

The information provided was consolidated from the original five focus areas for the EM Corporate QA Board. The status of QAP/QIP approvals etc. was accurate at the time of posting; however, additional approvals may have been achieved since that time. If you have any questions about the information provided, please contact Bob Murray at robert.murray@em.doe.gov

Task #	Task Description	Status
1.1	Develop a brief questionnaire to send out to both commercial and EM contractors to describe their current approach for identifying the applicable QA requirements for subcontractors, tailoring the requirements based upon risk, process for working with procurement to ensure QA requirements are incorporated into subcontracts, and implementing verification of requirement flow-down by their suppliers, subcontractors, and sub-tiers.	Complete Information for input into final white paper. See final deliverable for information resulting from this task.
1.2	Request targeted EM contractors to respond to questionnaire	Complete Information for input into final white paper. See final deliverable for information resulting from this task.
1.3	Solicit similar input from a few commercial nuclear contractors to compare with the DOE processes.	Complete Information for input into final white paper. See final deliverable for information resulting from this task.
1.4	Select contractors will be asked to provide a briefing of their approach for flow-down of QA program requirements and quality-related requirements (i.e., NQA-1, ISO, etc.) to their suppliers, subcontractors, and sub-tiers. Briefing should address the basis for flow-down and extent of requirements addressed	Complete Information for input into final white paper. See final deliverable for information resulting from this task.
1.5	Complete an analysis of the DOE and commercial processes used.	Complete Information for input into final white paper. See final deliverable for information resulting from this task.
1.6	Develop a composite flow-down process including best practices from both DOE and the commercial sector, and provide recommendations to EM for its action.	Complete Information for input into final white paper. See final deliverable for information resulting from this task.
1.7	Work closely with Project Focus Area #4 – <i>Graded Approach to Quality Assurance Implementation</i> - to amend the Decision Tree Flow Diagram with implementation guidance notes. This will ensure that the Decision Tree has considerations for contractor oversight and vendor submittals, ensuring requirements are evidenced in the products delivered for use, and that there are adequate oversight functions to address all of the above issues.	Complete Final white paper is a combination of information from working group #1 and working group #4.
1.8	Resolve path forward with Projected Focus Area #4. White Paper will include section consistent with Project Focus Area #4	Complete Final white paper is a combination of

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		information from working group #1 and working group #4.
1.9	Complete White Paper covering procurement QA process flow diagram (will combine eventually with Project Focus Area #4 Task #4.2.	Complete Final white paper is completed and will be sent to the site offices from HQ. This is expected to happen in the next few weeks.
1.10	Incorporate comments from EFCOG QA Committee	Complete Final white paper is completed and will be sent to the site offices from HQ. This is expected to happen in the next few weeks.

Task #	Task Description	Status
2.1	Request a current list of commodities/ items/ services from major EM contractors	Complete Information for input into Task 2.9. See final deliverable for Task 2.9 for information resulting from this task.
2.2	Request a list of the current points of contact for Supplier Quality Assurance from each of the major EM contractors	Complete Information used for input in developing final report.
2.3	Attend the NEI Manufacturing Outreach Workshop to gain insight into NEI efforts to attract nuclear suppliers	Complete Note: EM is continuing to participate in the NEI outreach workshops, with the next meeting scheduled for March 25-26, 2010 in Irvine, CA. EM will hold a 3 hour session on Friday in addition to participating in sessions on Thursday.
2.4	Request the names of current suppliers that are providing nuclear grade (Safety Class, Safety Significant, and Important to Safety) materials, equipment, items and services from each major EM contractor	Complete Information for input into Tasks 2.10 and 2.11. See final deliverable for Tasks 2.10 and 2.11 for information resulting from this task.
2.5	Request the procedures used for qualifying nuclear grade suppliers from each major EM contractor	Complete Information for input into Task 2.6. See final deliverable for Task 2.6 for information resulting from this task.
2.6	Evaluate procedures being used by major EM contractors for consistency	Complete Report included
2.7	Hold a one day Nuclear Vendor Day, possibly in conjunction with other groups, EFCOG, NEI, etc.	Complete Vendor Day held in Denver in July 2008 and Augusta in March 2009.
2.8	Evaluate impact of "Buy American" clause on efforts to expand the supplier base within EM.	Complete Information for input into other deliverables.
2.9	Evaluate the applicability and completeness of the listing of common commodities/items/ services provided by the major EM contractors.	Complete Report included
2.10	Determine the feasibility of EM contractors performing joint audits of common suppliers. If feasible, recommend procedure and checklist requirements that would be needed to implement.	Complete Report included
2.11	Evaluate inputs to determine if there are common suppliers being used for nuclear grade procurements within EM. Identify redundant supplier audits being performed by major EM contractors	Complete Report included

