



QA POLICY & PROCEDURES TASK GROUP

MEETING MINUTES

Meeting Date: 04/25/18

Meeting Location: Savannah River Nuclear Site

Meeting Attendees:

- Mike Sheridan, WTCC (Chair)
- Carl Wharton, Sandia (Vice – Chair)
- John Verderber, WRPS (Secretary)
- Andrea Davis, FBP/Portsmouth
- Joe Fulghum, SRS/SRNS
- Will Leschak, SRS
- Richard Salizzoni, SRS/SRR
- Allerick Whiteaker, Terranear PMC
- Jerry Trujillo, Sandia
- Todd Grinsteinner, NNSA
- Richard Pratt, Sandia
- John Barnes, NNSA/SRS
- Chris Beamance, DOE-ID
- Brad McClung, INL
- Lynn Nye, CHPRC – Hanford
- Thomas Hiltz, DOE-HQ
- Christian Palay, DOE-HQ
- Charles Harris, DOE-SRS
- James Gambrezl, DOE-EM
- Jeremy Shaffer, DOE-EM
- Ted Giltz, MSA-Hanford
- Lauren Ratliff, Sandia

Previous Meeting Minutes: Las Vegas (11/08/17) – Approved as read

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
 - Paper is still in process. Some new information was provided.
 - Mike provided brief history summary as to how the paper got to where it is today.
- Task P&P-16-01: QA Considerations for Supply Chain Management in Large-Scale Capital Asset Acquisition Projects
Leader – Mike Sheridan / Rich Salizzoni



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- Rich Salizzoni completed paper. Approved by QA P&P Task Group. Send out for technical editing and forward to Vince Grosso for posting to EFCOG site.

- Task P&P-17-01: White Paper – Signature Accountability
Task Leader – Mike Sheridan
 - Computer error caused this to not be addressed.
 - Mike to distribute upon return to office
 - Follow-up at November 2018 meeting

- Task P&P-17-02: White Paper – Objective Evidence in the Nuclear Industry
Task Leader – John Verderber
 - Reviewed by Policy and Procedures group members in attendance.
 - Minor comments received. Provide additional examples.
 - Should have it ready for final at November 2018 meeting

- 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
 - Ongoing – Should have more info available at November 2018 meeting

- Provide information to group involving the terms “Conditional Release” and “Quality Absolutes”
 - Computer error caused this to not be addressed.
 - Mike to distribute upon return to office
 - Follow-up at November 2018 meeting

- Added new item to Action Item Table to take a look at Partnering across the complex for lab best practices
 - To be discussed further at the November 2018 meeting

Reviewed the following from the Watch List Table:

- Broke out WL-1 into WL-1A and WL-1B for Software and Firmware issues
- Deleted WL-3
- Added WL-6 regarding Kobe Steel (Carl W. provided update)
- Updated table for POC and Followed By personnel

New Business:

- New items added to Tables as mentioned above



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CY-18 Goals:

- Release Best Practice paper: Task P&P-16-01: QA Considerations for Supply Chain Management in Large-Scale Capital Asset Acquisition Projects
- Get paper on Graded Approach closer to completion
- Release White Paper on Objective Evidence
- Determine Quality Absolutes
- Defining Conditional Release
- Lab Partnering
- Develop time line for getting a document (BP or White Paper) posted to EFCOG site

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 | Wharton |
| WL-1B | Engineering Firmware | Engineering/SQA | Sid Ailes | Wharton |
| WL-2 | S/CI Training | | Bill Wingfield | Verderber |
| WL-3 | NDE Committee | | | |
| WL-4 | Legacy Parts Upgrade | Supply Chain | Shannon Diffy | Wharton |
| WL-5 | CGD for Fuel Oils and Lubricants | Supply Chain (Task #SC-18-02) | John | Rich Pratt |
| WL-6 | Kobe Steel | Supply Chain | | Sheridan |



**QA POLICY & PROCEDURES
TASK GROUP**

Action Item Table

| Item | Task No. | Activity | Responsible Person | ECD | Status |
|------|-----------|---|---------------------------------|-----------|--|
| 1 | P&P-11-02 | Graded Approach (GA) | Carl Wharton | 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 | June 2018 | Approval received within the QA P&P Task Group to proceed with final tech. editing and forward to Vince Grosso |
| 3 | P&P-17-01 | White Paper – Signature Accountability | Mike Sheridan | Nov 2018 | Mike to send out paper for internal QA P&P Task Group Review |
| 4 | P&P-17-02 | White Paper – Objective Evidence in the Nuclear Industry | John Verderber | Nov 2018 | Few minor comments received at Spring 2018 meeting. Resolve comments and resubmit. |
| 5 | | Look at DOE O 414.1D Contractor Requirements section for enhancements and feedback back to EM | Mike Sheridan | N/A | 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 | | |