

Attachment 1

EM QUALITY ASSURANCE CORPORATE BOARD MEETING

| | | |
|--|---|------------------------------|
| Meeting Location: 9950 Covington Cross Drive, Las Vegas, Nevada 89144 | | |
| Building/Room: BSC Office Building/Conference Rm. 915 | | |
| March 13, 2008: 8:00 am – 5:00 pm | | |
| AGENDA | | |
| March 13, 2008 | | |
| 8:00 – 8:30 | COFFEE | ALL |
| 8:30 – 8:45 | Welcome and Opening Remarks | Dae Chung Leo Sain (WSRC) |
| 8:45 – 9:00 | Introduction of Board Members | ALL |
| 9:00 - 10:00 | EM QA Initiatives <ul style="list-style-type: none"> • New Office of Standards and Quality Assurance (EM-64) • EM QA Initiatives <ul style="list-style-type: none"> - Overview - EM Centralized Training Platform Concept Discussion/Feedback - QA System Evaluation Process and Declaration Criteria | Sandra Waisley Bob Murray |
| 10:15 | Break | ALL |
| 10:30 | QA Corporate Board Vision <ul style="list-style-type: none"> • Overview and Discussion of Final Draft Charter/By-Laws • Finalize Board By-Laws (Vote) | Sandra Waisley |
| 11:30 | LUNCH | |
| 12:30 | EFCOG QA Initiatives | Bob Murray/Mike Mason |
| 1:00 | Chief Nuclear Safety, Office of Under Secretary of Energy Perspectives | Chip Lagdon |
| 1:30 | Site QA Issues and Priorities Discussion | Dae Chung |
| 2:30 | Qualified Suppliers List Issue Discussion | Dae Chung/Mike Mason |
| 3:00 | Break | ALL |
| 3:15 | Brainstorm Corporate QA Performance Metrics | Dae Chung |
| 4:30 | Next Steps/Actions <ul style="list-style-type: none"> • Discuss/Finalize High Priority Action Items • Discuss next Meeting date/Logistics | Dae Chung |
| 5:00 | Adjourn: End Full Board Session | Dae Chung |

Attachment 3

KEY OBJECTIVES

1. Establish officially the EM QA Corporate Board
2. Inform Board Members of ongoing and future EM QA Initiatives
3. Obtain input and perspectives from EM sites and contractors
4. Brainstorm on two key initiatives;
Establishing
 - QA Performance Metrics
 - QA System Evaluation Process and Annual Declaration Criteria
5. Develop a set of actions for the near term that the Board can work on.

Attachment 4

Office of Environmental Management Initiatives FY 2008 and Beyond

Quality Assurance

Initiatives

Original (Forecast) & Completion Date

Basic QA principles, processes, and practices in DOE Order 414.1C are incorporated in the EM Strategic Program Management Guide

1/31/08 (O)
1/04/08 (C)

Implementation of 414.1C by field offices

6/08/08 (O)

Corporate Board established to facilitate institutionalization of QA Management System across the complex

3/01/08 (O)
3/01/08 (C)

QA system evaluation process and annual declaration criteria established

9/30/08 (O)

QA performance metrics established

6/30/08 (O)

Establish a QA Manager at major EM sites and the CBC

9/30/08 (O)

Establish a centralized training platform for initial QA and NQA-1 training

3/01/08 (O)
3/01/08 (C)

Attachment 5




Department of Energy
Washington, DC 20585

MAR 03 2008

MEMORANDUM FOR DISTRIBUTION

FROM:

DAE Y. CHUNG 
DEPUTY ASSISTANT SECRETARY FOR
SAFETY MANAGEMENT AND OPERATIONS
ENVIRONMENTAL MANAGEMENT

SUBJECT:

Establishment of the Office of Environmental Management
Quality Assurance Academy

The Environmental Management (EM) Office of Safety Management and Operations and the Carlsbad Field Office are pleased to announce a joint partnership to establish the first EM-Complex Quality Assurance (QA) Centralized Training Platform (the QA Academy) for both Federal and contractor staff. This Academy will provide training to EM personnel in basic QA competencies consistent with the Department of Energy (DOE) Technical Qualification Standards for QA personnel in addition to meeting the requirements for Lead Auditor certification in accordance with American Society of Mechanical Engineers (ASME) Nuclear Quality Assurance (NQA-1).

