MEETING MINUTES

Meeting Date: 11/16/22 Meeting Start: 7:30AM (PST)

Meeting Location: Virtual due to COVID virus

Meeting Attendees:

* Rob Dillman, SRS (Chair) – Excused due to Medical
* Jessica Anne Yockers, Sandia National Lab (Vice – Chair)
* John Verderber, WRPS (Secretary)
* Tammy Abdalla, Sandia National Lab
* Joao Aguiar, DOE-SRS
* Rebecca Allen, WRPS
* Marylou Apodaca, Sandia National Lab
* Veronica Ballew, WIPP
* Casey Brown, NREL
* Michael Cook, Idaho National Lab
* Jenny Freels, Paducah
* Eleana Galinski, Argonne National Lab
* Mindy Gonzalez, Portsmouth
* Beth Harvey, Argonne National Lab
* Sharon Houk, Argonne National Lab
* Jennifer James
* Kristy Kistner, ORISE
* Matthew?
* Thomas Nash, WRPS
* Dennis Nicodemus, LLNL
* Jimi Oshikanlu, WRPS
* Rick Press, NREL
* Valorie Webb, Sandia National lab

Previous Meeting Minutes (4/27/22): Approved as Read

John Verderber/Jessica Yockers welcomed those in attendance.

PRESENTATIONS:

John Verderber – Presented status of white paper for benchmarking regarding the Nonconformance Conditional Release process as stated in NQA-1, Part II, Subpart 2.2. Current status is work is still in process. Hope to have something to present at the EFCOG Spring 2023 session.

Kristy Kistner – Presentation titled “Getting your ducks in a row”. Presentation focused on valuable tips and methods for getting and staying organized; even if you are not an organized person. Topic areas included managing interruptions, multi-tasking, prioritizing, getting control of your e-mail and organizing your files.

Beth Harvey – Facilitated a benchmarking discussion to review what the contractors from other DOE sites do within their respective auditing programs. Several lines of inquiry were used to stimulate the discussion. The questions were:

1. What type of program does your site have for qualifying auditors?
2. Which type of auditors/assessors do you need for your site?
3. How do you qualify your auditors? Lead auditors/auditors and assessors/lead assessors?
4. Do you have one program or multiple?
5. What are the programs for qualifying auditors? How do you identify requirements for auditors?
6. What are the program elements for qualifying auditors/assessors? Check the elements your program has?
7. Do you have a program for maintenance of proficiency? What elements does your program have?
8. What standards do you audit? Are you required to audit specific standards?

Tom Nash / Becky Allen – Discussed the WRPS Issues Journey Map. The presentation focused on what Washington River Protection Solutions (WRPS) does for their corrective action (CA) program. It consisted of item/issue identification, severity level grading, identification of responsible Manager, listing of corrective actions where applicable, and close-out.

**Old Business:**

* John Verderber presented status of white paper for the benchmarking of the Conditional Release process as mentioned in NQA-1, Part II, Subpart 2.2 for use within the Nonconformance process. Feedback already received from contractors at other DOE sites to compare their practices (Ref. Task # QA-P&P-22-XX).

**New Business:**

* None

**Discussions for future consideration:**

* None

**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 2023 MEETING: Location TBD,

Meeting concluded at 11:30 AM (PST)

**Action Item Table**

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| Item | Task No. | Activity | Responsible  Person | ECD | Status |
| 1 | QA-P&P-22-01 | White Paper: Guide for EFCOG White Paper Development and Release  **Benefit**: 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. | John Verderber | DONE | Forwarded to QA Subgroup Leadership |
| 2 | QA-P&P-22-02 | Guide: Development of a PowerPoint for new EFCOG QA members  **Benefit:** 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. | John Verderber | DONE | Forwarded to QA Subgroup Leadership |
| 3 | TBD | Develop Best Practice or White Paper on Training for Lead Auditor/Auditor | Beth Harvey | NEW |  |
| 4 | TBD | Perform benchmarking and develop a white paper on how other sites incorporate “Conditional Release” into their NCR process. | John Verderber | 2023 | In Process |