

EM QA CORPORATE BOARD MEETING ACTION ITEMS
AUGUST 27-28, 2009
KNOXVILLE, TN

General:

1. EM Federal/Contractor QA Resources Summaries: develop metrics; update numbers semi-annually; HQ should issue more detailed instructions to field sites to ensure that we have a standardized and consistent approach across the EM-complex for reporting QA resources numbers.
2. Send out Corporate Board (CB) follow-up email to Board members (Site Managers); Executive Committee and Project Managers; Working Group Co-Leads; Site QA Managers; and EM-64 staff including the following: a) follow-up action items list and meeting minutes (John Longenecker); b) Revised Participants List; and c) all presentations, including Eric Rozek's briefing.
3. Revise/Complete EM Corporate Board Project Plan: a) Executive Committee and Project Managers (Murray, Tuttel) ensure that all action items are complete; and b) Dae Chung's name is changed to Steve Krahn.
4. Review Charter's proposed changes and site managers' comments with Steve Krahn and then send out for Board Members' vote by email.
5. Revise/update CB Deliverables Table, particularly the implementation approach for deliverables.
6. Send out email to Board Members (Site Managers) summarizing the top priority focus areas for FY 2010 agreed on in the Knoxville, TN Board meeting and request a Y/N vote.
7. Obtain information about ARRA lessons learned from Joe Yanek – Executive Committee member.
8. Obtain NRC "note sheets" from the 2 presenters – Paul Prescott and Dan Pasquale – for internal EM HQ use only.
9. Select date for next CB meeting in Denver, CO.

Project Plan Focus Areas:

1. Working Group #1/#4 – Graded Approach: (Huxford, Hawkins)
 - Revise Flow Down of Requirements Diagram – **Yes Vote with clarifications:** clarify grading vs. applicable, product requirements and flow down, and **order of risk analysis;**
 - Table 1 (Minimum Expectations) – **Yes vote.** Site managers will submit table to contractors and request a cost impact – due date in 2 weeks; document site lessons learned in one year.
 - Risk Assessment Tool – **Yes Vote.** Not a requirement for sites but a tool – post on the EM website and portal. If sites do not wish to use it then show "equivalence".

2. Working Group #2: Adequate Nuclear Suppliers: (Rowland, Palay)
 - Joint Suppliers Evaluation Plan – **Yes Vote**. Develop funding plan for FY 2010 (Palay and Everett); evaluate input or link of joint suppliers audits to the new EM QA HUB database (Perkins); evaluate suggestion that past suppliers' audits and surveillances are entered into the Idaho database (Palay, Paul Bills); and implement the EM Joint Suppliers Evaluation Program following the path forward set out in Campbell's presentation.

3. Working Group #3: Commercial Grade Dedication: (Carier, Faulkner)
 - **Yes Vote**. Post CGD training modules asap on EM Portal and Website (Faulkner, Everett) and also send to all site QA managers; select CY 2009 training locations, course dates, and instructors (Carier, Faulkner); give training course to Defense Board members and staff (Carier and Faulkner); revise training modules if necessary as courses are given.

4. Working Group #5: Line Management Understanding of QA and Oversight: (Jackson/Armstrong, Grisham, Toro)
 - Post Task #5.8 (with other SRP review modules), and the FPD QA training courses (1 hour and 4 hour) in EM Portal and website (Toro).

FY 2010 Focus Areas: Refer to *Top 20 QA Issues and Priorities List*. Needs Vote by Executive Board Members (by email)

1. **Conduct of Operations (new):** includes also previously identified high priority issues of procedural compliance/execution (#7) and production pressures (#15).
2. **Design Quality Assurance (new)**
3. **Commercial Grade Dedication Implementation (refocus)**
4. **Adequate Nuclear Suppliers (refocus):** includes question of DOE certification of supply chain (evaluate UK NDA process)
5. **Flow Down of Requirements (refocus):** includes consistent application of regulations/requirements, and consistent interpretations (#16)

Note 1: where to place Counterfeit, Suspect and Fraudulent issue?

Note 2: ARRA issues will be addressed in other forums, but updates can be given in future Board meetings.

Note 3: Mike Mason will give EM-64 a copy of report relating to #6 (Resources-benchmark industry).

Note 4: EMCBC (Craig) will give a briefing in the next CB meeting on #11 – effectiveness of CAs regarding human performance.