



QA POLICY & PROCEDURES TASK GROUP

MEETING MINUTES

Meeting Date: 10/17/18

Meeting Location: Pacific Northwest National Laboratory – Richland, WA

Meeting Attendees:

- Mike Sheridan, WTCC (Chair)
- Dave Willford, Bechtel, WTCC (Vice – Chair)
- John Verderber, WRPS (Secretary)
- Ben Arrigoni, Bechtel, WTCC
- Aixa Belen-Ojeda, WIPP
- Diane Fehrenbach, Sandia
- Jennie Freels, Paducah
- Tom Hiltz, DOE-HQ
- Verne Howard, KCP
- Daren Jensen, INL
- Heather Moorman, Bechtel, WTP
- Stephen O'Connor, SRS
- Shashi Presser, Sandia
- Elaine Rodriguez, LANL
- Charles Tyler, WIPP
- Allerick Whiteaker, Terranear PMC

Previous Meeting Minutes: Savannah River (4/25/18) – Approved as read

Immediate Action:

Carl Wharton has stepped down from the Vice-Chair position due to retirement. Dave Willford volunteered to fill the vacancy, but only temporarily. No objection from those in attendance. Will continue to look for a permanent replacement to the Vice-Chair position unless Dave chooses to remain in that capacity.

Minutes Notes:

Meeting was called to order at 8:00AM by John Verderber. Addressed several old business items to advance out of committee. Best Practice paper on QA Considerations for Supply Chain Management in Large-Scale Capital Asset Acquisition Projects along with white papers on Signature Accountability and Objective Evidence can be forwarded to Vince Grosso (QA Working Group Chairman).

A discussion developed regarding what is the actual process on white papers. It was noted that Best Practice papers are posted to the EFCOG site, while there is no repository for white papers. The information within white papers carry some importance and could be of benefit to others if posted to EFCOG site.

Discussion was brought up to John McDonald about developing and releasing white papers within the EFCOG site. John suggested to develop and present him with a process to make it happen. **ACTION – John Verderber to develop**



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Old Business:

- Review issues from “Action Table”. Updated table is shown below.

Old Business Actions:

Reviewed the following from the Action Item List:

- Task P&P-11-02, Graded Approach (GA): Leader – Carl Wharton
 - Tabled for future meeting
 - Dave Willford and Daren Jensen agreed to Co-Chair this activity
 - Secretary to forward copy of latest information.
- Task P&P-16-01: QA Considerations for Supply Chain Management in Large-Scale Capital Asset Acquisition Projects
Leader – Mike Sheridan / Rich Salizzoni
 - Task Completed
 - Forward to Vince Grosso
 - Close out Task Paperwork
- Task P&P-17-01: White Paper – Signature Accountability
Task Leader – Mike Sheridan
 - Task Completed
 - Voted out of P&P Task Group
 - Forward to Vince Grosso
 - Close out Task paperwork
- Task P&P-17-02: White Paper – Objective Evidence in the Nuclear Industry
Task Leader – John Verderber
 - Task Completed
 - Voted out of P&P Task Group
 - Forward to Vince Grosso
 - Close out Task paperwork
- Look at DOE O 414.1D, “Contractor Requirements” section for enhancements and feedback to EM
 - Completed
- Define the time line for development and release of a document for consideration as a Best Practice
 - Tabled for future meeting
- Provide information to group involving the terms “Conditional Release” and “Quality Absolutes”
 - Tabled for future meeting



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- Added new item to Action Item Table to take a look at Partnering across the complex for lab best practices
 - Tabled for future meeting

Reviewed the following from the Watch List Table:

- Unable to address the watchlist table at this meeting due to other developing issues
- Will need a volunteer to pick up on Carl Wharton's items.

New Business:

Mike Sheridan presented a new structure and vision for the QA Policy and Procedures Sub-Group based on the DOE refreshing its application of 10CFR830 Subpart A and DOE O 414.1. This was done through the revision of EM-QA-001 (EM QAP). The Subgroup task for the EM QA Corporate Board that was being worked by a joint team of this Task Group and Department QA Representatives from across the complex was paused to allow EM QA HQ to take the work that was being accomplished by the Sub Group and swiftly adopting key components of that work and the refreshed vision of application of the main source requirements documents. This resulted in a nearly complete revision (Rev. 2) for EM-QA-001. This revision is with Senior DOE QA Management for final considerations. The revised EM QAP is said to alter the view regarding consensus standards (e.g. NQA-1, ISO-9001, etc.) and allow alternate consensus standard applications and changes the focus of the EM governing document to a strong flowdown of the 10 Criteria included in Subpart A and DOE O 414.1. It also reconsiders and provides direction for appropriate application of the Quality "Graded Approach" which is said to simplify the intended application while strengthening the need for and use of grading across the complex.

So what does this mean for the EFCOG QA Policies and Procedures Task Group?