The QA Academy supports the EM QA Improvement Initiative, established in 2007, to enhance QA awareness, functionality, capabilities and oversight complex-wide. Further, the QA Academy will resolve some of the December 2007 National Academy of Public Administration (NAPA) findings relative to EM workforce competency levels in engineering and physical sciences positions. The lack of available trained, qualified, and experienced QA personnel throughout the nuclear industry and within the DOE has become critical. As such, a consistent and systematic approach to training selected personnel is needed to develop sufficient expertise among DOE staff to adequately maintain and oversee implementation of compliant and effective QA programs. EM contractor organizations are also in need of a greater number of trained competent QA professionals. The Academy can be utilized by contractor organizations to fulfill this need. As such, EM is working closely with the Energy Facility Contractors Group to facilitate the mutual needs of the EM contractor community.

The QA Academy will be located initially in Carlsbad, New Mexico where the first Phase I classroom training session will be held in late June 2008. As the QA Academy's curriculum further develops it is anticipated that satellite locations will be established at additional EM sites based on local expertise. Initial class cycle trainees will be limited to EM Federal personnel only. Subsequent class cycles will be open to contractor personnel on a space available, fee basis. Training will be offered in a phased approach, totaling about 700 hours of training and mentoring over a six month period of time (see attachment-Project Action Plan):



DISTRIBUTION

James A. Rispoli, Assistant Secretary for Environmental Management, EM-1
Inés R. Triay, Principal Deputy Assistant Secretary, EM-2
James M. Owendoff, Chief Operations Officer, EM-3
Cynthia Anderson, Deputy Chief Operations Officer, EM-3
Michael Moore, Acting Director, Office of Site Support, EM-3.2
Desi Crouther, Acting Director, Office of Small Sites Projects, EM-3.3
Frank Marcinowski, Deputy Assistant Secretary for Regulatory Compliance, EM-10
Mark A. Gilbertson, Deputy Assistant Secretary for Engineering and Technology, EM-20
Mark W. Frei, Deputy Assistant Secretary for Planning and Budget, EM-30
Diane Cochran, Deputy Assistant Secretary for Human Capital and Business Services, EM-40
John Surash, Deputy Assistant Secretary for Acquisition and Project Management, EM-50
James Fiore, Director, Office of Management Analysis and Process Management, EM-6
David A. Brockman, Manager, Richland Operations Office (RL)
Shirley Olinger, Manager, Office of River Protection (ORP)
Jeffrey M. Allison, Manager, Savannah River Operations Office (SR)
Elizabeth D. Sellers, Manager, Idaho Operations Office (ID)
Richard B. Provencher, Deputy Manager, Idaho Operations Office (ID)
William E. Murphie, Portsmouth/Paducah Project Office (PPPO)
Gerald Boyd, Manager, Oak Ridge Office (ORO)
Robert Brown, Deputy Manager, Oak Ridge Office (ORO)
Steve McCracken, Assistant Manager, Oak Ridge Office (ORO)
Jack Craig, Manager, Consolidated Business Center Ohio (CBC)
Richard (Chip) Lagdon, Chief Nuclear Safety, Office of Under Secretary of Energy
Gustave (Bud) Danielson, Chief Nuclear Safety, Office of Under Secretary of Energy

Qualification Standard 1150-2002. It is designed also to fulfill the training requirements and testing requirements for Auditor/Lead Auditor certification required by NQA-1-2004.