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2.12	Determine the feasibility of issuing a consolidated nuclear grade approved/qualified supplier list for EM. Evaluation should include legal and liability issues as well as any restrictions that would be needed on use of list by EM contractors	Complete Report included
2.13	Evaluate the possibility of integrating EM procurement activities with other supplier initiatives such as NEI, NIAC, NASA, etc.	Complete Report included
2.14	Develop a formal process or “alert” system for documenting and notifying the EM-complex and other DOE offices of nuclear suppliers not meeting QA requirements.	Complete Report included as well as the distribution memo from the EM DAS for Safety and Security.
2.15	Provide deliverables and recommendations to Project Managers and Project Focus Area Leads for review and comment.	Complete Information for input into final report.
2.16	Receive comments from Project Managers and Project Focus Area Leads.	Complete Information for input into final report.
2.17	Resolve comments from Project Managers and Project Focus Area Leads	Complete Information for input into final report.
2.18	Provide revised draft report to Project Executive Committee for review and comment	Complete Information for input into final report.
2.19	Receive comments from Project Executive Committee	Complete Information for input into final report.
2.20	Resolve comments from Project Executive Committee	Complete Information for input into final report.
2.21	Submit Final Report to Project Managers	Complete Combination of the deliverables attached.
2.22	Submit plan for implementing EM and EFCOG Joint Supplier Evaluation Program.	Complete Report included

Task #	Task Description	Status
3.1	Complete a survey of selected EM contractors requesting them to identify the process and basis for their CGI dedication program including safety classification of items being dedicated for nuclear applications within their facilities.	Complete Report included
3.2	Complete a survey of selected EM contractors requesting them to identify the process and basis for the process used to accept nuclear services.	Complete Report included
3.3	Conduct benchmarking activities of operating reactor plants to review CGI dedication and acceptance of nuclear services processes.	Complete Information used for input in developing final report.
3.4	Provide EM for review and concurrence recommended baseline requirements/guidance actions considered necessary for implementation of an effective CGI/Services dedication process within EM nuclear facilities.	Complete Report included
3.5	Combined w/ #3.4	N/A
3.6	Issue final baseline requirements/guidance actions considered necessary for implementation of an effective CGI/Services dedication process within EM nuclear facilities.	Recommendation report has been completed. EM-23 will consider the report and recommendations when preparing the next revision to the EM Corporate QAP.
3.7	Combined w/ #3.6	N/A
3.8	Establish training for EM Projects on CGI/Services dedication process based on requirements/guidance baseline approved by EM.	Complete Training slides included
3.9	Provide CGI/Services dedication training to site personnel (i.e., "Train the Trainer")	Complete Las Vegas in February 2010