In Mike's view as Chairman, the revised strategy by the Department results in many of the products being developed by our team possibly needing to be realigned. Since we do not have the products yet from the Department, we need to pause our current efforts and reach out to our Department counterparts for additional guidance in this area.

With that said and with the newly considered addition of a "White Paper" section for the EFCOG website, Mike recommends a restructuring of the task group to allow better efficiency and attention to development and follow through of our products. Mike proposes that teams be set up in the following manner:

- P&P White Paper Subgroup
- P&P Best Practice Subgroup
- P&P Emerging Issue Subgroup
- Task Group Interface Coordination

Each of these new small subgroups would then have an assigned lead and we will need to develop Roles, Responsibilities, Accountability, and Authority (R2A2) for each Subgroup.

The following vision and mission statements for the P&P Task Group were developed.



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P&P Charter: Look at program structure first before developing a Charter

Vision Statement: Develop Best Practices and Tools for Quality Requirement Application

Mission Statement: Utilize the collective experience of Contractor and DOE personnel to develop value added tools/products for quality application across the DOE complex. Facilitate a quality culture, knowledge management and improved efficiency through collaborative education and support.

The following is a listing of Core Products, Core Competencies, and Core Function along with an assigned champion(s) for each group:

CORE PRODUCTS:

Lessons Learned	Best Practices	White Papers	Emerging Issues	Templates & Tools
John	John Mike	John Mike	Heather	Dave Mike

CORE COMPETENCIES:

Consensus Standards	Order Rule Guide	Topical Area SME	EFCOG QA Orientation (PPoint/U-Tube) (Elevator Speech)	Application & Implementation (Methods: Gap Analysis)
Dave Daren	Dave Daren	TBD	Daren Ben	Steve Charles

CORE FUNCTION:

Task Group Interface
Mike

CORE TOOLS:

- Website – Sharesite
- Meetings (Face to Face, Webex)
- Checklists (?)
- Workshops

Purpose/Mission:

- EFCOG Quality Orientation
- Quality Operations
- Guidance/Interpretation/Clarification
- Develop & Manage
- Develop Approaches (Implementation)
(e.g.: Templates – QAP, Procedures, etc.) (Standard Approaches for small companies)



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- Gap Analysis / Updates / Crosswalks

Topical Areas of Interest:

- Graded Approach
- Audit Practices
- Quality Professional Development
- Auditor / ATL Training
- Quality Absolutes
- Quality Culture
- Conditional Release
- S/CI
- Project Phase Quality Application
- Quality Requirement Change Management
- Differences in Program Quality Requirements
- QE Program / QE Competencies / QE Qualifications
- Quality Program Leading Indicators
- Flow down of Quality Requirements to Subcontractors

ACTIONS:

- Reconstitute P&P Membership (John / Mike)
- Development of Core Definitions (All)
- Coordinate conference calls and agenda (John / Mike)
- Prioritize Topical Areas of Interest (TBD)

CONCLUSION:

Based on today's brainstorming session, the feedback from those in attendance was very positive in that this will give P&P more and better defined direction with a holistic approach.

Meeting adjourned at 3:00PM

Discussions for future consideration:

- How do you treat a <Haz Cat 3 facility

Watchlist Table

Item	Activity	Controlling EFCOG Group	POC	Followed By
WL-1A	Engineering Software Toolbox	Engineering/SQA	Vicky Pope	TBD
WL-1B	Engineering Firmware	Engineering/SQA	Sid Ailes	TBD



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WL-2	S/CI Training		Bill Wingfield	Verderber
WL-3	NDE Committee			
WL-4	Legacy Parts Upgrade	Supply Chain	Shannon Diffy	TBD
WL-5	CGD for Fuel Oils and Lubricants	Supply Chain (Task #SC-18-02)	John Hendricks	Rich Pratt
WL-6	Kobe Steel	Supply Chain		Sheridan



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Action Item Table

Item	Task No.	Activity	Responsible Person	ECD	Status
1	P&P-11-02	Graded Approach (GA)	Carl Wharten Dave Willford Daren Jensen	Ongoing	Further discussion and info to be provided
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 Rich Salizzoni		Completed – Forward to Vince Grosso
3	P&P-17-01	White Paper – Signature Accountability	Mike Sheridan		Completed – Forward to Vince Grosso
4	P&P-17-02	White Paper – Objective Evidence in the Nuclear Industry	John Verderber		Completed – Forward to Vince Grosso
5		Look at DOE O 414.1D Contractor Requirements section for enhancements and feedback back to EM	Mike Sheridan		Completed
6		Time line for development, approval and release of a document for consideration as a best practice	Mike Sheridan Rich Salizzoni	Nov 2018	In development
7		Provide information to group involving the terms “Conditional Release” and “Quality Absolutes”	Mike Sheridan		Mike to submit to QA P&P Task Group
8		Partnering across the complex with Lab QA Best Practice	Jerry Trujillo		