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To: All Hands

From: Pier Oddone, Laboratory Director

Subject: Implementing Integrated Quality Assurance

In my first Director's Corner article of 2009, I wrote that one of our New Year's resolutions is to implement our Integrated Quality Assurance program. The IQA is important to me and the laboratory because proper quality assurance provides a structured way for us to continue to improve the way we do things over time. We must do this along with implementing our Integrated Contractor Assurance program to prepare for the future in both operations and proposed new projects. Besides being the right thing to do, establishing Integrated Quality Assurance is a commitment we made to the Department of Energy in FRA's contract proposal, and it is now an integral part of our contract with them.

DOE requires us to put in place the IQA program by September 1, 2009, and to prepare for a DOE-led audit of the program that same month.

The laboratory, with the help of our industrial partner EG&G, has compiled an IQA manual, which DOE has already reviewed and approved and a FICAP document. In addition, I have asked the divisions, sections and centers and EG&G to staff a team of Quality Assurance Representatives and Quality Assurance Engineers to help Fermilab carry out the program.

The next major step is to establish a baseline understanding of how the laboratory currently performs QA. This process, the As-Is review, will begin shortly as described in the timeline below. Following the As-Is review, the laboratory will create a corrective action plan to close any obvious gaps in our quality assurance.

When conducting the As-Is, we will take credit for what we do well by documenting the quality controls already in place. We will also identify any areas in need of improvement and make the necessary changes by September 1, 2009.

I need your cooperation in implementing this program. Below is the timeline to carry out the As-Is activity; please be prepared to work with the QARs and QAEs when they come to your area.

Timeline:

- Perform an As-Is assessment (February 1 - April 30) that will identify our existing processes and quality controls. From this we will determine what needs to be done to meet the IQA requirements.
- Create corrective action plans (March 1 - June 15).
- Apply the corrective action plans on a priority basis (March 1 – August 31).
- Prepare for the DOE audit of our IQA program scheduled for September of this year.

I expect the team of QARs from each division, section and center and QAEs to help you in performing the As-Is review and in creating and carrying out the corrective action plans.

Timely achievement of this goal will strengthen our partnership with the DOE, provide enhanced support for our mission in high-energy physics and further our reputation as a world-class laboratory. We need to do all these things to compete successfully for future scientific projects and funding.

Thank you for your participation and support of this important effort. We will succeed if we each, individually, take responsibility for the performance of the laboratory and also work as a team. Future communications will spell out our IQA activities in FY10.

If you have any questions about the IQA program, please contact Jed Heyes, Fermilab QA Manager, at [jheyес@fnal.gov](mailto:jheyес@fnal.gov).

Best regards,



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Director