QA POLICY & PROCEDURES TASK GROUP
Meeting Minutes

1.0 MEETING INFORMATION

1.1 DATE

October 28-31, 2019

1.2 LOCATION

Oak Ridge National Lab, Oak Ridge, TN

1.3 ATTENDEES

Ben Arrigoni	AECOM/WTCC	(P&P Chair)
John Verderber	WRPS	(P&P Secretary)
Mike Sheridan	AECOM/WTCC	
Sonya Barnette	HQ-DOE	
Curtis Blackwell	SNL	
Kimberly Armour	PEC	
Sonya Barnette	DOE	
Richard Durante	CNS	
Jeff Fluckiger	INL	
Melissa Mannion	LBL	
Sandra Moore		
Amanda Pope	CNS	
Richard Salizzoni	SRR	
Allerick Whiteaker	TPMC	
Janice Wittrock	SNL	
Kate Burnett	DOE	
Steph Jackson	Y-12	
Laura Butts	Y-12	
Laura Deike	Y-12	
Joseph Pang	ASME	
Chris Mahler	ASME	
James Gambrell	DOE-HQ	
Lisa Barteau	SNL	
Erik Halverson	SNL	
Randy Smyth	DOE-OR	

2.0 PREVIOUS MEETING MINUTES

ORNL (May 2019) meeting minutes were approved as read.

3.0 DELIVERABLES

Task PP-11-02: Graded Approach Guide (Lead: Darren Jensen)

- Determined to continue and finish the paper
- Curtis Blackwell volunteered to assist

Task PP-19-01: White Paper Guide (Lead: <u>John Verderber</u>)

- Being finalized for review by QA group leadership

Task PP-19-02: QA Metrics Whitepaper (Lead: <u>Janice Wittrock</u>)

- Lead volunteered
- <u>Melissa Mannion</u> volunteered to assist

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

- Need volunteer for lead

3.2   DISCUSSIONS & DECISIONS

- ❖ It was decided that holding group phone conferences bi-monthly would be adequate. The first call is tentatively scheduled for January.

- ❖ Agenda and discussion of deliverables will be scheduled for the second day of future meetings, as attendance has historically been higher on that day.

- ❖ Based on discussions, suggested content outlines were created for each task item to aid in completion. This information was recorded separately and will be sent to group members.

3.3   FUTURE TOPICS

The following topics/items were noted as having interest for future discussions and potential deliverables. They will be discussed further at the next meeting in Spring 2020.

- ❖ **Requirements Management**
  - o Tools/software
    - Several sites, including WTP, uses IBM DOORS
    - SRS uses SRID on a line-by-line basis
  - o Challenges
    - Keep mapping updated when procedures are revised
    - Appropriate mapping level, e.g. paragraph or section
  - o Software to record and manage
  - o Process flow and responsibilities
  - o Related document review process
  - o Methods of requirement implementation
  - o Documenting implementation
- ❖ **Quality Program Implementation**
  - o Components, tools, and methods for execution
  - o Quality Assurance Program Description
  - o Quality Assurance Implementation Plan
  - o Tie with Requirements Management

- ❖ **Lessons Learned**
  - o Program structure
  - o Process flow and responsibilities
  - o Methods of implementation
  - o OPEX Share—DOE source for lessons learned available to contractors and others. https://opexshare.doe.gov

- ❖ **Stop Work**
  - o Proceduralization
  - o Criteria
  - o How to implement
  - o Relation to Quality Culture, i.e. management expectations/support
    - ▪ Differences and challenges between industries/sites, e.g. lab vs. construction

- ❖ **DOE O 414.1E**
  - o Forthcoming release
  - o Changes and impacts

- ❖ **Audit Best Practice**
  - o Certification of Lead Auditor
    - ▪ NQA-1 vs ISO
  - o Techniques and methods
  - o Coordinate with the EFCOG HPI Group

- ❖ **Quality Career Guidance Whitepaper**
  - o Help develop and guide new personnel in Quality career
  - o Alleviate aging workforce issue
  - o Resource for qualifications, skills, and abilities that are needed

5.0 MEETING FEEDBACK

The following were noted as positives of the meeting this year:
- ❖ Good involvement from everyone in attendance
- ❖ Enjoyed the informality and candidness of discussions
- ❖ Gained a lot of value/information
- ❖ Heartening to see that others are having same/similar issues and to hear different approaches, solutions, and perspectives
- ❖ Topics covered were applicable complex-wide and applicable to everyone
- ❖ Appreciated the agenda flexibility and ability to address emergent topics

The following opportunities for improvement were noted:
- ❖ Communicate group deliverables to wider audience, to encourage others to attend

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TASKS & ACTION STATUS

Item No.†	Activity	Task Lead (Support Personnel)	ETC*	Status
PP-11-02	**Whitepaper** Guidance on Applying a Graded Approach	Daren Jensen (Curtis Blackwell)	TBD	Draft Complete
PP-19-01	**Whitepaper** EFCOG White Paper Development Process Guide	John Verderber	Nov 2019	Awaiting Review/Approval by EFCOG QA Group Leadership
PP-19-02	**Whitepaper** Guidance for QA Metrics and Methods	Janice Wittrock (Melissa Mannion)	Mar 2020	In-Progress
PP-19-03	**Whitepaper** Guidance for a Quality Culture	TBD	TBD	Waiting for Lead to Volunteer
PP-19-A	**Share drive for P&P group**	Ben Arrigoni	February 2020	In-Progress

* Estimated Time to Completion
† Alpha task numbers indicate an internal task (e.g. PP-19-A)—numerical task numbers indicate external group deliverable (e.g. PP-19-01).