Phase Two: Trainees will participate in on-the-job training activities in oversight and auditing at selected EM sites under the direct supervision of qualified EM QA personnel. Auditing activities will include a minimum of two audits as auditors-in-training with DOE/Carlsbad Field Office (CBFO) audit teams. Audit activities at this phase are designed to give trainees basic competencies for certification as auditors in accordance with NQA-1-2004 requirements for auditor qualification. Oversight activities will include typical field work and interface with M&O personnel and regulators at selected EM sites. Satisfactory completion of phase two activities will be documented through the Technical Qualification Program by means of Qualification Cards.

Phase Three: Trainees needing advanced audit training, to qualify for certification as Lead Auditors in accordance with NQA-1-2004 requirements, will participate in three additional audits under the leadership of an experienced NQA-1 certified Lead Auditor to complete formal Lead Auditor qualification requirements.

Phase Four: Follow-up mentoring will be performed on an as-needed basis. A mentor team visit to the trainees' home offices will be performed after one year to evaluate the trainees' performance and provide additional coaching or training as needed.

Phase I: Classroom training Course

1. An initial classroom training session will be performed in Carlsbad, New Mexico with a class size of no more than 10 individuals as a proof of process. Instructors will be drawn from CBFO, CBFO Technical Assistance Contactor (CTAC), Washington TRU Solutions (WTS), Sandia National Laboratories, and Los Alamos National Laboratories as appropriate. Initial class cycle trainees will be limited to EM federal personnel only. Subsequent class cycles will be open to contractor personnel on a space available, fee basis. Fees for contractor personnel have not yet been determined.
2. After refinement of class materials, additional instructors from the Energy Facility Contractors Group (EFCOG) participants will be selected as appropriate and indoctrinated. Need for "satellite" campuses will be evaluated and locations selected.

Phase II: Hands-On Audit Training

When trainees have completed Phase 1, they will be scheduled to participate in two audits of the EM- and/or WIPP-related DOE complex to give hands-on, real-time experience in implementing the audit process. This will require preparation time, participation in the actual audit, and post-audit activities.

Phase III: Additional Audit Training

An additional three audits are required for Lead Auditor certification. After participation in at least one of the two CBFO audits, the trainees may work with other groups/organizations to participate in an additional three audits as approved by the QA Academy manager.

After completion of classroom training and audits, with one audit being a nuclear quality assurance audit within the last year prior to certification, the NQA-1-required Record of Lead Auditor Qualification form will be completed by the QA Academy Manager, and the trainee may be certified as a Lead Auditor meeting the requirements of NQA-1.

Phase IV: QA Mentoring

In order to assure achievement of proficiency follow-up mentoring activities will be performed for one year after completion of Phases I through III. Experienced QA Academy staff will be assigned mentoring responsibilities, to include site assistance visits as needed, to provide additional guidance to graduates.

Time Requirements

Time required for individuals to complete this training is estimated as follows:

| Activity | Estimated hours |
|---|------------------------|
| Phase I: Initial Classroom Training | 40 |
| Phase II: Hands-on Field Work | 160 |
| Phase III: Initial audits for all trainees | 120 |
| Advanced audits for Lead Auditor candidates | 360 |
| Phase IV: Follow-up and Mentoring | 20 |
| Total | 700 |

Schedule

Classroom training will begin mid-June 2008 and is planned to occur semi-annually. Tentative milestones for course development are:

Estimated Costs for Course Attendance

Class attendance: Estimated costs for round trip travel to and from Carlsbad, and per diem for lodging, food, and incidentals are provided for funding purposes for each site sending a trainee to the course.

For a Sunday arrival and Saturday departure, the rule of thumb would be approximately \$1,000 to \$1,600 roundtrip airfare.

Lodging per diem for Carlsbad currently is \$70.00 per day. Meals and incidentals per diem for Carlsbad is currently \$39.00 per day.

Rental car costs will vary depending on place of arrival, as shown in the following examples.

Arriving in Carlsbad, NM – Enterprise is the only car agency. They are not open on Sunday and close at noon on Saturday. Estimated rental cost for a Monday 8 a.m. pick-up and Saturday noon drop-off is \$255.98, with unlimited miles.

