

CaER ISO 9000 Implementation Team Meeting
9/5/02

Attendees:

Wendy Sullivan/CD02
Ola Metcalfe/CD03
Caroline Wang/CD30
Maria Hicks/CD20
Judi Hollingsworth/CD50
Betty Humphery/CD70

Items Discussed:

1. New Format for Audit: The auditors will be asking questions from each department's OWI's, besides the general information. If the person who performs the job did not write his/her own OWI, they need to review it and make sure that it describes the job they actually do. If it is incorrect, they need to revise it before the audit.
2. Refresher Training: Each department needs to sign up for a time slot on September 12 for the ISO Refresher Training Class. Each representative should bring a list of the people in their department to Wendy Sullivan before the class to use for taking role.
3. Revised Audit Handbook: Caroline has sent out the new version of the ISO Audit Preparation Handbook. The elements we will be audited on are highlighted in the handbook.

Important Dates:

Refresher Class
September 12

Paper Audit
September 17

Internal Audit
September 23-27

NQA Audit
November 5, 6, 7