**Announcements and Updates:**

* Work from Home Good Practices
* Fall Meeting: November 30 to December 3, 2020 at NNSS, Las Vegas, NV (Leadership group Meets on 11/30/2020 - you are not expected to attend)
* REVCOM of DOE Guide 414.1-4 Revision is still Delayed, draft guide in the next 6 months (hopefully)
* Toolbox Qualification of RESRAD Code Delayed Until Summer-tentatively scheduled for July-August timeframe. July is optimistic depending on COVID 19. Plan to discuss with Argone and can see where it is at. Better way of doing supplier audits without having to be on site. More non-in-person types of reviews that may allow assessments to get toolbox codes approved more frequently.
* PNNL job posting-ICP Analyst
* Announcements/Concerns - none

**Task Group Updates & Discussion:**

* SQA Checklist for Audits (Kary Cook-leader): Pat Auer, summary of NQA-1 Sub-part 2.7 for software. Kary must step down from leadership. Pat Auer will take over. He has software checklists from previous NQA-1 supplier audits. Will send those out to the task group. If they approve, this task should be finished by end of May.
* Definition of Software (Marylou Apodaca-leader): Recently received additional guidance from Christian. Hope to wrap this up by end of May.
* SQA strategic Planning (Nathaniel Hein-leader): Terri has created a template to track our open tasks. Send to group for review and approval.
* SCRUM to Work Activities Mapping (Stella McKirdy-leader): The NQA-1 software committee is also working on this activity. The group agreed to close the EFCOG subtask in favor of NQA-1 work.
* Cloud based Hosting Whitepaper (Russell Swannack-leader): Working on a draft. Hope to have it ready for review in next 6 weeks.
* How to manage configurable devices (Veronica Camarillo-Morris-leader): No update.
* Matrix of SW Effecting Orders and Policies (Gary Heidel-leader): in review by group, should be closed out soon.
* Toolbox Qualification Recommendations (Vicki Pope-leader): Still need to add introductory paragraphs to adhere to White Paper formatting. Should be finished by end of May.

**Prioritization of Subtasks and Other Issues**

The group discussed the list of currently opened subtasks and the issues from an update of DOE Order 414 discussed during the Fall meeting face-to-face. After discussion, it was decided to allow the currently open subtasks to continue if they could finalize their products by the end of May. Others would be placed on hold or closed until the DOE O 414 issues could be properly addressed, since AU-32 has been mandated to begin the justification process for an update to that Order. This led to the following decisions around the open tasks:

* SQA Audit Checklists: **FINISH by end of May**
* Definition of Software: **Have DRAFT by end of May for group to review** (414-related)
* SQA Strategic Planning: **FINISH task tracker template by end of May**
* SCRUM to Work Activities: **CLOSE and defer to NQA-1 Subcommittee**
* Cloud-Hosted SW: **DRAFT by end of May for group to review**
* Configurable Devices: **HOLD until further notice**
* Matrix of SW-Effecting Orders: **DRAFT by end of May for group review** (414-related)
* Toolbox Qual Recommendations: **FINISH by end of May**

The issues related to DOE Order 414 and discussion around some of them are:

1. Matrix of Orders and Policies Effecting SQA

2. Definition of Software

3. Definition of Graded Approach and possible additional requirements for graded approach (e.g., you can’t grade to zero; can’t grade requirements, etc.).

4. Re-emphasizing quality assurance to better expand 414 to “all” software for application of QA criteria

Discussion: Re-emphasizing quality for software such as adding an SQA-related sub-bullet under each QA criterion. For example, “identify and control items to ensure proper use” (can it be clarified or add a software example). Can/should software-specific requirements be added?