Arriving in Roswell, NM – Hertz is the only car agency. Estimated rental cost for a Sunday noon pick-up and Saturday noon drop-off is \$415.00, with zero free miles – estimated cost is based on Hertz charge of 31¢ per mile.

Arriving in El Paso, TX – Estimated rental cost for a Sunday noon pick-up and Saturday noon drop-off. Weekly rental for Enterprise is \$176.00 (low-end) and National is \$282.00. Both agencies offer unlimited miles.

Arriving in Midland/Odessa, TX – Estimated rental cost for a Sunday noon pick-up and Saturday noon drop-off. Weekly rental rates range from \$170.00 to \$250.00 with unlimited miles.

Audit attendance: Estimated cost for participation in audits is \$2000 per audit, to include travel, lodging, and M&IE

Attachment 6



Department of Energy Washington, DC 20585

MEMORANDUM FOR DISTRIBUTION

FROM: DAE Y. CHUNG *DAE Y. CHUNG*
DEPUTY ASSISTANT SECRETARY FOR
SAFETY MANAGEMENT AND OPERATIONS

SUBJECT: Establishing the Office of Environmental Management Quality Assurance Corporate Board

The purpose of this memorandum is to introduce the Office of Environmental Management (EM) Quality Assurance (QA) Corporate Board which implements EM's policy and guidance and promotes lessons learned and best practices across the sites. The Corporate Board provides the management structure to integrate the independently managed federal and contractor QA Programs into a single corporate entity. The Board serves as a consensus-building body to facilitate institutionalization of a QA Management System across the EM-Complex.

The Corporate Board concept originated from the EM Quality Improvement Initiative in 2007, supported by Assistant Secretary Jim Rispoli and Principal Deputy Assistant Secretary Ines Triay. Several action items resulted from the Quality Improvement Initiative meetings, including creating a new office in EM Headquarters focused solely on standards and quality assurance. The Office of Standards and Quality Assurance (EM-64) was established in the Office of Safety Management and Operations (EM-60), effective January 20, 2008.

The Board will ensure that major QA program decisions and recommendations incorporate and promote the use of the best practices and commonly accepted standards in nuclear industry, including:

- Standardization and consistency in establishment and implementation of nuclear QA programs in the EM complex;
- Institutionalization of a QA implementation verification process and proper integration of QA and ISMS;

Assurance that competent QA personnel and other resources are available to be able to achieve QA objectives in the EM complex;

- Effective collection, communication, and application of lessons learned throughout the EM complex; and



Distribution (Executive Board Members)

David A. Brockman, Manager, Richland Operations Office (RL)
Shirley Olinger, Manager, Office of River Protection (ORP)
Jeffrey M. Allison, Manager, Savannah River Operations (SR)
Steve McCracken, Assistant Manager, Oak Ridge Office (OR)
William E. Murphie, Manager, Portsmouth/Paducah Project Office (PPPO)
Brian S. Anderson, Assistant Site Manager for EM/ICP, Nuclear and Safety Performance, Idaho Operations Office (ID)
/ Jack Craig, Manager, Consolidated Business Center Ohio (CBC)
David C. Moody, Manager, Carlsbad Field Office (CBFO)
Alan Parker, Executive Vice President & COO, EnergySolutions LLC
/ Steve Piccolo, Chief Operating Officer, URS Washington Group Inc.
David Amerine, Senior Vice President, Parsons
George Jackson, Executive Vice President & COO, Fluor Government Group Operations, West, Fluor
/ Thomas Stevens, Senior Vice President, Federal Operations, AREVA NP, Inc.
Mark Spears, President, Nuclear Business Group, CH2M Hill
David Walker, President, Bechtel National, Inc.
Michael J. Mason, EFCOG ISM Working Group, QA Subgroup Lead, Bechtel National
/ Chip Lagdon, Chief Nuclear Safety, Office of the Under Secretary of Energy

Cc:

