MEETING MINUTES

Meeting Date: 5/10/17

Meeting Location: Los Alamos, NM

Meeting Attendees:

* Mike Sheridan, WTCC (Chair)
* Carl Wharton, SNL (Vice Chair)
* Sonya Barnette, DOE-HQ
* Bud Danielson, DOE-HQ
* Emily Lies, SNL
* Amy Ecclesine, LBL
* Vince Grosso, NNSS (Call-in)
* Steve O’Connor, SRR
* Mike Pribish, DOE-OR
* Rich Salizzoni, SRR
* John Verderber, WRPS (Secretary)
* Al Whiteaker, TPMC
* Don Xiques, UCOR

Old Business:

* Need a volunteer to serve as group Secretary
* Task P&P-11-02: Graded Approach, Task looking for Leader/Champion
* Task P&P-16-01: Guide for Large Scale Procurements in 413.3B Projects

Old Business Actions:

* John Verderber volunteered for group Secretary
* Task P&P-11-02: Carl Wharton volunteered to be Leader/Champion

Supporting Carl on this task are: Emily Lies, Sonya Barnette, John Verderber, and Don Xiques.

* Task P&P-11-02, Graded Approach (GA) - Best Practice effort has been resurrected.
  + The team reviewed the existing best practice (May 2015) and determined that this best practice was and is very focused on GA in the context of NQA-1-2008/9a (only) and should remain as such.
  + There is interest in development of additional best practices in GA for other consensus standards as well as for the Weapons Programs under DOE prevue. The existing best practice has gone into additional review by the task group. Will attempt to gain consensus and completion by the Fall ’17 EFCOG Meeting. Task will remain open.
  + It was noted that NQA-1 (2015) contains additional wording to support GA and needs to be considered.
  + It was suggested for the task Leader to contact Roy Lebel (Brookhaven) to acquire additional information regarding GA.
* Task P&P-16-01: Leader – Mike Sheridan
  + Near final Draft was reviewed with additional comments accepted from around the room. Several minor adjustments were suggested to allow adaptation for other than Nuclear projects under DOE O 413.3 and accepted. Edits are being incorporated and will receive one last team review prior to team approval and sending the product up the EFCOG approval chain. Task remains open at this time.

New Business:

* Development of a White-paper to address the “Importance of Signatures”
  + Discussion relative to this issue is included below
* Development of a White-paper to address the “Meaning of Objective Evidence”
* Legacy Spare Parts – This effort requires additional information/discussion with interested parties before determination of need can be confirmed.
* S/CI Training – Team determined that there does not appear to be a need based upon previous work on a complex wide training plan.

Action Table

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| Item | Task No. | Activity | Responsible  Person | ECD |
| 1 | P&P-11-02 | Graded Approach | Carl Wharton | Ongoing |
| 2 | P&P-16-01 | Guide for Large Scale Procurements in DOE O 413.3B Projects. Updates to document based on recent discussion | Mike Sheridan | 5/31/17 |
| 3 |  | Update User List | Carl Wharton | 5/19/17 |
| 4 |  | Teleconference of Engineering Software Toolbox | Carl Wharton | 6/30/17 |
| 5 |  | Teleconference of Engineering Firmware Toolbox | Vicky Pope?? | 6/30/17 |
| 6 |  | E-Mail 413.3B DRAFT to Donald | Carl Wharton | 5/19/17 |
| 7 |  | E-Mail to Group Secretary information on signature meaning | Carl Wharton | 5/19/17 |
| 8 |  | Draft importance of Signature White paper | Mike Sheridan | 6/30/17 |
| 9 |  | Set up Web-Ex for Graded Approach in July | Emily/Carl | July  Week 3 |
| 10 |  | Provide information on 30/60/90 descriptors | Bud Danielson | 5/31/17 |
| 11 |  | Contact Roy Lebel (Brookhaven) on GA | Carl Wharton | 5/31/17 |
| 12 |  | Draft White Paper on Objective Evidence | John Verderber | 8/31/17 |
| 13 |  | S/CI Training | Mike Sheridan | TBD |
| 14 |  | Look at DOE O 414.1D Contractor Requirements section for enhancements and feedback back to EM | Mike Sheridan | July  2017 |

Date: May 10, 2017

Subject: EFCOG Meeting Minutes - Signature Importance Meeting

* Possibly start with an issue statement as to why a signature is necessary;
* Terms concur, approve, authorized;
* Who is the audience (prime contractors/staff)?;
* Signature is important to both Safety & Quality;
* Are you competent to perform that role?;
* Is initial/date on a record equally important (one-line strikeout)?;
* Consequences as to when a signature was not provided or falsified;
* Consensus – white paper development;
* Not too long – keep it simple;
* Throw in Rickover’s quote;
* Print name too – not everyone signs legibly;