

CaER ISO 9000 Implementation Team Meeting
8/21/03

Attendees:

Wendy Sullivan/CD02
Patricia Caraway/CD10
Pat Schultz/CD20
Caroline Wang/CD30
Gabrall Yeldell/CD40
Jennifer Simmons/CD60
Jeff Ehmen/CD60
Betty Humphery/CD70

Items Discussed:

1. CaER Internal Audit: The internal audit will be Sept. 22-26. Each org. rep. will give refresher training to their department before the audit. Make sure employees are familiar with quality objectives and have the audit handbook close by during the audit.
2. Paper Audit: The paper audit will be Sept. 4 in room 329 from 9:00 – 12:00. Each dept. needs to send a representative along with their record retention schedule and their OWIs. Please review your documents before the paper audit and fix any errors. Check to make sure that no OWIs are missing. Also check the website to be sure it shows the correct information. After paper audit, Caroline will write a report summarizing the findings. All the documents will be updated and approved by department managers.

Important Dates:

Paper Audit

Sept. 4
4200/329
9:00 – 12:00

CaER Internal Audit

Sept. 22-26