

Assurance Council



MINUTES

10/11/11

10:30

COMITIUM

MEETING CALLED BY	Bruce Chrisman			
TYPE OF MEETING	Fermilab Assurance Council			
FACILITATOR				
NOTE TAKER	M. Tolian			
ATTENDEES	B. Chrisman C. Conger S. Henderson K. Van Vreede	G. Bock A. Filak J. Heyes V. White	B. Boroski P. Garbincius G. Leonard	D. Carlson N. Grossman R. Ortgiesen

Agenda topics:

- Monthly Detailed Review of Management Issues
- Poll for New Management Issues
- CAS Next Steps
- Document Control System Progress

DISCUSSION

B. Chrisman officially introduced Jed Heyes as the head of OQBP.

Monthly Review of Management Issues –

B. Chrisman read list of issues. Additional notes will be added to Active Management Issues.

Some additional discussion on the staffing for projects. Technician levels are still short, even with the shutdown of the Tevatron. Why do the shortages exist? Too many projects? Schedules too tight? A discussion with P. Oddone would be helpful.

Next Steps for CAS –

Each System Owner should develop a plan & schedule to address gaps – both Corporate level and internal, so that the process shows it is moving along.

CAS is a Corporate responsibility, though the Corporation will not be solving the issues.

With the CAS Task Force now inactive, the Assurance Council to oversee the project to see that progress is still being made toward the goal.

B. Chrisman or P. Oddone will have to task the System Owners, not the AC. P. Oddone has thought that “projectizing” CAS was overkill. Many feel the need for a project manager for CAS, both to direct operation and to solve disconnect between the Lab and Corporate. B. Chrisman to draft a memo to P. Oddone about this, and will send to the AC for comment.

In the meantime, System Owners to begin looking at gaps; can they be accomplished?

Document Control System Progress –

Outstanding 2006 DOE QA audit – 3 CAPs being addressed. Approach document has been drafted.

Forming requirements core team with representatives from each D/S/C + Jim Strait & Steve Holmes.

Additional Topics –

B. Chrisman, P. Garbincius & J. Heyes to meet regarding revamp of Directorate Policy Manual

P. Garbincius mentioned that since the QA staff has been reduced from 10 to 5, things will inevitably be delayed.

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/AC/index.html>