

QUALITY COUNCIL TASK PLANNING DOCUMENT

Action Number: TPD-2009.02 Revised

Action Title: DOE QA Order Requirement Training

Action Statement:

Training for HQ Leadership, HQ Senior Management, HQ Support Offices, non-nuclear/non-defense programs (who do not use NQA-1) and Field Office QA POCs to provide a basic understanding of QA.

Action Description:

Communicate with other Program Offices, ASQ and EFCOG to determine training resources. This TPD will focus on QA training in a phased approach.

Phase 1 - Provide a general explanation of QA definitions, principals and DOE QA requirements. Provide an understanding of what QA means, DOE O 414.1C requirements, and the future of the Order. The intended audience for the first phase is HQ Leadership, HQ Senior Management, HQ Program Offices, HQ Support Offices, non-nuclear/non-defense programs (i.e., those who do not use NQA-1).

Phase 2 – Develop a more focused QA training on the requirements in DOE O 414.1X (i.e., revision to DOE O 414.1C), the integration with ISM, as well as the clarified/“new” requirements in this Order. The intended audience for the second phase is all HQ and Field personnel who need an understanding of the revised Order and its requirements.

The final suggested phase (another TPD) is to develop QA training on using NQA-1 and/or ISO as standards to implement the requirements in the Order. This could also include training on the development and review/approval of a written QAP/ISM document.

Action Deliverable:

1. Training modules' contents (Phase 1 and 2)
2. Training venue (mode/method) and packaging of content (HS-50)

Action Completion Due:

1. Draft Version of Phase 1 Training - April 2010
2. Final Version of Phase 1 Training – July 2010
3. Pilot Phase 1 Training GTN – August 2010
4. Pilot Phase 1 Training FORS – October 2010
5. Meet with NTC to Discuss Presentation/Venue Formats – October 2010

6. Advertise and Offer Training to Interested HQ Orgs. – November 2010
7. Initiate Development of Phase 2 Training – December 2010*
8. Develop Draft of Phase 2 Training – January 2011*
9. Final Version of Phase 2 Training – February 2011*
10. Provide Phase 2 Training – March 2011*

*Depends on the timing of the issuance of DOE O 414.1X.

Sub-Action Milestones¹:

	Description	Interim Due Date / Assigned To
1.	Query other Program Offices, EFCOG and ASQ for existing training.	Colette Broussard / ask on call January 2009; input due by June 2009
2.	Review existing QA training (former EH QA training) and EM QA training modules as well as other input received.	Broussard / Haughey – July 2009
3.	Develop draft training content for Phase 1 training.	Broussard / Staffo / Haughey – October 2009
4.	Deliver draft training to Council members in pilot during Face-to-Face meeting and receive feedback from attendees.	Broussard / Staffo / Haughey – November 2009
5.	Work with HS-50 and EFCOG to refine and develop training module content for Phase 1 and venue for same.	Broussard / Haughey Initial – November 2009 Final - August 2010
6.	Deliver pilot of phase 1 training.	Broussard / Staffo / Haughey – August 2010 (GTN) October 2010 (FORS)
7.	Develop draft training content for Phase 2.	Broussard / Staffo / Haughey – January 2011*
8.	Work with HS-50 and EFCOG to refine and develop final training module content and venue for Phase 2 training.	Broussard / Haughey - February 2011*
9.	Provide phase 2 training (2 trainings at HQ)	Broussard / Staffo / Haughey – March 2011-April 2011*

*Depends on the timing of the issuance of DOE O 414.1X.

¹ See Action Lead for detailed Action schedule.
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Action Members (Identify Lead Member):

- 1. Colette Broussard - Lead
- 2. Gary Staffo
- 3. Mary Haughey
- 4. Debbie Rosano

Action Resources:

- 1. PEC
- 2. NTC (HS-50)
- 3. EFCOG QA Subgroup

TPD Approved:

Colette Broussard

10/26/10

Quality Council Chair

Date

Action Completion Comments/Approval:

Working Group Chair

Date

Council Deliverable Approval:

Passed: Yes _____ No _____

Yeas: _____

Nays: _____

Abstains: _____

Differing Opinions:

Product Distribution (mark applicable ones):

_____ Website _____ Memo from HS-1 _____ Other

If other, description:

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Council Product Distribution Approval:

Passed: Yes ____ No ____

Yeas: _____

Nays: _____

Abstains: _____

Differing Opinions: