

# EFCOG SQA Group Meeting

May 19, 2021

- Chair: Vicki Pope ([pope13@llnl.gov](mailto:pope13@llnl.gov))
- Vice Chair: Teri Vincent ([teri.vincent@cns.doe.gov](mailto:teri.vincent@cns.doe.gov))
- Secretary: Carol Olijar ([cschultz@anl.gov](mailto:cschultz@anl.gov))



- ▶ Safety/Security Moment
- ▶ Announcements and Updates
- ▶ Discuss and Volunteer for Site Presentations at Future WebEx Meetings
- ▶ New EFCOG SQA Leadership Position
- ▶ Task Group Updates & Members
- ▶ Upcoming Events of Interest
- ▶ Next Steps

**REVCOM: DOE Guide 414.1-4 - Comments Due 5/10**

RevCom website: <https://www.directives.doe.gov/revcom>

Site Coordinators: [https://www.directives.doe.gov/dpc-resources/ac\\_list](https://www.directives.doe.gov/dpc-resources/ac_list)

**Sign up for QA Community of Practice on Organizational Excellence Website: <https://orgex.energy.gov/>**

**Spring 2021 Virtual Face-to-Face Meeting  
Meeting Notes and Presentations**

**Any site Announcement or concerns?**

**Email Carol Olijar for  
Meeting Attendance  
(Meeting credit for  
recertifications)**

## Announcements and Updates

# Monthly WebEx Site Sharing Calendar

- ▶ Each site will share an SQA-related practice, tool, or topic from their site
- ▶ Sharing-date slots will follow a posted schedule
- ▶ If you are unable to share at your assigned month, you should contact another person at your site (otherwise contact the leadership team)
- ▶ Presentations should be between 10-15 minutes each
- ▶ Two sites will present each month unless an urgent topic needs to be discussed
- ▶ Is everyone on-board with doing this going forward? Does anyone have any questions or concerns?

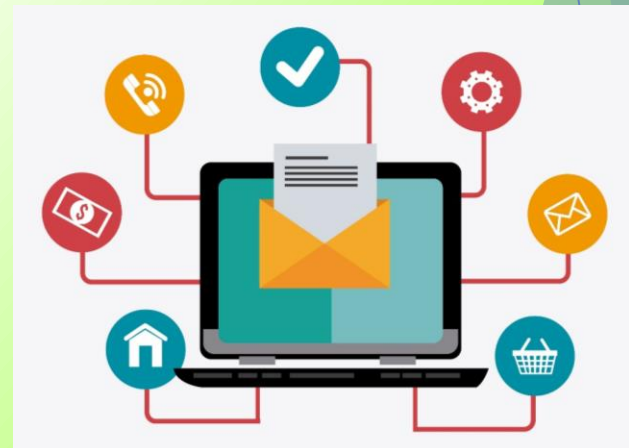


# Future Site Presentations

Month	Site	Lead	Subject (If Known)
June 2021	AU-32	Chris Beaman	RevCom Process
July 2021			
July 2021			
Aug 2021			
Aug 2021			
Sept 2021			
Sept 2021			
Oct 2021			
Oct 2021			
Nov 2021	VIRTUAL		FALL MEETING
Dec 2021			
Dec 2021			
Jan 2022			
Jan 2022			
Feb 2022			
Feb 2022			
March 2022			
March 2022			
April 2022			SPRING MEETING

# New EFCOG SQA Position: Meeting Coordinator

- ▶ Help coordinate monthly WebEx and Face-to-Face/Virtual meetings
- ▶ Duties would include:
  - ▶ Contact presenters to confirm/remind them of presentations
  - ▶ eMail Meeting agenda and announcements to SQA group members
  - ▶ Act as backup to Secretary position



# Leadership Positions - Chair

- ▶ Act as primary contact and leader of SQA Task Group
- ▶ Duties include:
  - ▶ Run/host monthly WebEx and Face-to-Face/Virtual meetings (joint with Co-chair)
  - ▶ Work with SQA Leadership team to set monthly and Face-to-Face agendas
  - ▶ Review and approve sub-task group products (e.g., White Papers)
  - ▶ Primary contact for QA Leadership meetings, AU-32, other EFCOG groups as needed
  - ▶ Answer SQA-related questions and/or facilitate information exchange