Elizabeth D. Sellers, Manager, Idaho Operations Office (ID)
Richard B. Provencher, Deputy Manager, Idaho Operations Office (ID)
Gerald Boyd, Manager, Oak Ridge Office (OR)
Steve McCracken, Assistant Manager, Oak Ridge Office (OR)
John R. Longenecker, Managing Director and Working Group Coordinator, EFCOG
/ Timothy Jackson, Consolidated Business Center Ohio (CBC)
\ Ava Holland, Director, Office of Quality Assurance, Carlsbad Field Office (CBFO)
\ Patrick Carrier, Quality Assurance Manager, Office of River Protection (ORP)
\ Al Hawkins, Quality Assurance Manager, Richland Operations Office (RL)
/ Carl Everatt, Director, Office of Safety and Quality Assurance, Savannah River Operations (SRS)
Robert Brown, Deputy Manager, Oak Ridge Office (OR)
Jeff Mousseau, President and General Manager, Bechtel BWXT Idaho
Joe Yanek, Chair, EFCOG ISM Working Group

Bcc:

James A. Rispoli, Assistant Secretary for Environmental Management, EM-1
Ines R. Triay, Principal Deputy Assistant Secretary for Environmental Management, EM-2
James Owendoff, Chief Operations Officer, EM-3
Cynthia Anderson, Deputy Chief Operations Officer, EM-3
James Fiore, Director, Office of Management Analysis and Process Management, EM-6

**By-Laws
Office of Environmental Management
Quality Assurance Corporate Board**

Article 1 Name

The name shall be the Environmental Management (EM) Quality Assurance Corporate Board (hereafter referred to as the Board).

Article 2 Mission

The Board will serve a leadership role within EM for overseeing the effectiveness of implementing new policies or requirements, and disseminating lessons learned and best practices with the objective of integrating the independently managed federal and contractor Quality Assurance Programs into a single corporate entity. The Board will serve as a consensus-building body to facilitate institutionalization of a Quality Assurance (QA) Management System across the EM-Complex.

Article 3 Goals and Objectives

The Board will ensure that major QA program decisions and recommendations incorporate and promote the use of the best practices and commonly accepted standards in nuclear industry, including:

- Standardization and consistency in establishment and implementation of nuclear QA programs in the EM complex;
- Institutionalization of a QA implementation verification process and proper integration of QA and ISMS;
- Assurance that competent QA personnel and other resources are available to be able to achieve QA objectives in the EM complex;
- Effective collection, communication, and application of lessons learned throughout the EM complex; and
- Continuous improvement of the overall EM cleanup performance by sustaining a quality culture in the EM complex.

Article 4 Membership

Membership in the Board shall consist of senior EM and contractor representatives. Board membership will consist of a Chair and voting and non-voting members as follows:

2. Deputy Chair (HQ QA Manager)
 - a. Monitors performance of Board actions in order to make appropriate recommendations to the Board.
 - b. Initial point of contact for recommending and obtaining a status of Board actions.
 - c. Ensures that actions of the Board, upon approval of the Chair are implemented.
 - d. Serves as Chairperson of the Board in the absence of the Chair.
3. Board Secretary
 - a. Prepares/Distributes Board meeting agendas for approval by the Chair.
 - b. Notifies participants of Board meetings.
 - c. Tracks issues and work of Board and Board Committees.
 - d. Provides facilitation and logistic support for the Board.
 - e. Serves as liaison to all standing committees of the Board.
 - f. Manages and facilitates the Board's meetings.
 - g. Prepares and issues Board Meeting minutes.
 - h. Maintains Board records.

Article 7 Board Member Roles and Responsibilities

1. Provides solutions, ideas, and suggestions to meet and remove challenges or barriers, respectively, that affect the vision, mission and goals of the EM QA Management System.
2. Actively participates in Board activities.
3. Regularly attends Board meetings.
4. Provides recommendations and prioritization for Board business initiatives.
5. Brings knowledge of and is prepared to discuss perspectives and plans to manage and implement QA programs.
6. Monitors, reviews, and recommends appropriate performance metrics that arise from implementation of Board recommendations.
7. Champions and communicates Board recommendations, and shares lessons learned and best practices at their individual sites and across the DOE-Complex.
8. Ensures DOE staff and contractors are trained in QA principles and procedures and that the DOE staff and contractors are trained, as appropriate, when QA procedures are created or modified.

the Board's responsibilities as determined by the Board Chair, by any appropriate means (e.g., videoconferences, teleconferences, and other electronic means).

