

# Meeting Minutes

Subcommittee on Interface and Administration  
NQA Committee  
Tampa, Florida  
October 19, 2011  
8:30 AM to 4:00 PM

(Note: A new member/guest orientation was held at 7:30 AM)

## 1.0 CALL TO ORDER/OPENING REMARKS/INTRODUCTIONS

Ron Sacco called meeting to order 8:45

## 2.0 RECORD OF ATTENDANCE

1. Complete electronic attendance and membership record for MC Secretary
2. Review any attendance issues or alternates
  - o Ron proxy for Doug at Executive committee
3. Determine if a quorum is present for doing business

## 3.0 MEMBERSHIP ACTIONS (CLOSED SESSION 9:00 AM – 9:30 AM)

1. Determine any changes in affiliation or contact information
  - o Information updated will be provided to MC
  - o Bob Burns changed affiliation already reported to MC
2. Membership actions
3. Review membership application of any new subcommittee applicants
  - o Don Prigel expressed interest I&A SC currently PMP SC
  - o Motion made and passed to accept Don, will forward to MC for approval.
4. Membership actions to report to Main Committee
5. Sponsorship / Support Issues
  - o Discussed movement of members in jobs and companies
  - o Letters to management about responsibilities and support for ASME

## 4.0 MINUTES

1. Approval of Minutes from last meeting.
  - a. Sent out for review prior to meeting
  - b. Motion made and approved

## 5.0 ADOPTION OF AGENDA

1. Chair to review any changes and call for new items of business. Vote to approve.

## 6.0 EXECUTIVE COMMITTEE REPORT

1. Exc. Committee actions for I&A SC. Ron and Bud reported
  - a. Any material for next edition (2012 edition) deadline Dec 2 through the board, no more addendums. Issue standard every two years is plan.
  - b. 2.4 elimination discussed, superseded
  - c. EC wants I&A to get guides done

- d. Reminder for SC secretary to presentation, meeting minutes, membership attendance. Keith will check to see is following formats.
- e. MC close session today at 5:00 for membership
- f. No presentation at 4:00
- g. Strategic Plan (Marion), updating from comments, will get to Oliver for ballot, plan for yearly review and update as required.
- h. Board looking at our Balance of interest, Ron Schrotke reported to board. Board assign task group to look at BOA across all committees (verify with Ron)
- i. Discussed current MC ballots, negatives, responses and boards view of our process
- j. Certification Program discussed and new release schedule planned for early 2012
- k. Discussed on focusing on main TPN and Inquires and prioritize

## 7.0 REVIEW OF CURRENT COMMITTEE ACTIVITIES

### 7.1 Division of Labor

- 1. Redistribute responsibilities – make assignments and fill vacancies
  - a. Doug will coordinate, reviewed June 1,2011 version

### 7.2 Subcommittee Ballot Action – Guidelines

- 1. 7 Guidelines reviewed ballots, good to go publish, John look at comments, Keith collect latest version from ballots and John, Send to Doug Brown, Ron Sacco, after go from Doug then send to Oliver, Ron, Bud, Marion to be published.
- 2. Project Manager Guideline being worked on – Doug ?
- 3. See C&S Connect for details on latest ballots

### 7.3 Other TPN and Actions

- 1. Record 08-1707 TPN 08-09 New Part II Subpart for Operation QA NUREG 0800 John, Chuck, Marion lead discussion NQA-1 and ANS roles, Reg. Guide endorsements discussed, current and future. Hold until ANS 3.2 is issued, expected in early 2012.
- 2. Inquiry -656, Keith will format. Motion to send proseed response to MC for ballot, approved by SC “ Work applies to the accomplishment of activities defined in the standard”
- 3. Record 11-790, TPN 11-003, Ballot 11-1154 9 Negatives, Doug Brown PM to respond. Need to decide if we do a **Reconsideration** or New ballot. “**Part I and II set** forth requirements for the establishment and execution of quality assurance programs during siting, design, construction, operation, and decommissioning of nuclear facilities. Nonmandatory guidance is provided in the Appendices in Part III. Terry Dunn PM?
- 4. Record 11-791 TPN 11-004 Part 1 Introduction terms and Definitions / Marion to be assigned PM.

### 7.4 New Strategic Plan

- 1. Marion updating from comments will send to MC for ballot. Review yearly update as needed.
- 2. Don Prigel will provide support

### 7.5 Review and Update TPN Status

- 1. See 7.3 above / Review NQA Project Tracking for other I&A assignments or interfaces

### 7.6 NQA Certification/Accreditation Program

- 1. Update – J. Adkins to report / Joe Pang coordinating. Documents developed and balloted. Comments incorporated, Joe taking back to get approval of certification committee to be

available for implementing / marketing early 2012. Consultant working with (Slasky) Joe Pang to develop a checklist. People on committee cannot serve on Certification team. Process discussed, what parts and requirements are you implementing. Application process discussed. Cost and value discussed.

## 8.0 INTERFACE REPORTS FOR MAIN COMMITTEE

1. Determine if the following interface reports are available to be presented at the MC meeting. Check with the members during the course of the daily meeting and/or send runners to ask.
2. Discussed roles and responsibilities. Chuck will begin contacting the representatives a month before meeting requesting they submit a report for NQA-1.

Interface Organization	Reporting Member	Report Available
ASQ	Mr. Moseley	___ yes ___ no
ANS	Mr. Moseley	___ yes ___ no
ISO – Tag 176	Mr. Sowder/Danielson	___ yes ___ no
IAEA	Mr. Sowder/Danielson/Vincze	___ yes ___ no
ASME Section III-GR	Mr. Sowder	___ yes ___ no
AIA	Mr. Deaton	___ yes ___ no
NRC	Mr. McIntyre	___ yes ___ no
DOE	Mr. Danielson	___ yes ___ no
EPA	Mr. Eagle	___ yes ___ no
DNFSB	Mr. Martin	___ yes ___ no
NEI QA Task Group	Mr. Harvey	___ yes ___ no
IEEE	Mr. Burstein	___ yes ___ no

## 9 NEW BUSINESS

1. Implementation of Training guidelines to be handled by EC, starting at next meeting

## 10.0 PREVIOUS BUSINESS

1. Heavy lifting (Bob Burns)
  - Presented information
    - i. One Lift Director
    - ii. ProcedureS
    - iii. Prepare for work, debrief, learn,
  - Part II 2.15 Future / PMP lead on this part / Part of TPN 07-07
  - PMP Lead on Part
2. Rules for Hoisting, Rigging, and Transporting Equipment for Nuclear Facilities (New from Crane Committee)
3. Fukushima Follow-up Actions / Nothing to report

## 11.0 ISSUES AND TOPICS ADDED AT MEETING

- Training Guideline
  - a. Implementation
  - b. Coordination
  - c. Who is the resource to do?

- d. Need qualified resource
- EC needs to discuss and decide how to implement

Next meeting location and dates TBD in MC agenda will be discussed at MC.

## 12.0 ACTION ITEM SUMMARY FROM MEETING (SECRETARY TO REPORT)

1. Developed and Reviewed presentation to Main Commitment

## 13.0 ADJOURNMENT

The meeting was adjourned at 3:30

