

# Assurance Council



## MINUTES

2/2/10

10:30

COMITIUM

<b>MEETING CALLED BY</b>	Bruce Chrisman			
<b>TYPE OF MEETING</b>	Fermilab Assurance Council			
<b>FACILITATOR</b>	Bob Grant			
<b>NOTE TAKER</b>	M. Tolian			
<b>ATTENDEES</b>	B. Chrisman C. Conger R. Ortgiesen	B. Grant D. Carlson K. Van Vreede	A. Filak G. Leonard N. Grossman	B. Boroski G. Bock J. Cotton

### Agenda topics

- Polling of Members for Management Issues
- Update on Policy Framework
- Review Contractor Assurance Peer Review Document
- Status of Collecting Self-Assessment Information

### DISCUSSION

#### Issues –

E-Verify

No management issues found in the KPMG management letter.

Continuing discussion of the degree of uniformity that will be expected from the Contractor Assurance System Peer Review Guide and how concerns should be presented. Assurance Council Members should review both the Peer Review Guide and the Lines of Inquiry and send comments to B. Chrisman ASAP.

H Clause – more items added later than the summary page included. G. Leonard will be going through the Contract Mod and will be contacting subject specialists for clarification of some items. He is also beginning to put together a combined Contract and will hopefully be ready to present it to DOE within about a month. The FRA web page is out of date. The only place to find up to date Contract info is on the [Legal Office](#) web page. The integrated, signed copy will also go up on their site as soon as possible.

Policy Framework – discussion of the differences between FRA corporate policies and Lab policies. These should be incorporated.

B. Grant will reword the Policy on Policies to differentiate the Lab and FRA.

Policies all need to be simplified to edit out procedures, which should be at level 2, with a pointer to that level in the policy. J. Cotton will meet with reps for each area to compare and contrast their manuals and to help minimize their work.

DOE re-did their orders to add disclaimers saying that they will be reviewed in a certain time period and that each will be updated at that time.

### ITEMS FOR FOLLOW-UP

### SPECIAL NOTES OR HANDOUTS

**All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:**

<http://www.fnal.gov/directorate/OQBP/AC.htm>