2. Written notice of Regular meetings, listing those invited to attend and stating the place, day, and hour of the meeting and the purpose(s) for which the meeting is called, shall be delivered by the Board Secretary no fewer than 30 days before the date of the meeting by electronic or regular mail. The Board Secretary shall issue the agenda for regular meetings no later than 15 days prior to the meeting. Agendas for supplemental meetings shall be issued prior to the meeting, as early as possible.

Article 12 Issue Resolution and Change Process

1. Issues are primarily brought before the Board by the Deputy Chair. However, an issue may be brought before the Board by any voting or nonvoting member as a representative for any DOE or DOE contractor employee.
2. A request for the Board to consider an issue is submitted to the Board Deputy Chair who will coordinate the request with the Board voting members and the Board Chair. Upon approval of the Board Chair, issues are placed on the Board agenda.
3. As required, the Board will prioritize all issues under its consideration and submit any changes to the Deputy Chair.
4. The Board will review an issue and may recommend to the Deputy Chair:
 - a. Further study,
 - b. Ask for more information,
 - c. To form a sub-committee to prepare advice for the Board,
 - d. To establish a point of contact from the Board for the formation of a committee, and/or
 - e. Deletion from the Board issues.
5. Upon Chair approval of the change, the Deputy Chair changes priorities and schedules.
6. Board members are responsible for ensuring implementation of the change in their individual organizations.

Article 13 Board Consensus Recommendations and Dispute Resolution Process

The Board will make consensus recommendations to the Chair. Consensus is defined as general agreement or accord and includes agreement to implement

EM QUALITY ASSURANCE CORPORATE BOARD MEETING

| | | |
|--|---|------------------------------|
| Meeting Location: TBD (details to follow) | | |
| Building/Room: TBD | | |
| March 13, 2008: 8:30am – 5:00 pm | | |
| AGENDA | | |
| 8:00 – 8:30 | COFFEE | ALL |
| 8:30 – 8:45 | Welcome and Opening Remarks | Dae Chung |
| 8:45 – 9:00 | Introduction of Board Members | ALL |
| 9:00 - 10:00 | EM QA Initiatives <ul style="list-style-type: none"> - New Office of Standards and Quality Assurance (EM-64) - Overview of EM QA Initiatives - EM Centralized Training Platform Concept Discussion - Institutionalize QA Implementation and Verification Discussion | Sandra Waisley Bob Murray |
| 10:15 | Break | ALL |
| 10:30 | QA Corporate Board Vision <ul style="list-style-type: none"> - Overview and Discussion of Draft Charter/By-Laws - Finalize Charter/By-Laws | Sandra Waisley |
| 12:00 | LUNCH | |
| 1:00 | EFCOG QA Initiatives | Bob Murray |
| 1:30 | Chief Nuclear Safety, Office of Under Secretary of Energy Perspectives | Chip Lagdon |
| 2:00 | Site QA Issues and Priorities | Dae Chung |
| 3:00 | Break | ALL |
| 3:15 | Brainstorm QA Performance Metrics | Dae Chung |
| 4:30 | Next Steps/Actions <ul style="list-style-type: none"> - Discuss and Finalize High Priority Action Items for FY 2008 - Discuss Next Meeting Date/Logistics | Dae Chung |
| 5:30 | Adjourn: End Full Board Session | |

Attachment 7

Mason, Michael

From: Mason, Michael
Sent: Monday, March 10, 2008 11:23 AM
To: Waisley, Sandra; Murray, Robert
Subject: EFCOG QA Subgroup Tasks

Below is an itemized listing of the tasks by Task Team which we are currently working. This listing reflects the comments I received from you, any concerns or further additions please give me a call (240-379-3581) I will be in the office through COB Tuesday (3/11). See you on Thursday !!

