

CaER ISO 9000 Implementation Team Meeting
5/29/03

Attendees:

Carolyn Plank/CD02
Wendy Sullivan/CD02
Dana Blaine/CD10
Pat Schultz/CD20
Caroline Wang/CD30
Euba Yeldell/CD40
Jennifer Simmons/CD60

Items Discussed:

1. CaER Objectives- Everyone should review the ir organization's objectives and make sure they are correct.
2. OWIs- Org. reps. need to have all OWIs, record retention schedule, and master list corrected by next Thursday's meeting. Also, be sure that everyone in your organization has a copy of the ISO audit handbook (available on the web) and that everyone knows their OWIs.
3. Paper Audit- The follow-up paper audit will be June 12 from 8:30 until 10:00.

Important Dates:

Follow-up Paper Audit

June 12, 2003
8:30am – 10:00
Bldg: 4200 Room: 211

NQA Audit

June 17-18