

CaER ISO 9000 Implementation Team Meeting
3/18/04

Attendees:

Wendy Sullivan/CD02
Dana Blaine/CD10
Pat Schultz/CD20
Caroline Wang/CD30
Lynn Garrison/CD30
Judi Hollingsworth/CD50
Betty Golden/CD70

Items Discussed:

Audit Preparation: Please review the audit handbook that Caroline sent out. She has revised it to include the Triennial audit schedule and acronym list. Please distribute the handbook to people in your department. Also make sure that your people understand how to use the MIDL. Have them look at the Top 10 Things to Know section of the ISO website. And be sure that they know the following three things:

- Know how to use the MIDL
- Know what their quality objectives are
- Know about the record retention schedule

ISO reps can develop training material to hand out using the audit handbook. It also would be a good idea to print out the record retention schedule and hand out to employees or go over it in your staff meeting.

MQC Success Stories: Please submit any success stories that your department has to Caroline. Two stories from MSFC will be presented to the center director at the MQC meeting in March. Also, they are considering presenting one success story every month at senior staff meeting.

NQA Audit: The audit in April will be the Triennial audit that occurs every 3 years to determine MSFC's recertification. It includes all clauses and everyone will be involved. This will take place April 6-9. The entrance briefing is scheduled for Tuesday, April 6 at 9:00 and the exit briefing on Thursday, April 9 at 11:00. The dates for this audit may be postponed due to many other activities going on at the center that week.

Important Dates:

NQA Triennial Audit:

April 6-9

Next Meeting:

March 25