# Leadership Positions: Co-Chair



- ▶ Act as secondary contact and leader-in-training of SQA Task Group
- ▶ Duties include:
  - ▶ Run/host monthly WebEx and Face-to-Face/Virtual meetings (joint with Chair)
  - ▶ Work with SQA Leadership team to set monthly and Face-to-Face agendas
  - ▶ Find presenters for monthly and Face-to-Face meetings
  - ▶ Act as backup to Chair position
  - ▶ Help review/approve sub-task products (e.g., White Papers)
  - ▶ Help answer SQA-related questions and/or facilitate information exchange



# Leadership Positions: Secretary

- ▶ Capture records of meetings
- ▶ Duties include:
  - ▶ Take meeting minutes/notes of monthly WebEx and Face-to-Face/Virtual meetings
  - ▶ Take attendance at meetings
  - ▶ Work with SQA Leadership team to set monthly and Face-to-Face agendas
  - ▶ Act as backup to Meeting Coordinator position
  - ▶ Post meeting documents to EFCOG SQA Webpage and Box site
  - ▶ Manage SQA POC list (Roster)



# Leadership Duties Balance

L = Lead      B = Backup      S = Split      X = Participate

Activity	Estimated Time	Frequency	Chair	Co-Chair	Secretary	Mtg Coord	Members/ Sites
Run/Host Monthly WebEx	1 hour	Monthly	S	S	X	X	
Set up/Schedule WebEx Meetings	30 minutes	Annually	B	B		L	
Leadership Meeting to set agendas	1 hour	Monthly	L	B	X	X	
Create WebEx agenda slides	2 hours	Monthly	S	S			
Develop Monthly Topics/Slides	3 hours	Annually					L/B
eMail agenda/group announcements	1 hour	Monthly			B	L	
Contact presenters	1.5 hours	Monthly			B	L	
WebEx Meeting Minutes	2 hours	Monthly			L	B	
Update POC lists	1 hour	Monthly			L	B	
eMail files from monthly meetings (attendance, presentations, notes) to EFCOG WebMaster (Christine Frei)	30 minutes	Monthly	X	X	L	B	
Post files from monthly meetings (attendance, presentations, notes) to Box	30 minutes	Monthly			L	B	
Review/Approve White Papers (WP)	2 + hours	Per WP	S	S			
Attend QA Leadership Meetings	1 hour	Bi-Monthly	L	B	X	X	
Gather announcements, conferences, and training	2 hours	Monthly	S	S			
Communicate with AU-32	1 hour	Monthly	S	S			
Answer SQA-related Questions	2-6 hours	Monthly	L	S	S	S	X
Participate in Face-to-Face (F2F) or Virtual Planning	8 hours	Bi-Annually	X	X	X	X	
Prepare F2F SQA Agenda	3 hours	Bi-Annually	B	L			
Find presenters for SQA session	3 hours	Bi-Annually	B	L	X	X	
eMail agenda to members	30 minutes	Bi-Annually			B	L	
Create roster	2 hours	Bi-Annually	X	X	L	B	
Attend Leadership meeting	4 hours	Bi-Annually	L	B	X	X	
Host/run meeting	20 hours	Bi-Annually	S	S			
Create meeting Minutes & Roster	8 hours	Bi-Annually			L	B	
eMail meeting files to members	1 hour	Bi-Annually			L	B	
eMail files to EFCOG Webmaster	30 minutes	Bi-Annually			L	B	
Post files to Box	30 minutes	Bi-Annually			L	B	
Lead Sub-task group	2-3 hours	Monthly					L
Participate in Sub-task group	2 hours	Monthly					X

# Sub- Tasks Update

1. NEW: Internet of Things White Paper (Orlando Ferrer, WRPS, Leader)
2. NEW: Testing Spreadsheets White Paper (Greg Pope, LLNL, Leader)
3. NEW: Toolbox Alternatives (Pat Auer, LLNL, Leader)
4. Software Standards and Orders (Cristy Renner, Fluor BWXT, Leader)
5. Definition of Graded Approach (Lance Abbott, SRS/Jeni Turgeon, SNL, Co-leaders)
6. Cloud-based Hosting White Paper (WHITE PAPER IN DRAFT)



