Spring 2018 EFCOG SQA Group Meeting Summary

There were an average of 30 attendees at the SQA Task Group meetings on Tuesday, Wednesday, and Thursday, including both contractors and federal employees.

Tuesday, April 24:
- On Tuesday, following the joint meeting, we began by sharing information on each site's primary mission(s) and the type/cohesiveness of the QA/SQA groups within the site. This information will be used to guide recommended options for white papers produced by the group.
- we discussed the checklists currently used for supplier audits being loaded into the MASL database, and whether or not they were sufficient for evaluating software. After reviewing several checklists supplied by the EFCOG Supply Chain Task Group, it was determined that additional questions/information is needed. *A new task to create a checklist for software will be started this summer.*
- Christian Palay (AU-31) gave an update on the state of the Toolbox Codes and the evaluation committee for the Central Registry. Christian asked for more information on the SQA Group's Audit Task Force, who might be able to help with future evaluations, and a prioritized list of additional software applications the sites would like to see added to the Toolbox. *A new task was launched to create the prioritized list of desired Toolbox codes.*

Wednesday, April 25:
- Carol Olijar (ANL) presented the NQA-1-2000 CRADs and methodology she has used in the past for formal audits. Vicki Pope LLNL also showed the CRAD / Assessment format used at LLNL to help with interviews and report write-up. A call was made for anyone with SQA CRADs based on NQA-1-2008/2009.
- The group discussed requirements for qualifying acquired codes, specifically what needs to be done with updates to codes that change frequently. Several sites shared their approach for controlling the software updates and what is needed to qualify new versions. It was agreed that full qualification (e.g., Commercial Grade Dedication) is only needed once. Updates should be tested to ensure they have installed correctly and results are similar/within reason to known results.
- Lance Abbott (SRS) presented the changes Savannah River is making to their graded approach. Discussion followed from other sites present on their graded approach and how the various approaches converge.
- Updates were given on the status on the following:
  - Revision to the DOE 414 Guide: scheduled to go to the Directives Review Board (DRB) within the month of May; the DRB usually takes about 30 days for their review; if all goes well, the new Guide will be issued this summer.
  - NAP-24B: Not much is known about this initiative, although it was confirmed that a revision is in the works.
  - It was announced that NQA-1-2017 has been issued.

Thursday, April 26:

- Sid Ailes presented the draft Firmware white paper. Included in the paper are definitions of different levels of firmware and what SQA practices/processes should be followed for each type. **Task Status Update: The paper will be sent to the group for review prior to being finalized and published to the EFCOG SQA web page.**
- Carol Olijar (ANL) presented a software Commercial Grade Dedication (CGD) package she had created. Discussion ensued as to differences across the sites. **Task Status Update: It was determined that, rather than create a standalone Software CGD Handbook, the SQA Task Group will feed the introductory material, examples, and a template form with embedded instructions to DOE Headquarter's EM and AU groups who are in the process of writing their own guides/handbooks.** The SQA Task Group will use the May WebEx meeting to select 2-3 software titles that have CGD packages from multiple sites to send as examples and use the remaining WebEx to create the SW CGD template.
- The meeting was adjourned just before noon.

SQA Group Task Updates

Task ID	Task Title	Task Description	Status
SQA-16-02	Audit Protocols	Generate audit team protocols / guidelines for both SQA audit team and auditees.	Closed – paper published to SQA web page
SQA-17-02	SQA Group Mission Statement	Create a mission statement to define the SQA Task Group objectives and desired impact.	Closed – statement added to SQA web page
SQA-17-01	Standalone Software CGD Handbook	Create a separate CGD Handbook to only cover software. Include examples and a template with embedded instructions	Open – will gather multiple CGD examples of 2-3 codes from various sites and create template at May 2018 WebEx. This info, along with SW CGD front matter will be given to DOE EM and AU for inclusion in their documents.
SQA-18-01	Firmware White Paper	Define the levels of firmware and what SQA practices/process are required for each level.	Open – draft white paper complete; under review by SQA group.
???	Prioritized List of New Codes for Central Registry/ Toolbox	Create a prioritized list of software codes the DOE Complex would like to see added to the Central Registry/ Toolbox.	New
???	Supplier Audit Software-specific Checklists	Create a checklist of questions to be added to supplier audit checklists.	New