

CaER Management Review  
ISO9000 Implementation Plan  
and Status

3/13/2000

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# CaER Internal Audit

Jan. 24 to 28

- Summary of findings
  - Records
    - Quality records information
    - Record Management Plan
  - Document
    - Reference to obsolete documents
    - Master list updates
- Action items:
  - Revised all OWIs
  - Revised Master list
  - Developed Record Management Plan

# NQA Surveillance Audit

## March 6 to 8

- Major-0
- minor-2
  - Record Filing System (Procurement )
  - Audit Report (Requires explanation on all selected elements)
- observation-2
  - MQC minutes require 3 yr record retention
  - Inspection and testing requires annual stamp requirement documented

## 2000 Internal Audit Schedule

	Organization	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
DA01	Office of the Director	*27								
AD01	Center Operations Directorate					10				
CD01	Customer and Employee Relations Directorate				26					
ED01	Engineering Directorate			08						
FD01	Flight Projects Directorate				05					
LS01	Office of Chief Counsel	*27								
MP01	Space Shuttle Projects Office					24				
OS01	Equal Opportunity Office	*27								
PS01	Procurement Office			22						
QS01	Safety and Mission Assurance Office		10							
RS01	Office of Chief Financial Officer		24							
SD01	Science Directorate					31				
TD01	Space Transportation Directorate				19					
VS01	Systems Management Office	*27								
XP01	CHANDRA									

\*One audit covering ~47 people.

# Major events and schedule

- August, 2000---NQA Pre-assessment audit for new scope
- November, 2000---NQA Registration audit for new scope

# Auditor Training Class

- Lead Auditor
  - April 10 - 15
- MSFC Internal Auditor Training
  - Schedule not available (Contact Warren Woods for detail)

### OWI Status

Org	OWI Required	Completed	In-Work
AD	39	33	6
CD	49	49	COMPLETE
ED	228	226	2
FD	32	31	1
LS	1	1	COMPLETE
MP	18	13	5
OS	78	78	COMPLETE
PS	16	16	COMPLETE
QS	78	78	COMPLETE
RS	23	20	3
SD01	3	3	COMPLETE
SD10	9	9	0
SD20	1	1	0
SD40	16	13	3
SD50	1	1	0
SD70	3	3	COMPLETE
TD	17	10	7
VS	3	3	COMPLETE
XP	16	14	2
TOTALS	554	525	29

~95%

# Directive Status

- All CaER directives are approved by DCB
- Directive Document for NASA Exchange is cancelled

# Action items

- Web Site updates
  - Limited support for the future due to resource allocation
  - Proposed to get update privilege on ISO page server
- Document Review
  - Limited time for center directives review and comments