

CaER ISO 9000 Implementation Team Meeting
5/20/04

Attendees:

Sheila McDonald/CD02
Wendy Sullivan/CD02
Maria Hicks/CD03
Dana Blaine/CD10
Amy Rape/CD10
Lynn Garrison/CD30
Caroline Wang/CD30
Judi Hollingsworth/CD50
Judy Pettus/CD70

Items Discussed:

ISO Refresher Training: Caroline reviewed the training slides she put together for the refresher training. Org reps should tailor the slides to meet the needs of their department. Training needs to be completed by June 17.

Record Retention Schedule: Org reps need to send updated record plans to Sheila McDonald. Make sure to take Annette Tingle's name off of the form (she is no longer the MSFC records manager). If your plan is being revised, please prepare a memo to show that it is under revision.

Meeting Schedule: We will not have meetings for 3 weeks. The next meeting is June 17 in room 329. Please prepare your organization for the audit during this time.

Important Dates:

MQC:

May 25

NQA Triennial Audit:

June 22 – 26

Paper Audit:

July 15, 9:00 – 12:00 (329)

CaER Internal Audit:

August 16

Meeting Dates:

June 17, 9:00 in 4200/329