



## QA POLICY & PROCEDURES TASK GROUP

### MEETING MINUTES

Meeting Date: 11/02/21

Meeting Start: 8:45AM

Meeting Location: Virtual due to COVID virus

#### Meeting Attendees:

- Rob Dillman, SRS (Chair)
- Jessica Anne Yockers, Sandia (Vice – Chair)
- John Verderber, WRPS (Secretary)
  
- Beth Harvey, Argonne National lab
- Larry Powell
- Allerick Whiteaker, Terranear PMC
- Mike Gibson, SRNS
- Heather Moreman, BNI
- Janice Wittrock, Sandia
- Charlene Keever, UCOR – Oak Ridge
- Mike Russell, EFCOG QA Committee Secretary
- Eirene Ferguson, SRNS

Previous Meeting Minutes: Due to inactive status of the P&P task group for 18 months, there was no reading of previous minutes

Rob Dillman welcomed those in attendance. Reviewed P&P Charter statement.

John Verderber – Presented slides focusing on areas within EFCOG and the structure of the QA Subgroup. This included:

- EFCOG Website – How to Navigate
- Where files are maintained in EFCOG
- Charter
- Review & updated Point of Contact (POC) Listing
- Meeting Frequency – This will be determined by the Chairman.

#### **Old Business:**

- Rob presented a slide showing the current list of open items. These items along with their tracking numbers are presented in the Action Item Table below.
- Rob presented slides showing the following:
  - P&P Purpose/Mission
  - Core Products
  - Core Competencies
  - Tools



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### **Old Business Actions:**

Rob Dillman reviewed the P&P Charter with those present.

Also identified previously completed tasks:

- E-SG-QA-PAP-2021-01, Guidance on Implementing a Graded Approach Applying ASME NQA-1-2017 & DOE-STD-1027-92, March 4, 2021
- E-SG-QA-PAP-2021-02, Best Practices for Quality Assurance Measures and Methods – Guidance Document, March 4, 2021

### **New Business:**

- See topics below under “Discussions for Future Considerations”

### **Discussions for future consideration:**

- Differences in QA Program Quality Requirements
- Develop approaches to Procedures – Gap Analysis
- Training for Auditor/Lead Auditor (Assigned to Rob Dillman & Beth Harvey)
- What is meant by Conditional Release in NQA-1, Part II and how is it applied to the Nonconformance process (Assigned to John Verderber)
- Quality Program Leading Indicators (Assigned to Janice Wittrock) – Perhaps an update to the EFCOG 2011 document on the Development and Use of Leading Indicators

### **P&P Charter Statement**

- The Policy and Procedures (P&P) Task Group facilitates success of the Energy Facility Contractors Group (EFCOG) and its members by identifying and examining current issues and challenges facing the DOE complex—providing guidance and tools for programmatic corrections and improvement.
- The group focuses on program-level quality topics such as quality culture development, trending and measurement of quality, and updates to complex-wide requirements. The group will deliver tools (e.g. crosswalks, templates), white papers, and best practices; collaborating with other QA task groups on applicable P&P projects to better target specific needs and increase value added.

SPRING 2022 MEETING: Location TBD, Most likely virtual

Meeting concluded at 11:45AM



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**Action Item Table**

Item	Task No.	Activity	Responsible Person	ECD	Status
1	QA-P&P-22-01	<p>White Paper: Guide for EFCOG White Paper Development and Release</p> <p><b>Benefit:</b> Create a guide for the various EFCOG groups for the development, approval, and release/posting process for White Papers. Currently no guidance exists on the topic and neither the process nor expectations are described, including points of contact, etc.</p>	John Verderber	Ongoing	Finalize comments
2	QA-P&P-22-02	<p>Guide: Development of a PowerPoint for new EFCOF QA members</p> <p><b>Benefit:</b> Create a guide/PowerPoint for new (or potential) participants of the QA subgroup, introducing them to EFCOG in general and more specifically the QA subgroup. The guide will describe each QA task group and their topics and activities of focus, providing examples of previously delivered tasks. The goal is to give a sense of each group and help them decide which, if any, would be most beneficial. Additionally, the guide will describe the semi-annual meeting and let them know what to expect, the structure of the event, and opportunities for involvement.</p>			
3	QA-P&P-22-03	<p>Best Practices for QA metrics and Methods.</p> <p>Determine a set of QA metrics and methods</p>			This activity is CLOSED. (Task PP-19-02) Final product already posted on



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					EFCOG site in the P&P folder.
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