# Task Team Members

## NEW: Toolbox Alternatives

- Pat Auer, LLNL (Lead) – [auer2@llnl.gov](mailto:auer2@llnl.gov)
- Carl Mazzola, Project Enhancement Corp
- Vicki Pope, LLNL
- Dave Thoman, Amentum

## Graded Approach for Software

- Lance Abbott, SRS (co-lead) – [lance.abbott@srs.gov](mailto:lance.abbott@srs.gov)
- Jeni Turgeon, SNL (co-lead) – [jturgeo@sandia.gov](mailto:jturgeo@sandia.gov)
- Marylou Apodaca, SNL
- Carol Olijar, ANL

## NEW: Testing Spreadsheets

- Greg Pope, LLNL (Lead) – [pope12@llnl.gov](mailto:pope12@llnl.gov)
- Laura Cook, LLNL
- Dave Thoman, Amentum

## NEW: Internet of Things

- Orlando Ferrer, WRPS (Lead) – [Orlando\\_a\\_ferrer@rl.gov](mailto:Orlando_a_ferrer@rl.gov)
- Greg Pope, LLNL
- Gladys Udentia, NNSA

## Cloud-based Hosting Software

- Russell Swannack, PNNL (lead) – [Russell.Swannack@pnnl.gov](mailto:Russell.Swannack@pnnl.gov)
- Lisa Cooper, Paducah
- Orlando Ferrer, RL

## Software Standards and Orders

- Cristy Renner, Fluor BWXT (Lead) - [cristy.renner@ports.pppo.gov](mailto:cristy.renner@ports.pppo.gov)
- Clyde Armstrong, Tru Project
- Orlando Ferrer, RL
- Faith Girolamo, SRS
- Kamie Hopper, SNL
- Alvin McClerkin, DOE-OREM
- Abhijit Sengupta, HQ
- Dave Thoman, Amentum
- Teri Vincent, Y-12/Pantex



# Dates to Remember

## Upcoming SW-Related Conferences and Training

Date	Conference/Training Title	Teaching Org	Website
June 8-10	Lead Auditor Training	J-E-T-S Quality Consultants Inc. (virtual class)	<a href="https://jetsquality.com/leads-auditor-training/">https://jetsquality.com/leads-auditor-training/</a>
July 12-16	NQA-1 Lead Auditor Training	LMJ International (virtual class)	<a href="http://www.lmarvinjohnson.com/nuclear_quality_assurance_lead_auditor_certification_training.htm">http://www.lmarvinjohnson.com/nuclear_quality_assurance_lead_auditor_certification_training.htm</a>
June 14-17	ASME NQA-1 Lead Auditor Training	Theseus Professional Services (virtual class)	<a href="https://www.theseuspro.com/academy/current-courses/">https://www.theseuspro.com/academy/current-courses/</a>



Volunteer to present your site's tool or process  
20 minutes or less (contact Vicki, Teri or Marylou)



Task Groups to meet prior to June WebEx



Don't forget to post your Task products to Box



Volunteer for Sub-Task Groups



Load sharable document templates, job aids, and  
SQA-related job postings to Box site

## Next Steps



# DOE Organizational Excellence Forums

<https://orgex.energy.gov/>

**1) Click create new account**

**ORGANIZATIONAL EXCELLENCE**  
U.S. DEPARTMENT OF ENERGY

**User login**

Username \*  
Password \*

- Create new account
- Request new password

I'm not a robot

Log in

**2) Enter Information**

**User account**

Create new account | Log in | Request new password

**Create new account**

Username \*  
E-mail address \*  
First Name \*  
Last Name \*  
Phone \*  
Work Location \*

