

# Assurance Council



MINUTES

10/25/11

10:30

COMITIUM

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

## Agenda topics:

- Poll for New Management Issues
- CAS Update
- CAS & Safety
- Consolidated Assessment Schedule

### DISCUSSION

No New Management Issues

#### CAS Update

CAS Next Steps memo went to P. Oddone with three options last week.  
Some are having trouble finding the CAS website. The link is: <http://www.fnal.gov/pub/cas/>  
Need project manager full time to begin and part time later on to maintain will take years like ISM

#### CAS & Safety

According to W. Brinkman, labs have hit a plateau on safety  
Further improvement of safety should be a part of CAS  
Expect a more formal statement that ES&H (and possibly other areas) is a part of CAS  
Office of Science pushing for a more formalized CAS

#### Consolidated Assessment Schedule

M. Bollinger, B. Chrisman, P. Garbincius & J. Heyes met on this.  
FSO wants the full list of assessments; to define overlap, eliminate & integrate some of theirs with ours  
The result should be fewer assessments – example DOE-CH joining OQBP Engineering Assessments 4QFY12

Lengthy discussion followed on how assessments should be planned and done, who should be involved in the planning and who should initiate them.

The Management System Owner is the one who needs to give assurance to the Director that the system is working properly. Reiterated from last meeting that MSOs need to begin looking at gaps. Expect a charge from Pier or Bruce for MSOs to provide a plan to address CAS gaps & risks

### 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/AC/index.html>