

QUALITY COUNCIL TASK PLANNING DOCUMENT

Action Number: TPD-2009.03

Action Title: Quality Assurance Program (QAP) Incorporation with Integrated Safety Management (ISM)

Action Statement:

Provide a forum where Quality Assurance (QA) and Integrated Safety Management System (ISMS) professionals can develop a Quality Council recommended, non mandatory template for Quality Assurance Programs that also includes the Integrated Safety Management System program description requirements.

Action Description:

The working group will review DOE requirements for ISMS and QA to determine the minimum requirements for documenting ISMS and QA programs. QA criteria is mandated in DOE O 414.1C, *Quality Assurance*, and the program expectations for Integrated Safety Management are described in DOE M 450.4-1, *Integrated Safety Management Manual*. The final product will be a Quality Council endorsed non-mandatory template that will help users' integrate DOE requirements for ISM and QA into a single document.

Action Deliverable:

A non-mandatory template that enables users to integrate DOE requirements for ISMS and QA into a single program description document.

Note: This is considered phase I. At the completion of the ISMS / QA template, with council approval another task would be initiated that would address implementation of the template.

Action Completion Due: December 2010

Sub-Action Milestones¹:

	Description	Interim Due Date/Assigned To
1.	Provide final TPD to the Quality Council chair for distribution for approval by the Quality Council members on March 18.	March 11, 2010/DuBose
2.	Provide draft of template to working group members.	March 15, 2010/DuBose/Barnette
3.	Working group comments on template	March 18, 2010/All members
4.	Draft template distributed to Quality Council for review	September 13, 2010/ Task Team
5.	The working group incorporates Quality Council comments then briefs the Quality Council and makes recommendation to approve	October 2010 Quality Council Meeting / DuBose
6.	Quality Council votes to approve template publication	October/November 2010 Quality Council Meeting
7.	Publication printed	December 2010
8.	Publication distribution	December 2010

Action Members (Identify Lead Member):

1. Rick Du Bose, Lead
2. Sonya Barnette
3. Bob Blyth
4. Anton Tran

Action Resources:

1. Conference calls

TPD Approved:



 Quality Council Chair

 Date

10/19/10

¹ See Action Lead for detailed Action schedule.

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:

Council Product Distribution Approval:

Passed: Yes ____ No ____

Yeas: _____

Nays: _____

Abstains: _____

Differing Opinions: