

CaER ISO 9000 Implementation Team Meeting
4/22/04

Attendees:

Wendy Sullivan/CD02
Rick Wallace/CD10
Caroline Wang/CD30
Gabrall Yeldell/CD40

Items Discussed:

Document Custodian Responsibility: OWIs need to be reviewed every 6 months and signed by your manager. Keep a hardcopy of OWIs in the office and ensure that the OWIs on the web are the most current version. Make sure that there is a backup document custodian who has access to the Microsoft Word version of the OWIs. If you need to revise one of your documents, make sure to change the NPGs to NPRs.

Record Custodian Responsibility: Review your department's record retention schedule and make sure it is correct. Send any changes to Sheila McDonald

Paper Audit and ISO Training: There will not be a paper audit before the NQA Triennial Audit in June. The next paper audit will be held in mid-July, before the Internal Audit in August. Also, each org rep will be responsible for designing training materials and performing refresher ISO training for their department in mid-July.

Important Dates:

MQC:

May 25

NQA Triennial Audit:

June 22 – 26

CaER Internal Audit:

August 16

Meeting Dates:

May 6, 9:00 in 4200/329

May 20, 9:00 in 4200/329

June 3, 9:00 in 4200/329

June 17, 9:00 in 4200/329