5. Alternate Standard(s) for software quality assurance

Discussion: How to clarify applicability of NQA-1 or other selected standards for software

6. How to clarify applicability of 414 for all software

7. List of what works and what doesn’t in current version of 414 (in relation to software)

8. Integration of 414 to other DOE orders for software (200.1A, 205.1C, etc.)

9. Current requirements are geared more toward traditional hardware (e.g., valve, bolts, etc.); how to clarify them so they better apply to software

10. Scope of Safety Software Inventories

11. Exemptions and how to record/control them?  What do they still need to do?

12. How to legitimize tool use for records/evidence of conformance

A couple of the 414-related issues were closed as not as important or related to the revision process. Christian felt the most critical topics were 4, 6, 7, and 9. Several of the remaining topics were combined. They are as such:

Combine – Software-Relevant DOE Orders

1. Matrix of Orders and Policies Effecting SQA (draft finished by end of May)

8. Integration of 414 to other DOE orders for software (200.1A, 205.1C, etc.)

Stand Alone

2. Definition of Software (draft finished by end of May)

Combine – Better Application to “All” Software

4. Re-emphasizing quality assurance to better expand 414 to “all” software for application of QA criteria

6. How to clarify applicability of 414 for all software

9. Current requirements are geared more toward traditional hardware (e.g., valve, bolts, etc.); how to clarify them so they better apply to software

 Stella McKirdy and Veronica Camarillo-Morris both volunteered to be on this committee

Stand Alone

7. List of what works and what doesn’t in current version of 414 (in relation to software)

Not as Critical

3. Definition of Graded Approach and possible additional requirements for graded approach (e.g., you can’t grade to zero; can’t grade requirements, etc.).

5. Alternate Standard(s) for software quality assurance

Dropped

~~10. Scope of Safety Software Inventories~~

~~11. Exemptions and how to record/control them?  What do they still need to do?~~

~~12. How to legitimize tool use for records/evidence of conformance~~

A draft solution to each topic is needed in the next eight (8) months in order to be of most help to Christian in justifying and starting the update for the Order. The group will be asked to volunteer to participate on one of the above activities.

**Exemptions from DOE O 470.6. Technical Information Security-Terri Vincent**

According to Christian Palay (AU-32) DOE Order 470.6 was never intended to cause an exemption from any other DOE Order, including DOE Order 414. The term “exemption” is defined in DOE Order 251 and is a very specific thing. Any site who wants and exemption from one of the DOE Orders must get approval to do such from their site office, who should have not allowed an exemption from O 414.1D based solely on O 470.6. Christian will confer with the DOE HQ “owner” of O 470.6. See slides in Agenda for additional details

**Next Steps**

The EFCOG SQA membership will be asked to participate on one of the Order 414-related tasks. We will also be looking for someone to lead each of these groups. Please let Vicki, Teri, and Marylou know which task you would like to join and if you would be willing to lead that task by the next WebEx meeting, currently scheduled for May 20, 2020 at 1:00 pm (PST).

**Attendance:**

| **First Name** | **Last Name** | **Site** |
| --- | --- | --- |
| Lance | Abbott | SRS |
| Marylou | Apodaca | SNL |
| Patrick | Auer | LLNL |
| Todd | Billings | Bechtel |
| Erik | Bjornebo | KC NSC |
| Tom | Bundy | ORNL |
| Veronica | Camarillo-Morris | LANL |
| Laura | Cook | LLNL |
| Yvonne | Deaton | DOE EM |
| Alice | Doswell | Fluor BWXT |
| Orlando | Ferrer | RL |
| Sedofia | Gedzah | KC NSC |
| Faith | Girolamo | SRS |
| Cliff | Glantz | PNNL |
| Kamie | Hopper | SNL |
| James | Hylko | Four Rivers |
| Joe | Lopez | CBFO-DOE |
| Stella | McKirdy | INL |
| Jacob | Miller | DOE |
| Carol | Olijar | ANL |
| Christian | Palay | AU-32 |
| Vicki | Pope | LLNL |
| Cristy | Renner | Fluor BWXT |
| Lucy | Richards | CNS |
| Larry | Rinzel | LANL |
| Michael | Russell | ORNL |
| Terry | Scoggins | ORNL |
| William | Stamper | RL |
| Dave | Thoman | Amentum |
| Gladys | Udenta | NNSA |
| Teri | Vincent | CNS |

If anyone attended this meeting, but does not see their name on the list, please contact Marylou Apodaca (marapod@sandia.gov).

* Chair: Vicki Pope (pope13@llnl.gov)
* Vice Chair: Teri Vincent (teri.vincent@cns.doe.gov)
* Secretary: Marylou Apodaca (marapod@sandia.gov)