Task #	Task Description	Status
4.1	With input from EM contractors, develop a listing of the processes (i.e., Engineering, Procurement, Inspection, etc.) warranting application of a formal graded approach to QA.	Complete Information for input into final white paper. See final deliverable for information resulting from this task.
4.2	Draft an EM Position Paper describing the application of the graded approach in federal QA programs.	Complete Final white paper is a combination of information from working group #1 and working group #4.
4.3	Present draft EM Position Paper to the EM QA Corporate Board for review and discussion.	Complete Final white paper is completed and will be sent to the site offices from HQ. This is expected to happen in the next few weeks.
4.4	<p>In coordination with Project Focus Area #1, provide an EM Standard for application of the graded approach to procurement. The standard will include:</p> <ul style="list-style-type: none"> • A consistent process for assessing risk and assigning Quality Levels (QLs) • Standard QLs and terminology • Description of procurement variables as function of QL • Expectations for implementation and approval • Training proposal <p>Ensure consistency with Project Focus Area #5. Transmit to EM HQ for EM QA Corporate Board review at the August 2009 Corporate Board Meeting.</p>	Complete Final white paper is a combination of information from working group #1 and working group #4.
4.5	Present Graded Approach Position Paper at August EM Corporate Board meeting for vote on proceeding.	Complete Final white paper is completed and will be sent to the site offices from HQ. This is expected to happen in the next few weeks.

Task #	Task Description	Status
4.6	<p>Further action as determined by the QA Corporate Board (specific actions and milestones to be developed)</p> <p>If accepted actions to include:</p> <ul style="list-style-type: none"> • Training package • EM HQ finalization, central control, and distribution of risk assessment tool 	N/A

Task #	Task Description	Status
5.1	Add interim QAP Performance/Risk data to the Quarterly Performance Review (QPR) briefing packages. Develop final QPR Quad by 11/15/08.	Complete Report included
5.2	Obtain commitment of all EM site managers on QA qualifications/training for assigned project QA staff and development of a schedule to achieve qualifications for any areas that are incomplete. Analyze EM sites responses to EM-2 memorandum (issued May 13, 2008), and identify gaps in implementation in qualifying and training staff.	Complete POC list included
5.3	Develop EM QA Program (QAP) applicable to all EM sites (contractor/federal staff) to ensure consistency and to instill a strong QA culture. Draft QAP discussed at 2 nd Corporate Board Mtg.	Complete EM Corporate QAP issued in October 2008.
5.4	EM-1 provides direction and guidance to EM field sites to promulgate EM Corporate QAP.	Complete Memo issued in November 2008
5.5	More detailed QAP implementation (QIP) - next steps and guidance - will be issued by Office of Safety Management and Operations (EM-60 Deputy Assistant Secretary) following the EM-1 Memorandum. Draft presented to Corporate Board for review and discussion.	Complete Memo issued in December 2008 with additional clarification in a memo in August 2009.
5.6	Develop Indoctrination/Training modules on the value of a strong QA Program: 1) Establish 1 st EM Centralized Training Platform or Academy: 40-hour training course for federal staff; and 2) Focus on line management (contractor and federal), FPDs, and the IPTs: develop a half-day training program using Training Platform and SRP modules.	Complete Training slides included
5.7	Complete QA training for FPDs/IPT participants to reinforce consistent performance expectations. Initial FPD/IPT training session scheduled for July 2009.	Complete
5.8	Establish assessment expectations for FPDs and IPTs (e.g., Phase I, Phase II, annual reviews, performance measures, lessons learned). Include QA capabilities at all CD phases of a project. Complete IPT/FPD assessments before Annual Declarations are submitted to HQ end fiscal year.	Complete Table included along with the Protocol review document for the Phase II QAP implementation reviews and the QA Standard Review Plan review module.

Task #	Task Description	Status
5.9	Following EM QA Program promulgation, associated Project Execution Plans, procedures, implementation plans, and charters will be developed to ensure adequate and consistent implementation of the QAP.	<p>Complete</p> <p>All field offices have received an approval, conditional approval, or extension (only one site has an extension) on the QAP submittals. EM-20 issued a memo to initiate the Phase II review of the implementation in February 2010. The current QAP review status, referenced memo, and protocol review document are included.</p>

Task #	Task Description	Status
N/A	Develop standard QA Contract language and distribute to the various sites.	DAS for Acquisition and Project Management issued language to all site managers and procurement officers.