I'm not a robot

**3) Click QA Community of Practice**

**ORGANIZATIONAL EXCELLENCE**  
U.S. DEPARTMENT OF ENERGY

Home | Forums | Membership | Forum Tips | Documents

**Forum**

- New Forum Ideas
- Accident Investigation
- Contractor Assurance
- Employee Concerns Program
- Energy Facility Contractors Group
- Environmental Policy and Compliance
- Employee Engagement
- Enterprise Risk Management
- EnergyVets
- Human Performance Improvement
- INPO Resources
- Integrated Safety Management
- ORPS/DOE
- Performance & Reliability
- Publications
- QA Community of Practice**
- Safety Culture
- Sustainability

Forum	Topics	Posts	Last post
Department of Energy Safety Culture Website	1	2	Department of Energy's Safety Culture Website by Bill Schriever 03/16/2020
General Discussion	7	12	Suggest a Fire Protection Area by Christian Poley 03/16/2020
Safety Culture Improvement Panel	6	8	SCIP Bulletin December 2019 by Cecelia Kenney 12/03/2019
Safety Culture Sustainment Plans Safety Culture Sustainment Plans for DOE sites	1	5	Safety Culture Sustainment Plans by David Weizman 04/12/2018

# EFCOG SQA Web Site Changes

Home Organization Working Groups COVID-19 Info Best Practices Join EFCOG Library

### SQA QUICK LINKS

WebEx – 3rd Wednesday of each month at @1pm PST

Join meeting

Meeting number (access code): 807 541 418

Meeting password: Tp6p72PK

Or

Join by phone

+1-415-655-0001 US TOLL

SQA Task Group POC List

SME List

BOX Account

Create your BOX account

<https://app.box.com/>

### SOFTWARE QUALITY ASSURANCE TASK TEAM

Leadership

DOE Point of Contact

VICKI POPE  
TERI VINCENT  
MARYLOU APDACA

GARRETT SMITH

### CHARTER

Charter

The Software QA Task Group (SQATG) serves Energy Facility Contractors Group (EFCOG) and its members by identifying, analyzing, assessing, and recommending methods that support effective implementation of Software Quality Assurance (SQA) requirements and resolve SQA program performance issues.

In particular, SQATG focuses on cross-cutting issues across DOE sites or across SQA functions. Accordingly, the group engages in regularly planned meetings to report on performance, assess and categorize issues, and prepare initiatives responsive to this charter. The SQATG measures may include interpreting complex-wide requirements, deriving techniques and tools, disseminating lessons learned, and establishing best practices.

- <https://efcog.org/safety/quality-assurance-subgroup/software-quality-assurance-task-group/>
- New content has been posted to:
  - Meeting Minutes and Presentations from the Spring Meeting now in MEETING RECORDS → 2021 SPRING, VIRTUAL folder
  - Meeting files from the last three years have been restored to the MEETING RECORDS folder

Scroll down to page bottom

Documents

Software QA /

TYPE	DRAWER / FILE
dir	MEETING RECORDS
dir	SHARED SQA JOB AIDS
dir	TEAM PHOTOS
dir	WHITE PAPERS

Contact our Team:

Your name

Your email

Subject

Your message (optional)

Submit



# Create your BOX account in 6 Steps

▶ Go to URL: <https://www.box.com/home>

▶ Click on the “Get Started” button

▶ Select “Individual Plans”

- Complete the form
- Send your user ID/email to:

[cschultz@anl.gov](mailto:cschultz@anl.gov) \*

\* You may need to ask your IT group to grant you special access through your site’s firewall to Box. Justified as member of EFCOG SQA Working Group.

**5** Box Individual  
Let's Get Started

Your Information

Full Name

Email Address

Password

Phone Number

Country  
United States

I'm not a robot

By registering you agree to Box's Terms of Service and Privacy Policy.

1

2

3

4



We do quality software,  
and we can prove it.



Chair  
Vicki Pope



Co-Chair  
Teri Vincent



Secretary  
Carol Olijar

- Chair: Vicki Pope ([pope13@llnl.gov](mailto:pope13@llnl.gov))
- Vice Chair: Teri Vincent ([teri.vincent@cns.doe.gov](mailto:teri.vincent@cns.doe.gov))
- Secretary: Carol Olijar ([cschultz@anl.gov](mailto:cschultz@anl.gov))