

**CaER ISO 9000 Implementation Team Meeting**  
**4/1/04**

Attendees:

Wendy Sullivan/CD02  
Mack Blackman/CD10  
Caroline Wang/CD30  
Jennifer Simmons/CD60

Items Discussed:NQA Audit Preparation: The NQA Triennial audit has been rescheduled for June 22 – 26. Since it has been postponed, we will only be meeting bi-weekly. Please take time to look over the audit handbook and think of ways that we can improve it (add/delete things from the audit checklist, add items to the acronym list, etc.). A good way to do this would be to meet with people from your department who have been audited before and talk with them about their experience (how did they prepare, what questions were they asked, etc.). Caroline would like to update the handbook in May.

MQC: A success story from the Education department (CD60) was chosen to be presented to the center director at the MQC. The MQC will be held on April 15 from 11:00 – 12:30. CaER ISO reps are invited to attend.

Important Dates:

**MQC :**

April 15

**NQA Triennial Audit:**

June 22 – 26

**CaER Internal Audit:**

August 16

**Next Meeting:**

April 15 (329)