EFCOG QA SUB-GROUP

- Support for writing the QA Guide to support DOE O 413.3-1 - **The team has completed their writing and the document has been submitted to DOE to initiate their RevCom process.**
- Support to the EM-60 assist visits - **This is an on-going exercise and to date we have provided personnel to assist the EM team on six (6) visits. The next assist visit is scheduled for March 24 and we are attempting to locate an individual to support this visit.**
- Developing a QA/QC Best Practices Guide for construction activities - **The first draft guide is being developed. It is anticipated that it would be available for review on/about June 1, 2008.**

Policy and Programs - Dave Shugars

- Complex wide consistency in the application of quality and procurement classifications (coordinating with the Engineering and Supply Chain Task Teams) - **The Task Team is completing their internal review of the first draft. The white paper will be sent out to a wider distribution prior to our March 24, 2008 meeting in Oak Ridge. The comments generated during that review will be resolved at the Oak Ridge meeting and it is expected to be approved for submittal to DOE shortly thereafter.**
- Use of Lessons Learned/Operating Experience Review program (coordinating with the QA/QC Best Practices Guide for Construction Team) - **The Task Team is scheduled to meet with DOE (Jeannie Boyle & Co.) Monday, March 24. The intent of this meeting is to gather the collective ideas and develop a path forward based upon the results of this meeting. The initial research indicates that throughout the complex there are numerous LL programs being implemented but not one that allows complex participants to collectively input and extract information.**
- Relevance and application of NQA-1, Part 2 - **A representative from the ASME NQA-1 Main Committee is going to lead the discussion regarding this topic and then lead the effort towards the development of a position paper.**
- Developing a set of matrices comparing the various national consensus standards - **A number of these matrices have been collected and the next step is to determine the validity of each and then determine how they will be managed once they are placed on the web page.**

Quality Engineering - Tom Bargeloh

- Developing a description document defining the roles and the responsibilities of the Quality Engineer - **A draft position paper which will have incorporated the team's first set of comments will be distributed during the March 24, 2008 meeting.**
- Develop a position paper defining the required coverage for non-safety class software as currently described in 414.1C - **A draft position paper will be distributed during the March 24, 2008 meeting, comments will be resolved and the paper subsequently distributed for comment by DOE and others. Additionally, the team will be meeting with representatives from the DOE sponsored SQAS to determine the top 5-7 issues that should be addressed and assignments will be made to the respective participants at the March 24, 2008 meeting.**
- Developing a white paper to address the management of hold and witness points during the performance of maintenance - **A draft position paper will be distributed during the March 24, 2008 meeting.**

- Complex wide consistency in the application of commercial grade dedication (CGD) process (coordinating with the Engineering and Supply Chain Task Teams) - **Currently bench-marking existing CGD programs within the complex and comparing to requirements and guidance from DOE, NNSA, INPO, NRC, etc. Results will be evaluated for commonalities and best practices in considering the development of an EFCOG CGD Guide.**

Supply Chain - Connie Arnwine

- Coordinating with DOE and Contractors to conduct an audit of HEPA filter test facility contractor Air Techniques, Inc. (ATI) - **The lead auditor (from WSRC) and the audit team have been identified and the date of the audit will be based upon ATI completing the implementation plan identified in their revised program.**
- Maintaining a listing of approved suppliers of commodities common to DOE Contractors.
- Developing procedure to address the performance of joint supplier audits - **Procedure will be finalized and a final draft for QA Subgroup Chair review at the March 24, 2008 meeting.**
- Developing checklists using the requirements matrices developed for identification of common commodities which could subsequently be used for evaluating suppliers in order to provide consistency across the complex for sharing supplier evaluation information - **This is an on-going exercise, several matrices have been completed and are being used by Contractors when preparing audit plans for evaluating suppliers.**