrigoni: provide meeting minutes from last EFCOG conference to Christine Frei for inclusion on EFCOG website.
- Curtis Blackwell: send QMS in a box to Ben Arrigoni for possible future discussion in P&P group.

3.0 DISCUSSION & OTHER ITEMS

- No updates or information about the EFCOG conference.
- How people are handling the COVID work environment, as related to QA.
  - Most are working remotely.
  - Performing remote supplier verifications, etc. with in-person follow-up later.
  - ASME is doing NQA-1 audits remotely and is establishing a set of procedures for performing these audits.
- ASME is drafting QPS-1 standard, which will provide NQA-1 “equivalent” for non-nuclear suppliers
  - There will be a qualification/certification in the future, as there is with NQA-1.

3.0 DELIVERABLES

Task PP-11-02: Graded Approach Guide (Lead: Curtis Blackwell)

- Working on update to NQA-1 2015, as it is currently focused on 2008/09a.

Task PP-19-01: White Paper Guide (Lead: John Verderber)

- Working with Vince Grosso to incorporate comments, e.g. numbering scheme.

Task PP-19-02: QA Metrics Whitepaper (Lead: Janice Wittrock)

- Janice emailed the current document to everyone for review.
- Plan to go through the document and finish during next face-to-face meeting.
- Will need to adjust the deliverable due date.

Task PP-19-03: Quality Culture Whitepaper (Lead: TBD)

- Need volunteer for lead on this deliverable.

ACTION ITEMS & STATUS

Task No.†	Activity	Task Lead (Support Personnel)	ETC*	Status
PP-11-02	**Whitepaper** Guidance on Applying a Graded Approach	Curtis Blackwell (Daren Jensen)	TBD	Draft Complete
PP-19-01	**Whitepaper** EFCOG White Paper Development Process Guide	John Verderber	TBD 2020	Awaiting Review/Approval by EFCOG QA Group Leadership
PP-19-02	**Whitepaper** Guidance for QA Metrics and Methods	Janice Wittrock (Melissa Mannion)	TBD 2020	In-Progress
PP-19-03	**Whitepaper** Guidance for a Quality Culture	TBD	TBD	Waiting for Lead to Volunteer

* Estimated Time to Completion
† Alpha task numbers indicate an internal task (e.g. PP-19-A)—numerical task numbers indicate external group deliverable.