

CaER ISO 9000 Implementation Team Meeting
10/24/02

Attendees:

Wendy Sullivan/CD02
Maria Hicks/CD20
Caroline Wang/CD30
Jeff Ehmen/CD60
Jennifer Simmons/CD60

Items Discussed:

NQA Audit: The NQA audit will be November 5-7. Caroline will not be available that week because she will be leading an Internal Audit. Everybody should have a copy of the quality policy and their department's quality objectives on hand and should be able to explain how their job function relates to their organization's objectives and also the center's objectives. Also, everybody should know how to use the corrective action system and QSDN. Caroline will demonstrate at next week's meeting how to use the corrective action system.

Important Documents: Caroline sent out an email that contained several important documents. Included is a list of helpful audit tips that point out the specific elements we will be audited on as well as questions that we should all be able to answer. She sent a document on the American National Standard. This explains the requirements for 9K2K. All org. reps. should have a copy of this. She sent a spreadsheet of the different points of contact that may be audited during the NQA. Please be aware that employees other than the ones listed on the spreadsheet will randomly be asked questions as well. Caroline also attached the latest version of the Audit Preparation Handbook.

Important Dates:

ISO Audit Team Meeting

Thursday, October 31
4200/329
10:30 – 11:00

NQA Audit

November 5, 6, 7