

QAR Team Meeting 6/28/2010

Next Meeting – 7/19/2010 at WH2NW “Black Hole” 9:00AM

First	Last	Organization	Present
Bakul	Banerjee	CD	X
Frank	Cesarano	BSS	X
Nicole	Gee	WDRS	X
Tom	Gehrke	QAE	X
Jed	Heyes	QAE	X
Tom	King	QAE	X
John	Martzel	QAE	X
Tim	Miller	ES&H	X
Kurt	Mohr	QAE	X
Susan	Rahimpour	QAE	X
Kurt	Riesselman	COMM	
Jim	Rife	TD	X
Don	Rohde	AD	X
Keith	Schuh	PPD	
John	Dawson	ES&H	X
Rod	Walton	FESS	X
Jim	Wollwert	FI	

Carry Over Items & Task Assignments

1	Graded approach to update.			
2	.			
3				

Agenda for today

Discussion of the role of the QARs in the communicating of assessment information.

Assurance Council updates: Council was cancelled last week.

ES&H updates: N/A

WDRS updates: N/A

BSS updates: N/A

Assessments: Kickoff meeting for the AD assessment is at 10:00 today. CD WAN assessment is on hold, process owner is away.

Graded Approach update: N/A

Process Improvement: ES&H has a person hired to enable process improvement tasks.

New Business: N/A

NOTES:

The issue of small sample size of assessments was discussed. The question on the table was “How can we disseminate the information from assessments to other areas as flags for possible areas of independent management investigation?” The goal is to leverage the assessments to the advantage of other areas, not just the assessed area.

The FESS T&M was discussed as an example. It was noted by the QAR that they already knew that the problems with documents existed there before the assessment and the results were shared with management beyond the department assessed. The reason they were not addressed earlier is one of priorities and resources. At least one team member said we still need a definition of documents. QAR suggestions for further implementation included: 1) Finish all to-be documents so requirements exist 2) Tell people what the requirements mean to them (not what the policies or procedures say), what behaviors you expect to see, use Fermilab Today and other ways to communicate these interpretations. Example; on a construction site we expect to see hard hats, work gloves, and other PPE. We discussed implementation tips or guides.

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Tom Gehrke
Meeting adjourned – duration min