

CaER ISO Meeting

Minutes 5/09/02

Important Dates:

- May 21st NQA Paper Audit
 - May 30th – 31st NQA Surveillance Audit
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Attendees:

- Charles Chen • Betty Humphrey • Maria Hicks • Judi Hollingsworth
 - Shelia Nash-Stevenson • Ola Metcalfe • Caroline Wang • Judy Werner
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- Caroline Wang presented the appreciation letter that CaER directorate Director Ms. Tereasa Washington to the CaER directorate ISO team. Tereasa asked Caroline to let ISO team representatives (civil servants and contractors) know that she appreciate the manner in which they communicate ISO updates to their respective departments, especially in preparation for this upcoming audit.
 - Previous refresher class at 90% participation
 - Redesigning web page for Marshall directives
 - o Employees shall access the Marshall directives through the MIDL link on the ISO 9000 web page or the sub menu on the Marshall home page. MSFC ISO implementation team lead Don Miller stated that he will try to replace the new revision of the MSFC directives on the web before NQA audit.
 - CaER ISO Point Of Contacts (POC) information for each department needs to be updated and checked
 - Record Management Plan on web site is official
 - o Departments' Record Custodians should check and update their record management plans
- * Each department must provide a auditee's name to Caroline Wang for the upcoming NQA audit.