

EFCOG ISM & QA Working Group Meeting

April 24-26, 2018

Aiken, SC

Software Quality Assurance Agenda

Tuesday, April 24, 2018		
Topic	Time	Location/Presenter
Joint Meeting (see main agenda for breakdown) <ul style="list-style-type: none"> • Welcome and Kickoff – Tricia Allen • Safety Message – Vince Grosso • SRNS Welcome – Stuart MacVean • DOE Welcome – Jack Craig • DOE Liaison Update – Pat Worthington • DOE Accident Investigation and Prevention (AIP) Program – Gary Staffo • Safety Working Group Update – John McDonald • Task Group Update – various • Closing – Tricia Allen 	8:00 am – 11:00 pm	B766-H, Rm 1003
Lunch Break	11:00 pm – 12:45 pm	
Review Tasks and Topics <ul style="list-style-type: none"> • Welcome and Sign-in • Subir Sen Replacement • DOE Toolbox Committee • Mission Statement – S. Gauthier (ANL) [done] • Auditing Protocol – A. Young (ANL) [done] • Software CGD Handbook – K. Cook (PNNL) [in process] • Firmware Paper – S. Ailes (Atkins) [in process] • SMACS Clarification – A. Young (ANL) [new] 	1:00 pm – 2:00 pm	B766-H, Rm 1026 – varied
Site Types and QA/SQA Group(s) Discussion (What is your site’s primary mission? Do you have one or multiple QA and/or SQA groups? <i>If you cannot attend in person, please email me this info for your site.</i>)	2:00 pm – 3:00 pm	B766-H, Rm 1026 – Group
Break	3:00 pm – 3:15 pm	
Supplier Audits: SQA-Specific Checklists (This is an outgrowth of the Supply Chain’s MASL Supplier Audits. We will start with their checklists and tailor them to address SQA issues.)	3:15 pm – 4:45 pm	B766-H, Rm 1026
Daily Wrap-up, Action Items, and Adjournment	4:45 pm – 5:00 pm	B766-H, Rm 1026
SQA Task Group Dinner (No Host)	6:00 pm – ???	TBD

WebEx number is: **1-415-655-0001** or click on the link in the email for today’s WebEx.

Meeting access code: **801 739 187**

Meeting Password: **DMfkyDu**

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Wednesday, April 25, 2018		
Topic	Time	Location
Welcome: Agenda Review/Update (sign-in sheet)	8:30 am – 9:00 am	B766-H, Rm 1026
Review/Update of Common SQA CRADs: (Do the DOE SQA CRADs developed by Debra Sparkman need to be updated due to changes to NQA-1? Are there alternate formats that lead to easier auditing and reporting?)	9:00 am – 10:00 am	B766-H, Rm 1026 – Carol Olijar (ANL) – Vicki Pope (LLNL) – Group
Break	10:00 am – 10:15 am	
Intermediate Qualifications for Acquired Safety Software (How do you qualify and capture on your Inventory commercial software that auto-pushes frequent changes?)	10:15 am – 11:15 am	B766-H, Rm 1026 – Group
Software Graded Approach/Common Software Risk Grading (Joint with Policies & Procedures task group members)	11:15 am – 12:30 pm	B766-H, Rm 1026 – Lance Abbott (SRS) – CJ Wharton (LANL) – Group
Lunch Break	12:30 pm – 1:45 pm	
Software CGD Crosswalk and Examples Update (Crosswalk the EPRI guide with DOE O 414.1D; determine needed changes to adapt EPRI Guide for DOE use. If needed/time, add more detail to existing SW CGD examples; modify or create a standard form with embedded instructions)	1:45 pm – 3:30 pm	B766-H, Rm 1026 – Kary Cook (PNNL) – Group
Break	3:30 pm – 3:45 pm	
Document/Standard Updates <ul style="list-style-type: none"> • NQA-1-2017 [released] • NAP-24B [in process] • DOE 414 Guide [status?] 	3:45 pm – 4:15 pm	B766-H, Rm 1026 – Group
Survey of Future Meeting and Telecon Topics	4:15 pm – 4:45 pm	B766-H, Rm 1026 – Group
Daily Wrap-up, Action Item/New Task Review, and Adjournment	4:45 pm – 5:00 pm	B766-H, Rm 1026

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 Meeting Password: **xYV5QXPK**
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Thursday, April 26, 2018		
Topic	Time	Location
Welcome: Agenda Review/Update (sign-in sheet)	8:30 am – 9:00 am	B766-H, Rm 1026
Firmware (Joint with members of the Policies and Procedures Group)	9:00 am – 10:00 am	B766-H, Rm 1026 – Steve Gauthier (ANL) – Group
SMACS Definition/White Paper Task	10:00 am – 10:30 am	B766-H, Rm 1026 – Steve Gauthier (ANL) – Group
Break	10:30 am – 10:40 am	
Web Presence and Collaboration: <ul style="list-style-type: none"> • How best to use EFCOG SQA Web site/page • EFCOG SQA page content • Box EFCOG folder and subfolders 	10:40 am – 11:40 am	B766-H, Rm 1026 – Group
Meeting Wrap-up, Action Item/New Task Review, and Adjournment	11:40 am – 12:00 pm	B766-H, Rm 1026
Lunch	12:00 pm – 1:00 pm	
SRS Site Tour	1:00 pm – 5:00 pm	TBD

WebEx number is: **1-415-655-0001** or click on the link in the email for today’s WebEx.

Meeting access code: **804 515 114**

Meeting Password: **Bd6rc3U4**

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